* Required Field - Do not mix DOB and Age. Choose one or the other.
* Will Default upon Import into CRQS
All Texas Clients are required to enter DOB instead of age.
To add dependents, use Employee Record # to associate the dependents to an Employee
To add dependents, use Employee Record # to map the dependents back to Employee records
All other fields optional in CMT - data validation will happen in CRQS

BENAVEST
Benefit Enrollment Solutions

Census Management Spreadsheet 4.0

Record #	Employee Record #	*Relationship	Last Name	First Name	*DOB or Age	Gender	Home Zip	*Work Zip	Medical	Dental	Vision	Life	*Life Volume	Disability	Annual Salary	# Children	Cobra or State Continuation	Smoker	Retired	Disabled