



Employer Enrollment Tool Small Business Quote & New Group Application Guide

Last updated August 14, 2023



Table of Contents

Navigate to the tool	3
Homepage	4
Navigation bar, quick action buttons, To Do List	
Quote a Small Group	7
New Group Enrollment	9
Document Management	14
Document upload, PDF export, CSV export	
View Records	18
View quotes, view enrollments, withdraw applications	
Support	21



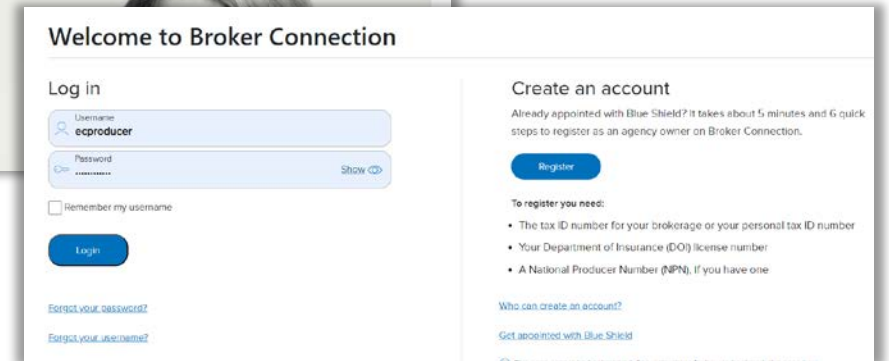
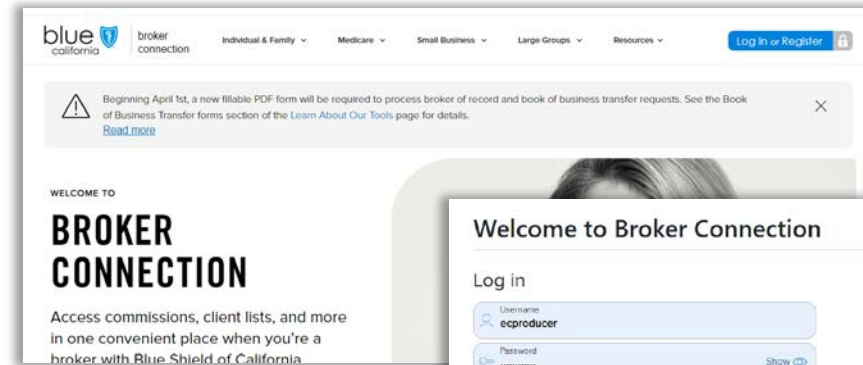
Visit the Employer Enrollment Tool resource page on blueshieldca.com/broker to access additional tool resources, training videos, and enrollment guidelines.

Navigate to the tool

Broker access point

Broker Connection top navigation link
"Shop & Enroll"

Authenticate user and SSO into Employer
Enrollment Tool

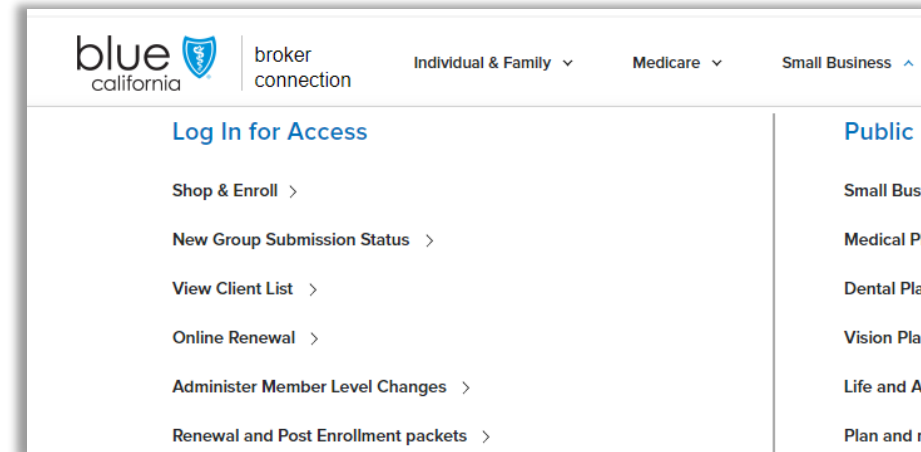


Login credentials and Tax ID sharing

Users will use their Broker Connection
login

Users who currently share Tax ID logins
will continue to do so in the tool

The tool pulls profile information from
Broker Connection and ICM to match
commissions, sales assignments, and user
profiles



Navigation bar

Search bar

- allows the user to search records they have permission to view, including quotes and enrollments

Home

- returns the user to the Employer Enrollment Tool home page

My Groups

- displays the company account

My Reports

- gives you access to run and export reports for your book of business or individual clients

Resources

- links the broker to User Guide, Tips and Tricks, and a tool resource page with additional information.

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Employer tool support (800) 325-5166

Search...

House Broker

HOME MY GROUPS MY REPORTS RESOURCES

Welcome House Broker!

