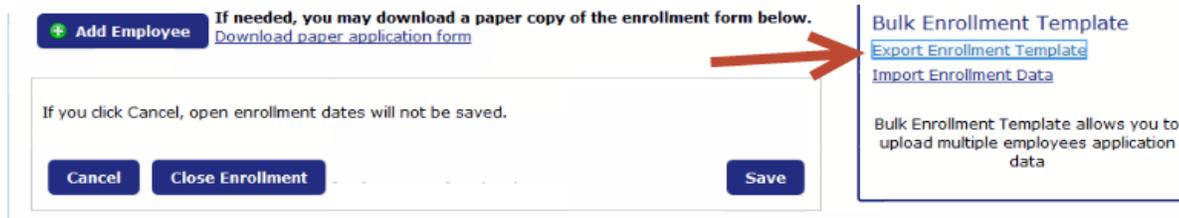


Online Enrollment

Spreadsheet Enrollment

1. After opening Enrollment, Select **Export Enrollment Template**.



Add Employee If needed, you may download a paper copy of the enrollment form below.
[Download paper application form](#)

If you click Cancel, open enrollment dates will not be saved.

Cancel **Close Enrollment** **Save**

Bulk Enrollment Template
[Export Enrollment Template](#)
[Import Enrollment Data](#)

Bulk Enrollment Template allows you to upload multiple employees application data

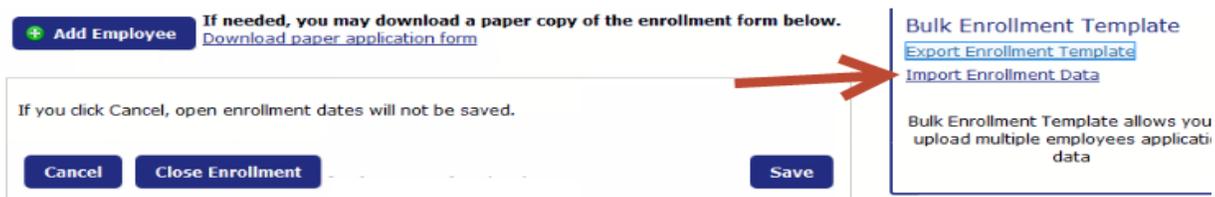
2. When prompted open and save the spreadsheet (note where the file is saved, you will need this to import the file). Select the **Enable Editing** option at the top of the screen.
Tab 1, contains instructions on how to complete the form.
Tab 2, is the form itself, which must be completed. Census information will pre-populate.

Complete all sections of the form:

- Basic Demographic information and additional subscriber and dependent information.
- Employee and Dependent information
- Waive Specific Product Coverage
- Coverage section (Drop down menus are available to select the plans)
- Attestation (when "signing" the name, it must match exactly the information in the system).

After the form is complete, upload or import it back to the system.

3. Return to the Enrollment section.
4. Select **Import Enrollment Data**.



Add Employee If needed, you may download a paper copy of the enrollment form below.
[Download paper application form](#)

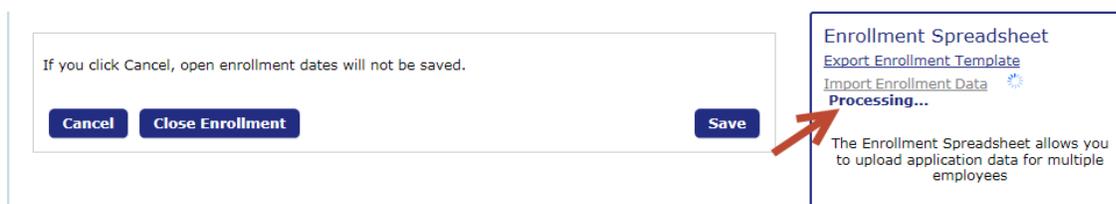
If you click Cancel, open enrollment dates will not be saved.

Cancel **Close Enrollment** **Save**

Bulk Enrollment Template
[Export Enrollment Template](#)
[Import Enrollment Data](#)

Bulk Enrollment Template allows you to upload multiple employees applicati data

5. The File Upload Window opens, Select the file, and then select **Open**.
6. As the file is processing, **PROCESSING** will appear on the screen. This may take some time depending on the size of the file. You do not have to wait to proceed; you can return to this screen.



If you click Cancel, open enrollment dates will not be saved.

Cancel **Close Enrollment** **Save**

Enrollment Spreadsheet
[Export Enrollment Template](#)
[Import Enrollment Data](#) 
Processing...

The Enrollment Spreadsheet allows you to upload application data for multiple employees

- 7. The Enrollment Progress Bar and the Status will be updated for each employee once the data has been imported.

Enrollment Progress
2 of 2 employees 100%

Confirm Census Upload Census | Export Census 1 to 2 of 2

Ensure all impacted Employees are included and all information is complete. Enter an email address for any employee you wish to invite to complete enrollment.

First Name	Last Name	Date of Birth	Group	Status	Action
Chris	Johnson	09/26/1978	All Employees	Completed	Actions
Family Members: Spouse					
Robert	Smith	01/18/1970	All Employees	Completed	Actions
Family Members: Spouse, 1 Dependent					

- 8. A Log Report is also created which indicates how many records were processed and what errors, if any occurred. If errors have occurred, correct the errors and import the spreadsheet again.

Enrollment Spreadsheet
[Export Enrollment Template](#)
[Import Enrollment Data](#)
[Log Report](#)

The Enrollment Spreadsheet allows you to upload application data for multiple employees