

Step 1: Set New Year Insurance Plans

Each year insurance plans will need to be updated to reflect the new years and potentially any fee changes.

To update ChromeCare Insurance plans:

- Login to PowerSchool
- From the District Office select **MBA Device Manager+** from the MBA Plugins section of the left navigation menu
- Select **Insurance Policy Setup**
- Update the **Name** and **Default Date Range** to reflect the new years plan dates
- Update the **Default Cost** if the fess schedule has been updated
- Click on the **Save** button

Warning: Any other policy changes to the ChromeCare Insurance plan will need to be reflected in Insurance Policy Setup

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