New Enrollment View Small Group Enrollments Quote a Small Group View Small Group Quotes Manage All Groups

Enrollment Progress

Not yet started	In Progress, not submitted	Submitted, requires broker action
10/1/2022 Effective: 3	10/1/2022 Effective: 124	10/1/2022 Effective: 46
11/1/2022 Effective: 19	12/1/2022 Effective: 21	11/1/2022 Effective: 60
12/1/2022 Effective: 3	1/1/2023 Effective: 72	12/1/2022 Effective: 24
1/1/2023 Effective: 8	2/1/2023 Effective: 1	1/1/2023 Effective: 33

Submitted Pending UW Approved BSC Finalizing Enrolled

To Do

View More

Quick Action Buttons

New Enrollment

- Begin and submit a new enrollment application

View Small Group Enrollments

- View your in progress and completed group enrollment applications

Quote a Small Group

- Run a quote for Blue Shield plans

View Small Group Quotes

- View your in progress and completed quotes

Manage All Groups

- Access your book of business for benefits administration and more

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Employer tool support (800) 325-6166

House Broker

HOME MY GROUPS MY REPORTS RESOURCES

Welcome House Broker!

New Enrollment View Small Group Enrollments Quote a Small Group View Small Group Quotes Manage All Groups

Enrollment Progress

Not yet started	In Progress, not submitted	Submitted, requires broker action
10/1/2022 Effective: 3	10/1/2022 Effective: 124	10/1/2022 Effective: 46
11/1/2022 Effective: 19	12/1/2022 Effective: 21	11/1/2022 Effective: 60
12/1/2022 Effective: 3	1/1/2023 Effective: 72	12/1/2022 Effective: 24
1/1/2023 Effective: 8	2/1/2023 Effective: 1	1/1/2023 Effective: 33

Submitted Pending UW Approved BSC Finalizing Enrolled

To Do

View More

To Do List

The To Do list, located to the right of the Enrollment Progress section, lists important tasks for the user to complete.

Tasks are shown as links that users can click to access the location to complete the pending item.

Tasks include expirations, completions, and document requests.

Document upload is a commonly used task to provide documentation required for applications.

The screenshot displays the 'Enrollment Progress' section on the left, featuring a donut chart and six status categories with their respective counts and effective dates:

- Not yet started**: 1/1/20 Effective: 1, 3/1/20 Effective: 1, 5/1/20 Effective: 1
- In Progress, not submitted**: 1/1/20 Effective: 1, 3/1/20 Effective: 1
- Submitted, requires broker action**: 1/1/20 Effective: 1, 3/1/20 Effective: 1
- Submitted Pending UW Review**: 1/1/20 Effective: 1, 3/1/20 Effective: 1
- Approved BSC Finalizing**: 1/1/20 Effective: 1, 3/1/20 Effective: 1
- Enrolled**: 1/1/20 Effective: 1, 3/1/20 Effective: 1

The 'To Do' list on the right, highlighted with a blue border, contains the following tasks:

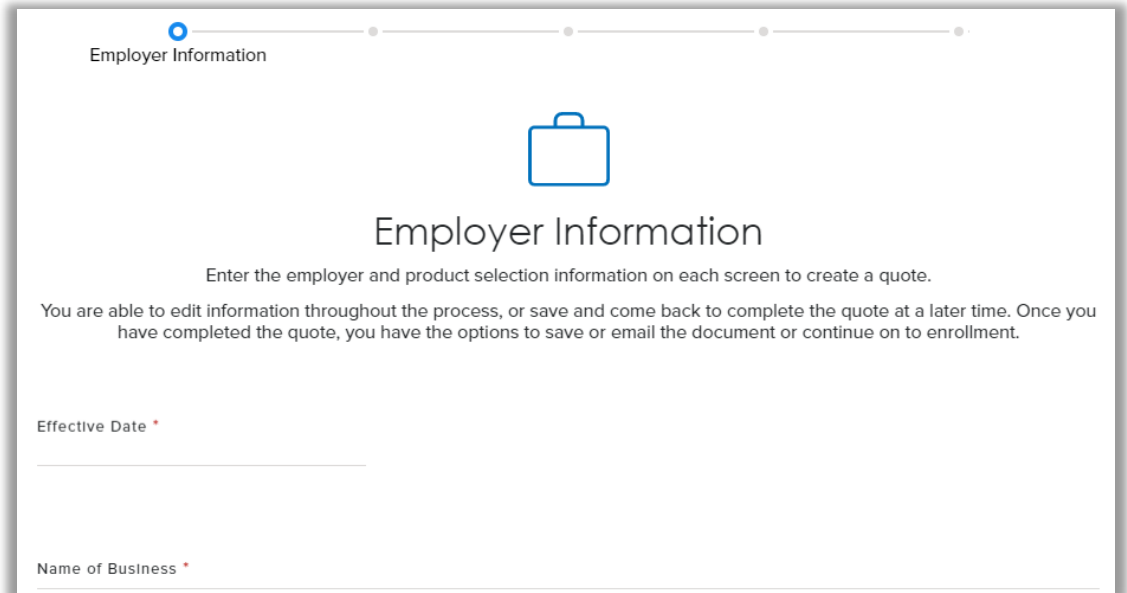
- Jane Florist - [Quote Expiring Soon](#)
- Will's Bakery - [Complete Enrollment](#)
- Mikes Bikes - [Complete Enrollment](#)
- South Pacific Company - [Documents Required](#)
- Cupid's Cupcakes - [Documents Required](#)
- Ana's Housekeeping - [Documents Required](#)
- Jacks Pizza Pie's - [Documents Required](#)
- Jack's Store - [Additional Documents Required](#)
- Montana Nails - [Additional Documents Required](#)

