Overview

This document provides a step-by-step guide for how to enter a Life Insurance resource in CBMS.

Process

1) Log into **CBMS**
2) Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page
3) Click on Case Number in the results table to access the **Members** page
4) From the Members page, hover over the **Actions** button
5) Select **Begin Interactive Interview** to initiate the II queue
6) On the **Case Questions** page, be sure the 'Yes' radio button is selected for *Does anybody own or has anybody disposed of resources*
   a) Selecting *'No'* will not populate the Resource page in the Interactive Interview (II) queue
7) Navigate to the **Resource** page
8) From the **Name** drop-down, select the person who owns the Life Insurance Policy
9) Select the **Life Insurance Summary** page
10) To add a new record, click the plus **(+)** sign in the blue detail header
11) Enter the **Effective Begin Date**
    a) Refer to **Online Help** for assistance with which date you should use
12) Enter the **Resource Name**
    a) This should be something to help you easily identify this property. Avoid using generic terms like Policy #1. Instead use the Company name and policy number.
13) Enter in the **Policy #,** if available
14) Select the appropriate **Type** from the drop-down options
15) Select the appropriate **Verification** option from the drop-down menu
16) Select the appropriate **Source** option from the drop-down menu
17) Enter the **Face Value** of the policy
18) Enter the current **Cash Surrender Value** of the policy
19) Select the appropriate **Verification** from the drop-down menu
20) Select the appropriate **Source** from the drop-down menu
21) Enter the **Date Reported**
22) Enter the **Date Verified**
23) Click **Save**

Life Insurance Ownership Related List

1) The information from the record entered under the asset owner will automatically populate in the **Life Insurance Ownership** related list
2) Click on the **pencil icon** to edit/add details to the ownership of the resource
3) Select the appropriate radio button for **Available**
   a) If *'Yes'* is selected, select the appropriate **Verification (Available)** and **Source (Available)** from the drop-down menu
4) Enter the **Date Acquired**
   a) This is the date the client acquired the resource
5) Enter the **Percent Owned**
   a) Ex: If they are the sole owner, enter 100, if jointly owned 50 or 33 etc.
6) Select the appropriate **Verification** from the drop-down menu
7) Select the appropriate **Source** from the drop-down menu
19) Enter the **Date Reported**
20) Enter the **Date Verified**
21) Click **Save** if there is only one owner of the resource
   a) If you are adding another owner, click **Save & New** and repeat the above steps for the second owner.

Note: There is no need to enter an additional Resource to the case if there is more than one owner; the additional owner (s) only needs to be added in the liquid asset ownership page.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us