Online Enrollment

Employee

UnitedHealthcare®
A UnitedHealth Group Company

From the email received, select **Enroll Now**.

On the Employee Registration – Verify Employee screen, enter the applicable information:

UnitedHealthcare®

Employee Registration - Verify Employee

Before moving on in the registration process, please verify your user information by entering your last name and date of birth below.

*Last Name: _____   *Date of Birth: [mm/dd/yyyy]

[Continue >]

Next on the **Account Settings** screen, complete each section: **User Profile Information**, **Contact Information** and **Create Login Information**. All mandatory fields are marked with a red asterisk "*". Click the **CONTINUE** button.

On the **My Account** screen, begin shopping for a plan, but choosing **SHOP FOR A PLAN** button. The next screen will begin the
process to see and compare plans, decide on plans and enroll in plans. Review the screen for items you may need before you begin. To begin click on **START SHOPPING** button.

Add the selected plan to the cart by selecting the **ADD TO CART** button.
To review the plan details, select the **VIEW PLAN DETAILS** link.
Once all plans are chosen, choose **VIEW CART AND ENROLL** from the **Cart Summary** section.
Review or edit the information on the screen. Select **ENROLL NOW**.

The next screen will display the information and items needed to complete the process. Click the **START ENROLLMENT** button.

Complete each of the sections:

☐ Employee Information   ☐ Dependent Information   ☐ Enrollment Summary   ☐ Signature

Employee Information: all mandatory fields are marked with a red asterisk "*". Click **NEXT**.
Dependent Information. If dependents, complete the screen. If no dependents, Click **NEXT.**
Enrollment Summary: verify the information is correct. A print option is also available, by selecting the **PRINT** button.
Signature. Review and complete the fields.   Click the **SUBMIT** button.

The **Employee Submission Confirmation** screen appears, print options are available. Once completed select **EXIT APPLICATION** to exit the screen.