A blue arrow points from the 'Documents Required' task in the To Do list to a detailed view of that task. The detailed view shows:

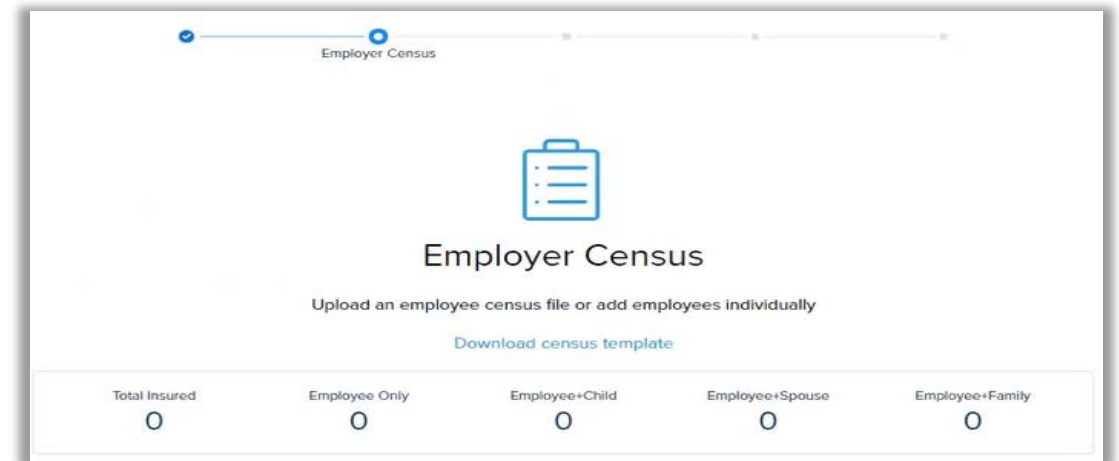
- Task Documents Required** (with a 'Mark Complete' button)
- Name** and **Related To** (00001053)
- Upload Documents** button
- DETAILS** and **ATTACHMENTS** tabs
- Task Information** section with **Assigned To** (Jane Broker) and **Account** (CM video test)

Quote a Small Group

- Quote begins with **Employer Information**
 - Effective date, group name, and number of eligible employees are required fields
 - Tax ID and SIC code are optional fields
- An employee census file can be uploaded or added individually to the **Employer Census** page
 - Users can download a census template from this page or use a CSV file of their own
- Next, the users select the products to be quoted on the **Select Coverage Options** pages
 - All products and plans can be quoted except for graded life



The screenshot shows the 'Employer Information' page. At the top, there is a progress bar with four steps, the first of which is highlighted with a blue circle and labeled 'Employer Information'. Below the progress bar is a blue icon of a briefcase. The main heading is 'Employer Information'. Below the heading is a sub-heading: 'Enter the employer and product selection information on each screen to create a quote.' This is followed by a paragraph: 'You are able to edit information throughout the process, or save and come back to complete the quote at a later time. Once you have completed the quote, you have the options to save or email the document or continue on to enrollment.' Below this text are two input fields: 'Effective Date *' and 'Name of Business *', both with red asterisks indicating they are required fields.



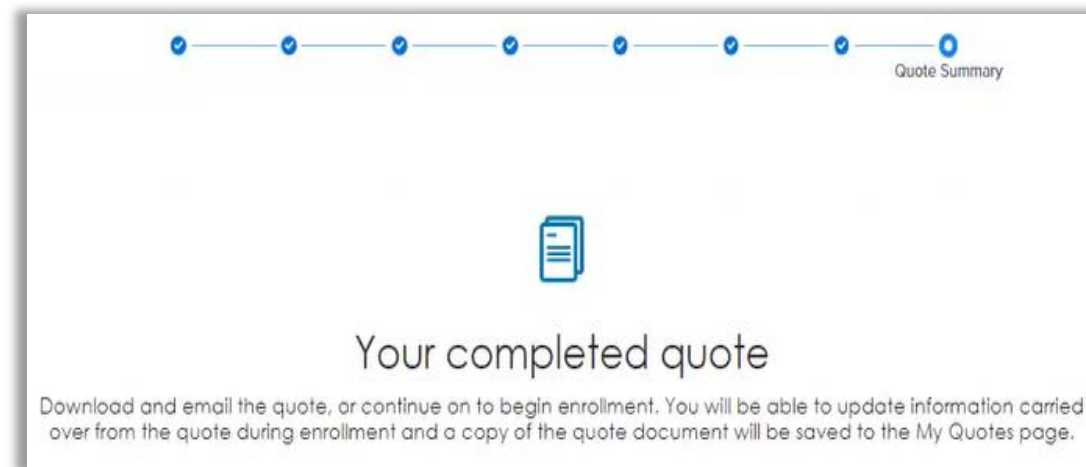
The screenshot shows the 'Employer Census' page. At the top, there is a progress bar with four steps, the second of which is highlighted with a blue circle and labeled 'Employer Census'. Below the progress bar is a blue icon of a clipboard with a checklist. The main heading is 'Employer Census'. Below the heading is a sub-heading: 'Upload an employee census file or add employees individually'. Below this is a link: 'Download census template'. At the bottom of the page, there is a table with five columns representing different coverage options, each with a counter showing '0'.

