# Health Benefits Mask

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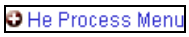
| 1. | Click the **He Process Menu** link.<br>  |
| 2. | Click the **HHS Custom Processes** link.<br> |
| 3. | Click the **MassMask** link.<br> |
| 4. | Click the **Health Benefit Mask** link.<br> |
| 5. | Enter the desired information into the **Run Control ID** field. Enter a valid value, e.g. "**FEHB**". |
| 6. | Click the **Search** button.<br> |
| 7. | Enter the **Effective Date** for the action group. (This date will be populating the **Coverage Begin Date**, **Deduction Begin Date** and the **Election Date** fields on the Health Benefits page.)<br>NOTE: The **Effective Date** of the action group applies to all employees included in the mask.<br>Click the **Choose a date** button.<br> |
| 8. | Click the desired date.<br> |
| 9. | Click in the ***EmplID** field.<br> |
| 10. | Enter the desired information into the ***EmplID** field. Enter a valid value, e.g. "**0079**". |
| 11. | Click in the **Plan Type** field.<br> |
| 12. | Enter the desired information into the **Plan Type** field. Enter a valid value, e.g. "**10**". |
| 13. | Press **[Tab]**. |
| 14. | Enter the **Benefit Plan** (Carrier code)<br>Enter the desired information into the **Benefit Plan** field. Enter a valid value, e.g. "**10**". |
| 15. | Press **[Tab]**. |
| 16. | Enter the desired information into the **Coverage Code** field. Enter a valid value, e.g. "**2**". |
| 17. | Click the **Add a new row** button to insert another employee's health benefit information.<br>Click the **Add a new row at row 1** button.<br> |

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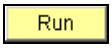
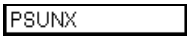
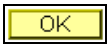
| 18. | Continue to repeat the process until all employees have been entered.<br>To save time, these steps will be completed for you. |
| 19. | When all employees' data has been entered, click the **Run** button.<br>Click the **Run** button.<br>  |
| 20. | Click the **Server Name** list.<br> |
| 21. | Select the **PSUNIX** server.<br>Click **PSUNX**<br>  |
| 22. | Click the **Ok** button.<br>  |
| 23. | Note the **Process Instance n**umber. This number is found below the **Run** button on the Health Benefits Mask page. |
| 24. | Click the **Process Monitor** link.<br> |
| 25. | Be sure the Process (HE_HLTH_ELCT) shows a **Run Status** of **Success**.<br>A **Run Status** of **Success** demonstrates that the process has completed.<br>**End of Procedure.** |