

Online Enrollment Broker

The Online Employer Application Process

Select **Enroll**.

From **Complete Employer Application** screen select the option Select Current User (Me), then

Select **Enroll**.

From **Let's Get Started** screen, review the supporting documents list; click the **NEXT** button to begin.

Employer Information Employer Contribution(s) Eligibility Requirements Current Carrier
 Producer Information Application Summary Signature

As you move through the process the system will check off each section at the top of the screen, as each section is completed.

Employer Information: enter the applicable information, mandatory fields are marked with a red asterisk *. Click the **NEXT** button to continue.

Employer Contribution(s): enter the contribution for each section. Click the **NEXT** button.

Eligibility Requirements: complete the answers to the questions. Click the **NEXT** button. **General Information:** complete each section, depending on the answer to the questions, other fields may appear to complete. Click the **NEXT** button.


Questions Regarding Group Size: enter the applicable information, mandatory fields are marked with a red asterisk * screen. Depending on the answer to the questions, other fields may appear to complete. Click the **NEXT** button.

Current Carrier Information: complete the screen. Depending on the answer to the question, other fields may appear to complete. Click the **NEXT** button.

Producer Information: verify and complete the information. mandatory fields are marked with a red asterisk *. Click the **NEXT** button to continue.

Employer Application Summary: review the information for accuracy, if edits are needed, select **EDIT** from the appropriate section. If a printout is desired, select the **PRINT** button. Click the **NEXT** button.

Signature on Behalf of Employer: review each section on the screen. Complete the **Electronic Signature Section** (NOTE: the signature must match the name exactly, including any middle initial). Click the **SUBMIT** button.

 **Enrollment Setup** **Employee Enrollment** **Final Acceptance**

From **Enrollment Manager**, select **Upload Required Documents** for the following:

Wage and Tax Forms
Direct Deposit Authorization Form
Copy of Binder Check

Select **UPLOAD** next to each item to search and select the document to upload. When the document is uploaded, the name of the document will appear on the screen.

To view the form, click on the underlined form name.

Next select **START ENROLLMENT** button. Select **Edit** for each employee from the **Actions** column and verify and complete the fields. Mandatory fields are marked with a red asterisk *. Click the **SAVE** button.

Then from the **Actions** column, select **Start Enrollment** for each employee.

Complete each of the sections:

Prior to Applying Employee Information Dependent Information Enrollment Summary Signature

Waive Coverage

Employee Information

Dependent Information

Enrollment Summary: verify the information is correct. A print option is also available, by selecting the **PRINT** button.

Signature. Click the **SUBMIT** button.

Select the **Return to Manage Enrollment** button; this will bring you back to the employee listing.

Once all employees have been updated, then select the **SAVE** button.

From the **Enrollment Manager** screen, select **FINALIZE ENROLLMENT** button.

The **Enrollment Manager – Finalize Acceptance** screen appears, to finalize the submission process select the **FINALIZE** button.

If accepted, **Acceptance Completed** appears on the screen including a submission confirmation ID. Select the **DONE** button.