Total Insured	Employee Only	Employee+Child	Employee+Spouse	Employee+Family
0	0	0	0	0

- The Employer Contributions section will cover all products being quoted
 - This section is not required during the quoting phase
- The completed quote can be downloaded, emailed securely, or the user can proceed by clicking Continue to Enrollment
 - CSV downloads and emails are available immediately.
 - A message will appear on the screen to confirm your PDF download request. An email will be sent when the file is ready for download from the tool.

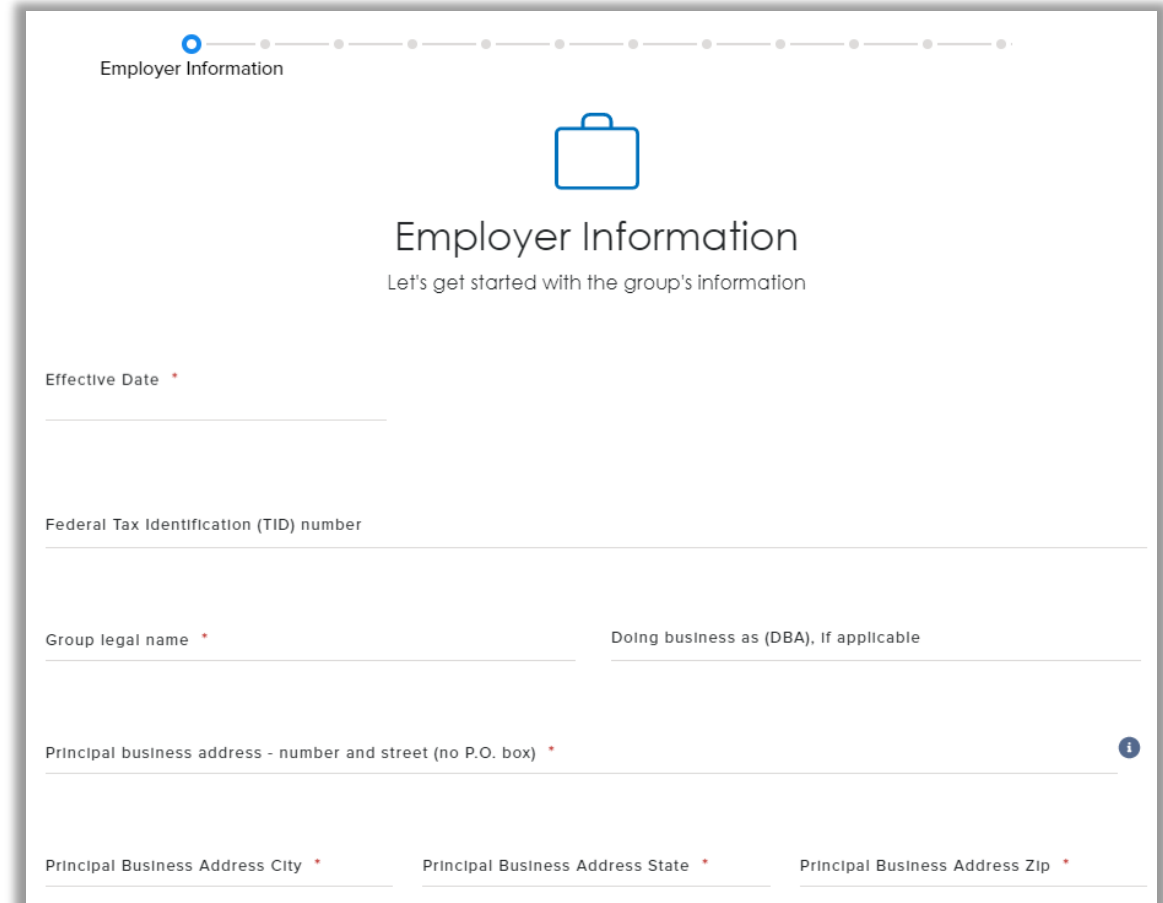
Follow these steps to retrieve the PDF quote proposal:

- From the Employer Enrollment Tool landing page, click on View Quotes
- A list of quoted groups is displayed. Click on the hyperlinked name of the group under the Quote Name column
- In the Files section, click on the PDF file link to open and download the quote proposal.



New Group Enrollment

1. Enrollment begins on Employer Information with the collection of basic group info (name, address, # of enrolling, etc.)
2. The Additional Group Information page collects information for the group contact and entity type
3. Other Group Coverage collects previous group coverage, if BSC is being offered alongside another carrier, and COBRA information
4. Group Eligibility and Options page collects employee counts, group eligibility, additional group information, and waiting periods



The screenshot shows a web form titled "Employer Information" with a blue briefcase icon. At the top, a progress bar indicates the current step. The form contains several input fields with red asterisks indicating required fields:

- Effective Date *
- Federal Tax Identification (TID) number
- Group legal name * (with a sub-field for "Doing business as (DBA), if applicable")
- Principal business address - number and street (no P.O. box) * (with an information icon)
- Principal Business Address City *
- Principal Business Address State *
- Principal Business Address Zip *

- Product selections are made on the Select Coverage Options pages
- Employer Contributions collects the contribution for subscribers and dependents for each product offered
- The Broker Information page collects to ensure commission is assigned correctly
- Employee Enrollment collects the information from the EEA application or spreadsheet. Users will be able to upload a filled-out spreadsheet or manually enter the employee information directly into the tool.

