Automorphismodell Notes (cutomorphismodell Notes (cutomorphismodel	Create the Enrollment
Conceptionname	 In the enrollment section on the company homepage, click on the + icon Select a proposal to use to create the enrollment
New Enrultment of Proposal JPJ Fresh Food Popupi Image: Contract	 Enrollment Settings Page 1 of 3 Add plans to the enrollment Select the plans to include in the enrollment by clicking on the + icon Plans cannot be updated after enrollment creation
Elementaria destructioner de la la destructioner de la destru	 If you have more than one medical plan in the enrollment, click on the make default plan link to choose a different default plan. Click Next to proceed to page 2
Pred Fred Depups - Groutinent Image: Constrained Sectors Broginant Settings Image: Constrained Sectors Broginant Sectors	 Enrollment Settings Page 2 of 3 Employer Settings Enrollment Effective Date - Make sure the enrollment effective date and the proposal effective date are the same Fee Agreement (PEPM) Coordination of Benefits Medical Tracking Year Stop Loss Limit Press next
	important! Opdating settings may impact employee costs and plan availability. If you intend to make changes to these settings, it is recommended that you update the settings in the Proposal and re-submit it for underwriting prior to making employee plan elections

Dil Freth Ford Broun - Englineer	Enrollment Settings screen 3 of 3	
A) I recht food toop- Exeminent Fondmarke Skillings Brade Skillings Brade Skillings Brade Skillings<	 Employee Settings Choose a deadline for employee elections Select the period for showing employee costs (monthly, semi- 	
	 employee costs (monthly, semi- monthly, bi-weekly, weekly) If desired, turn off the Employer Contribution toggle to hide the contribution amount from employees Use the Reminder Emails toggle to activate follow up emails for employee elections Press Save 	
er 😨 😋 💭 🌐 🥥 🔁 Home	Enrollment Checklist The enrollment checklist guides you through the All-Savers enrollment	
Settings	 To access the checklist items, click on the icons located at the center top of 	
Employer Application In Progress	Application, Employee Elections, Carrier Documents, or Final Quote)	
Image: Section s Completed	• Or click on the button on the checklist items to complete the enrollment steps	
Carrier Documents	 The Submit Final Quote Application button will be disabled until all the required steps are completed 	
Final Quote		
Cancel K	 Employer Application Options When you click on the Employer Application checklist item or icon, the system will display a message which advises that you can enter the employer information electronically or upload a paper application. The paper employer application forms are not necessary if you complete the electronic Employer Application 	
	1	

ND Outdoor Adventures - Enrollment	Americanalis a Codent Matericanalis a Codent <th>The Employer Application streamlines four All Savers enrollment documents (Employer Application, Excess Loss Application, Commissions Billing and Collections Agreement, New York Surcharge Form) into five screens: • Employer and Agent Information • Eligibility and Plan Selection • Eligibility for Medical Coverage • Payment • New York Public Goods Pool</th>	The Employer Application streamlines four All Savers enrollment documents (Employer Application, Excess Loss Application, Commissions Billing and Collections Agreement, New York Surcharge Form) into five screens: • Employer and Agent Information • Eligibility and Plan Selection • Eligibility for Medical Coverage • Payment • New York Public Goods Pool
NV Outdoor Adventures - Enrolment Muclicians III Caller: Signatures Enrolige: Signature Internet Rectain Internet Producer Signature Internet Rectain Internet Rectain Internet Internet Rectain Internet Rectain Internet Internet Rectain Internet Intern	• • • • • • • • • • • • • • • • • • •	 Collect Employer & Producer Signatures The Collect Signatures section can be accessed once the Employer Application section is completed You can collect signatures in person (in the Benefitter interface) or by sending an email to collect them remotely
Reference	Applie Applie	 Employer Application - Upload Paper Application If you choose to upload the paper application, click on the Upload Paper Application button On the Attachment Selection, click on the checkbox next to the documents that you will be uploading Click on the upload files button and choose the documents on your computer to add to the enrollment
NU Concentration Concentratio	Windowski Windowski Windowski Windowski	Employee Elections - Choose from the options below to collect employee elections

Quick Start Guide Enrollment



benefitter

Employee Elections - Options

- Email Employees-Send employees an invite to complete a mobile-friendly enrollment. On the employee notification page, check the names of employees that you are inviting to complete their applications electronically
- Upload Spreadsheet (All Savers groups only)
 - Download the enrollment spreadsheet by clicking Download Enrollment
 Spreadsheet. This spreadsheet is pre-populated with the census data you have already collected. All the employees on the census are included in this file
 - Fill in each employee's selected tiers, plans, and additional enrollment information and save the spreadsheet. Click the Upload Enrollment Spreadsheet button and upload the file
 - Fill in plan selections and missing information on the provided spreadsheet and upload the document
- Upload Applications (All Savers groups only) On the employee election page, click on the download indicator to download a copy of employee application
 - Attach a copy of the blank application to an email and send it to the employer/employees. When you receive the completed documents. Click on the upload application button and upload the completed applications.
- Launch Elections access an employee's enrollment directly to walk the employee through completing the enrollment.
- Kiosk Download access codes pdf and set up a kiosk
- Select plans/enroll group directly on the employee elections page.

