**Employee Enroll Help**

Verify Employee/Account Settings:

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

**On the Employee Registration – Verify Employee** screen, enter the applicable information. Select **CONTINUE**.

Next on the **Account Settings** screen, complete each section**.** All mandatory fields are marked with a red asterisk “\*”.

**User Profile Information**.

**Contact Information.**

**Create Login Information.** Selecting **check availability** will verify if the user id chosen is available.

 The information icon will display the rules when creating and ID and Password.

Setting up a security question/answer are mandatory fields

Select the **CONTINUE** button.

Shopping for a plan:

On the **My Account** screen, begin shopping for a plan, by 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 select the **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**.

Start Enrollment:

The next screen will display the information and items needed to complete the process.

Select the **START ENROLLMENT** button.

Complete each of the sections:

**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.

Select the **SUBMIT** button.

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