Select Coverage Options

Select the type(s) of coverage for enrollment

Medical Dental Vision Life

Employee Enrollment

Upload an employee enrollment file or add employees individually

[Download employee enrollment template](#)

Total Number of Eligible Employees	Total Employees Enrolled	Total Members Enrolled	Total Employees Refusing	Total Cobra/Cal-COBRA Applications
2	0	0	0	0

[Clear All](#) [Upload Employee Enrollment File](#) [Add Employee](#)

Search Criteria

First Name

Enrollment Spreadsheet

- Use the same Enrollment Spreadsheet file to upload the employee enrollment information to the tool. The Spreadsheet is used for both enrolling and refusing employees.
- The Spreadsheet is located under the forms & applications page on Broker Connection.
- Always use the most current file version for your submissions.
- Enter the employee information into the yellow required cells. Dropdown selections will appear when you click into the cell.
- Information moves across the workbook, so scroll right to make sure all yellow required fields are completed.
- When you have completed entering the employee information, click on the Export to .CSV button at the top of the workbook.
- The conversion to CSV may take your computer a minute or two to complete, this is normal.
- The converted CSV will automatically save to your desktop. Use this file from your desktop when uploading the Spreadsheet into the enrollment tool.

Application information			Subscriber information	
Group Tax ID	Applicant Type	Type of Application	Applicant Last Name (incl Suffix)	Applicant First Name
	Subscriber			
	Spouse			
	Domestic Partner			
	Dependent Child			
	Other Dependent Child - Guardianship			


Application information			Subscriber information	
Group Tax ID	Applicant Type	Type of Application	Applicant Last Name (incl Suffix)	Applicant First Name
555444333	Subscriber	Enroll	johnson	bob
555444333	Subscriber	Enroll	thomas	susan
555444333	Subscriber	Enroll	perez	daniel

G	H	I	J
Legend:			
	Required		
	Optional		
	Not Required		
	Incorrect Value		
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">Export to .CSV</div>			
Version 2020Q4_V1V			

9. Summary Review page will go through a review of plans selected, number of employees enrolling, group monthly rate, etc. Users can also download the filled-out MGA form
10. Broker Confirmation page and will have to choose one of the two signature process to proceed
- The user can select to attest as being the broker who assisted the client and to attest that they have the completed application on file. When the user selects signed paper copy, additional attestation statements appear on the page.
- Attestation statements have not changed.
 - The user checks the boxes next to the attestations and provides their name and date before selecting "Submit".
 - Application flow will be the same as now no change.

The user can select eSignature to capture the employer and broker signatures of the application. When the user selects eSignature, signatory contact fields appear on the page.

- The authorized group representative field is prepopulated with Primary Contact details from earlier in the application.
- The producer field is prepopulated with the details of the logged in user.
- Users can edit and update the contact fields if needed.
- The user must confirm the signatory information before proceeding to the next page.


Summary Review
Review and verify the group's enrollment selections

Group does not have any data errors to address at this time.

✓ Group Information
 GroupName: Its Quarantine Effective Date: 07/01/2020 Group Number: W0111974

✓ Plan Information
 ✓ Medical Plan (16): [Change Medical Plan](#)

- Platinum Tandem PPO 0/10 OffEx
- Platinum Tandem PPO 250/15 OffEx
- Gold Tandem PPO 0/20 OffEx
- Gold Tandem PPO 500/30 OffEx
- Gold Tandem PPO 750/30 OffEx
- Gold Tandem PPO 1200/35 OffEx
- Silver Tandem PPO 2300/45 OffEx
- Silver Tandem PPO 1800/55 OffEx
- Bronze Tandem PPO 5000/70 OffEx
- Bronze Tandem PPO 6850/65 OffEx
- Bronze Tandem PPO 6500/50 OffEx
- Silver Tandem PPO Savings 2000/25% OffEx
- Silver Tandem PPO Savings 2500/35% OffEx

Broker Confirmation

Sign the application electronically or on paper. Choose a signature format to proceed:

Send Master Group Application for electronic signature
 I already have a signed paper copy of the Master Group Application

Cancel

[Submit](#)

11. Group's Initial Premium Payment page collects information for the ACH payment. This payment will not process until the group has been confirmed in Facets.
 - **New!** Select Autopay to use the entered ACH information for future monthly payments
12. The Review page will advise the user of any supporting documents that are needed. Broker has the option of uploading now to proceed to review or upload later
13. The user will complete the process with a final page showing one of three options:
 1. Groups that go straight to Facets will receive a message confirming the application approval.
 2. Groups that require a review will receive a message that the application has been submitted and will be reviewed
 3. Groups that require a review and did not provide documents during enrollment will receive a message that the application has been submitted and will only be reviewed when the documents are uploaded.