IN Al Fresco Dining - Envollment 😑 🛇 🗘 🖉 🖉 🖉 🖉 🖉	Process Carrier Enrollment(s) - Click on
Employee Elections	Communication & Documents icon to
Event Record Party Record	access:
Protingent to the set of th	Paper Submissions
	 Export employee information
2 Englow 8 A/W 000000000000000000000000000000000	Elections spreadsheet download
	(UHC, etc.)
	UHC Census pdf
	UHC Employee Applications
	Download Enrollment (Employer
	Group Application, etc.)
INI AI Fresco Dining - Enrollment 😝 🗿 🗇 🚱 🗘	Electronic Submission - Humana
Carrier Enrollments	Start Group Application
Electronic Submission	Receive Group id
Humana	Confirm Final Quote
Vitory, Life	Application Confirmation
R Program	Enrollment Processing
Paper Submission	Group Installation
Etailettear Humana	Post Installation (Download
Auros Aurosana Auros Aurosana	Member ID spreadsheet
Not Sorted + Ket Sarted +	Employer Group Application)
Book Med	
JN) Outdoor Adventures - Enrollment 😑 🌚 🖨 📾 🖨 💭 🖉 💭 🗡 🗡	Communications & Document checklist
Communications & Documents	Click on the paper clip icon to:
Add messages to UnitedHealthcare Lavel Funded	 Send a message to the UHC Level
Attach and download UnitedHealthcare Lavel Funded documents	Funded staff to discuss policies
Califysis and sus such as a constant Submission history	and procedures
Other carriers documents	 Attach/Download UHC Level
Conditioner	Funded documents
Model Accession	Review changes since last
Kuz Suntel +	submission
Fick Evert Context	Review submission history
	Access other carrier documents
	Submit Final Quote Application
Productive Mu (hozz)	When the (settings, employer
	application, employee elections.
Settings Company	communication & document)
Employer Application	checklist items are set to
Employee Elections	completed
	Click the Submit Final Ouote
Communications & Documents	Application button at the bottom
Final Quote	of the checklist page
Butmit Final Quote Application	

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Solution: A york 12, 2022, 133gm Nov Japance Date and Analysis and Understand Solution (Section 2014) Nov Japance and the Indentification of the Indentification	Underwriting
Image: Contract State 	 Messages at the top of the page will alert you of where you are in the underwriting process, and what steps to take next You can enter a note in the message box to communicate with the UnitedHealthcare Level Funded Team, regarding policies and procedures At this stage, census and underwriting settings changes are not allowed until underwriting is complete You will receive an email and a notification within Benefitter when your application has been reviewed
Underwriting needs more information! Click to see «ALSV/Oxford» Pending message.	Resolve Underwriting Questions
Image: Section and Control of Contro of Contro of Contro of Control of Control of Control of Control	 As with the preliminary underwriting request, the UHC Level Funded underwriting team may identify issues that need resolving before they can provide final rates. In this case, you will receive an email alerting you that the final quote submission requires your attention. You will also see a pending status indicator on the client's homepage
	• A message on the Enrollment Checklist page will provide information about the issues that need to be addressed. Once you have entered the required information, click Resubmit for Final Quote Application to have the underwriting team review the updated information

Province of the series of the		 Receive and Approve Final Underwritten Rates You will receive an email when final rates are available. To review the rates: Click on the final underwriting email, link in the link email notification Or access the company and click on the enrollment Review the final quote by clicking on View on the Final Quote checklist or click on the quote icon The quotes page displays a comparison between the preliminary and final underwritten rates Click on the download icon to save a copy of the preliminary and final quotes To accept the final quote and install the group, click Install - Approve & Accept Quote
Installation Completel Child Draven Proceeded Analysis Installation Completel Child Draven Proceeded Analysis Installation Completel Child Draven Proceeded Analysis Installation Completel Child Draven Installation Child Draven	C Deverlaad Completed Engloyee Applications Deverlaad Meetiker (D Spreadheet Deverlaad Stank Employee Applications Completed Engloyee Applications Completed Applicati	 Confirmation of Successful Installation You will receive an email when the group has been installed From this point forward, you can review any part of the enrollment but can no longer make changes to it in Benefitter The group will now appear in myAllSavers.com and SAMx where you can submit any needed adjustments The Member IDs will be added to the employee elections page You can download Member ID spreadsheet