Payment Confirmation

Group Payment Authorization

Enter the group's payment information

Choose Payment Option *

One Time AutoPay

Account Type *

Checking Savings

Application Complete

The application has been submitted for review. The group number is W0112903. Requests for additional information and application status updates will be sent to your email.

Finish

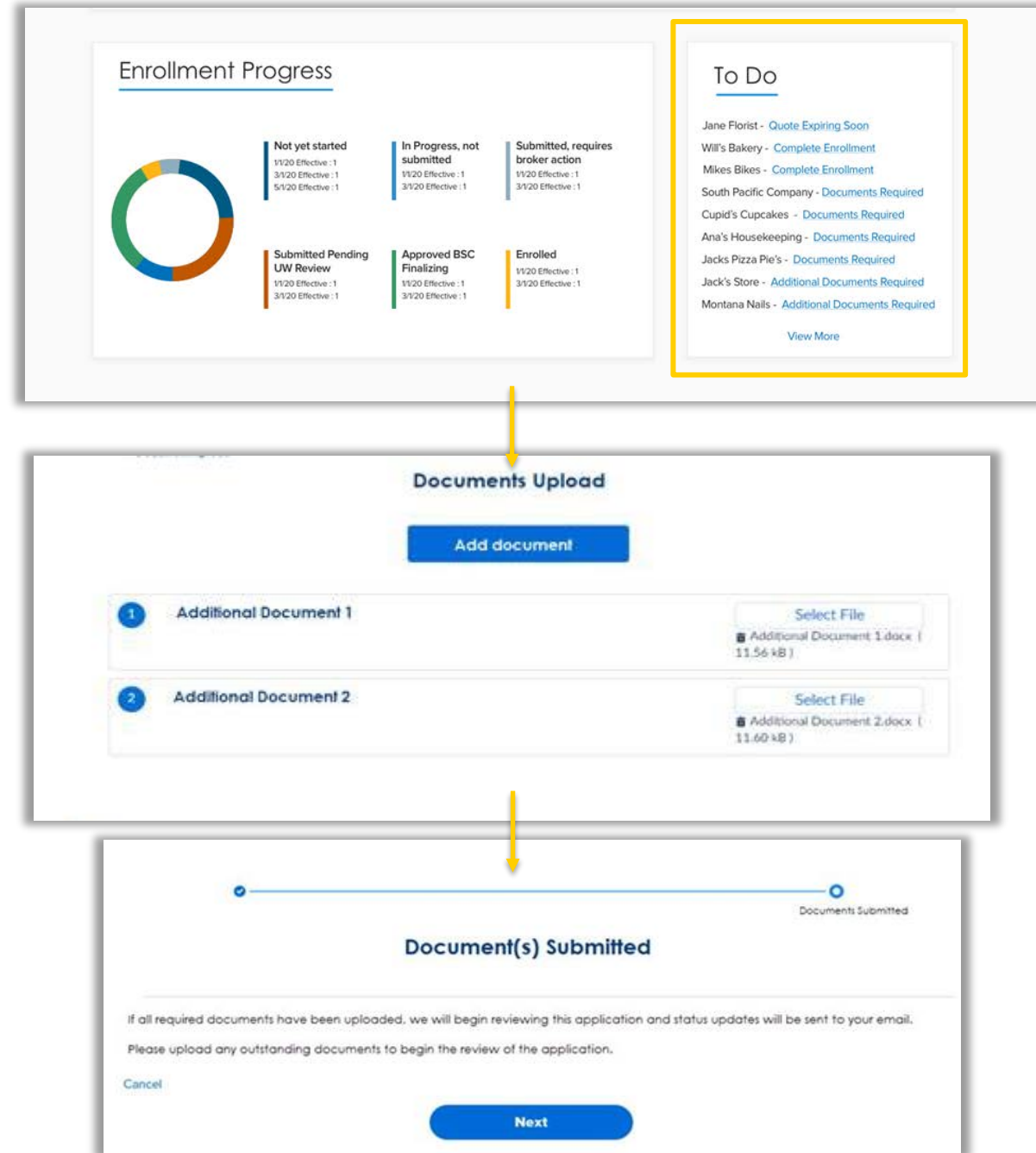
Document upload

Applications may require review and that means we need some additional information about the enrolling group.

You can provide documentation during the enrollment submission or after the enrollment submission. We even let you upload the partial list and upload the rest later – just use the “will upload later” checkbox.

Follow these steps to upload documents to an application after it has been submitted:

1. Log into the Employer Enrollment Tool and click on the Documents Required link next to the group’s name in your To Do list.
2. It will take you to a “sub page” with a button in the top right that says Upload Documents.
3. Click on the button on this button
4. You will land on a page titled Review that looks like the document upload page from the enrollment flow. The list of required files is displayed.
5. Click on Select File to grab and upload the document
6. When you are done adding files, click on the Next button at the bottom of the screen.



Quote Proposal PDF

PDF Quote proposals can be requested once the quote is completed.

The file will become available once you receive an email that the proposal has been successfully created.

Follow these steps to retrieve the quote proposal:

1. From the Employer Enrollment Tool landing page, click on *View Quotes*
2. A list of quoted groups is displayed. Click on the hyperlinked name of the group under the Quote Name column
3. In the Files section, click on the PDF file link to open and download the quote proposal.

Users can still download the CSV quote file in addition to requesting a PDF.

The screenshot displays the Blue Shield of California Employer Enrollment Tool interface. At the top, there is a navigation bar with 'HOME', 'MY GROUPS', and 'MY REPORTS'. Below this, a 'Quote' section shows details for 'Test Quote 1017 - 11/1/2020'. A table lists the quote number (00002290), account name (Test Quote 1017), effective date (11/1/2020), and status (Completed). Below the table, there is a 'Files (4)' section. A yellow box highlights a PDF file named 'Quote-00002290-10-18-2020.pdf' with a size of 137KB, dated Oct 17, 2020. A yellow arrow points from this file to a preview of the PDF document. The PDF document is titled 'Small Group health insurance proposal' and is for the business of 'Test Quote 1017'. It includes the effective date (11/01/2020) and is prepared by a House Broker on 10/18/2020. The Blue Shield of California logo is visible in the top right corner of the PDF preview.

Enrollment Proposal PDF

Member ID numbers can be self-serviced within the tool through the Enrollment census PDF file.

The file will become available once you receive an email that the group has been successfully installed.

Follow these steps to retrieve Enrollment census:

1. From the Employer Enrollment Tool landing page, click on View Enrollments
2. Use the filter to select My Enrollments Completed
3. A list of enrolled groups is displayed. Click on the hyperlinked contract number of the group under the Contract Number column
4. Select the Files tab
5. Click on the PDF file link to open and download the Enrollment proposal.

The screenshot displays the Blue Shield of California Employer Enrollment Tool interface. At the top, the logo "blue of california" is visible, along with a search bar and navigation tabs: HOME, MY GROUPS, MY REPORTS, and RESOURCES. Below the navigation, a contract summary is shown for Contract 00002590, with Account Name "Ineligible reg", Contract Type "Ineligible reg", Status "Enrolled", and Application "Ineligible reg 2020-10-01 00:00:00".

The "FILES" tab is selected, showing a list of files:

Title	Owner
Enrollment-W0114056-10-01-2020.pdf	Boomi B
BrokerCensusFile_2020-10-15 12:14:45	James Galassi

A yellow box highlights the PDF file link, and a yellow arrow points to a preview of the document. The preview shows the "Small Group health insurance" logo and the following text:

Small Group health insurance
For the business of:
Ineligible reg
Effective Date: 10/01/2020
Prepared by: James Galassi
10/15/2020
(480) 479-5555
blueshieldca.com/producer

Enrollment Proposal CSV

Member ID numbers can be self-serviced within the tool through the Enrollment census CSV file.

The file will become available once you receive an email that the group has been successfully installed.

Follow these steps to retrieve Enrollment census:

1. From the Employer Enrollment Tool landing page, click on *View Enrollments*
2. A list of enrolled groups is displayed. Click on the hyperlinked name of the group under the Account Name column
3. Select the Enrolled Member tab
4. Click on the *Download as CSV* button
5. The download will load in the bottom of the browser window
6. Click on the file download to open the CSV

	Contract Number	Account Name	Group ID
1	00000813	Cashew & Co.	W0000000



EMPLOYER INFORMATION ENROLLMENT CONTRACTS **ENROLLED MEMBERS**

Export Data as CSV

Do you want download the data , Click Here [Download as CSV](#)

View Quotes

[Watch a tutorial.](#)

From the home page, click View Quotes.

- A list of group quotes will populate.
- As needed, search quotes by name using the Search box. Once the desired quote has been located, click the quote name to view all group and quote details.

Click the RELATED LIST tab to view the following information by expanding the appropriate sections.

- Quote Line Items - see all plans and premiums
- Quote PDFs
- Open Activities
- Activity History
- Notes & Attachments

If desired, use the triangle list on the main quote page to continue a quote you have saved for later. The user will be brought back to the remaining pages to complete.

Quote
Wicked Witch Co - 4/1/2020

Client Contact Create New Case Edit

Quote Number	Expiration Date	Syncing	Opportunity Name	Account Name	Grand Total
00001609		<input type="checkbox"/>	Wicked Witch Co - 4/1/2020	Wicked Witch Co	\$4,320.44

DETAILS RELATED LIST

Quote Number: 00001609

Quote Name: Wicked Witch Co - 4/1/2020

Opportunity Name: Wicked Witch Co - 4/1/2020

Account Name: Wicked Witch Co

Expiration Date: / /

Syncing:

Status: Completed

Description: /

Subtotal: \$4,320.44

Discount: 0.00%

Total Price: \$4,320.44

Tax: /

Shipping and Handling: /

Grand Total: \$4,320.44

Prepared For: /

Contact Name: /

Phone: /

Quote
Wicked Witch Co - 4/1/2020

Client Contact Create New Case Edit

Quote Number	Expiration Date	Syncing	Opportunity Name	Account Name	Grand Total
00001609		<input type="checkbox"/>	Wicked Witch Co - 4/1/2020	Wicked Witch Co	\$4,320.44

DETAILS RELATED LIST

Quote Line Items Add Products Edit Products

Quote PDFs

Open Activities New Task

Activity History

Notes & Attachments

View Enrollments

[Watch a tutorial.](#)

From the home page, click View Enrollments. The contracts page will display

- Filter enrollments by contract number, name, group ID, account, created date, effective date, status, or actions.
- Use the Search box at the top of the screen to search by group name.

For enrollments not completed, click Complete Enrollment to continue the enrollment from where the user last saved

Once the desired enrollment is located:

- Click the contract number to display the contract page.
- On this page, the group's information, status of the group, effective date, group contribution, group waiting period, employee information, eligibility information, and other group coverage information are visible.
- The Plans tab to view the group's plans along with any selected riders.
- The contract status is displayed.
- Submitted - the enrollment has been transferred to Blue Shield for review by Welcome Center of Excellence.
- Enrolled - the enrollment has been loaded into Facets.

Contract No.	Contract Name	Group ID	Account	Created Date	Effective	Status	Action - Complete En.
1 00001497	ROC Test 5 - 2020-04-01	W0112197	Jeff Miller	3/26/2020 11:17 AM	4/1/2020	Approved	Complete Enrollment
2 00001597	West Oz Security - 2020-04-01	W0112295	Jeff Miller	3/31/2020 3:09 AM	4/1/2020	In Progress	Complete Enrollment
3 00001596	West TV - 2020-04-01		Jeff Miller	3/31/2020 3:04 AM	4/1/2020	In Progress	Complete Enrollment
4 00001591	AutomationMORUZW - 2020-04-01	W0112289	Jeff Miller	3/30/2020 7:31 PM	4/1/2020	Broker response required	Complete Enrollment
5 00001590	AutomationMBOJHL - 2020-04-01	W0112288	Jeff Miller	3/30/2020 7:21 PM	4/1/2020	Underwriting review required	Complete Enrollment
6 00001589	AutomationByBYGW - 2020-04-01	W0112287	Jeff Miller	3/30/2020 7:11 PM	4/1/2020	In Progress	Complete Enrollment
7 00001587	ROC Test 5 - 2020-04-01	W0112197	Jeff Miller	3/30/2020 4:48 PM	4/1/2020	In Progress	Complete Enrollment
8 00001540	Wicked Witch Co - 2020-04-01	W0112247	Jeff Miller	3/27/2020 12:58 PM	4/1/2020	In Progress	Complete Enrollment
9 00001579	AutomationZiqXoG - 2020-04-01	W0112280	Jeff Miller	3/30/2020 10:32 AM	4/1/2020	Underwriting review required	Complete Enrollment
10 00001577	AutomationKwVgRTh - 2020-04-01	W0112278	Jeff Miller	3/30/2020 10:23 AM	4/1/2020	Underwriting review required	Complete Enrollment
11 00001576	AutomationfXLYz - 2020-04-01	W0112277	Jeff Miller	3/30/2020 10:14 AM	4/1/2020	In Progress	Complete Enrollment
12 00001575	AutomationWCJnOS - 2020-04-01	W0112276	Jeff Miller	3/30/2020 9:55 AM	4/1/2020	Broker response required	Complete Enrollment
13 00001574	AutomationNqDjaAm - 2020-04-01	W0112275	Jeff Miller	3/30/2020 9:39 AM	4/1/2020	In Progress	Complete Enrollment

Name	HDHP Plan	Infertility Rider	Status
Platinum Full PPO 250/15 OTEx	<input type="checkbox"/>	<input type="checkbox"/>	Active
Bronze Full PPO 5000/70 OTEx	<input type="checkbox"/>	<input type="checkbox"/>	Active
DHMO Basic	<input type="checkbox"/>	<input type="checkbox"/>	Active
Life/AD&D 1X Salary min \$15,000 max \$50K	<input type="checkbox"/>	<input type="checkbox"/>	Active
Basic Life and AD&D Insurance - \$35,000	<input type="checkbox"/>	<input type="checkbox"/>	Active
Life/AD&D 2X Salary min \$15,000 max \$30K	<input type="checkbox"/>	<input type="checkbox"/>	Active

Withdrawing groups

Withdraw any submitted application using the following steps:

1. Navigate to View Enrollments
2. Filter to My Enrollments Submitted
3. Click on "withdraw" in the right table column

Contracts
My Enrollments Submitted

9 items • Sorted by Contract Number • Filtered by my contracts - Status • Updated a few seconds ago

Search this list...

Contract ... ↑	Account Name	Group ID	Account Own...	Effective ...	Status	Action - Complete Enr...	Withdraw Application	
1	00001006	Home Cabinets Inc	W0112827	Jane Broker	8/1/2020	Additional documents required	Complete Enrollment	Withdraw Application
2	00001035	Berry Farms	W0112876	Jane Broker	8/1/2020	Additional documents required	Complete Enrollment	Withdraw Application

Email notifications

Emails will be sent to the address tied to the Broker Connection profile.

Emails include automatic reminders, status notifications, and requests for information.

Pend and underwriting related emails will use a new address.

WCOEPendResponse@BlueShieldCA.Com

Do not reply to emails with document attachments.

Use the Leave a Comment feature on the document upload page to share relevant information to the Welcome Center of Excellence team.

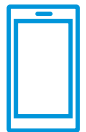
Action Required	Informational
<p>Pend for additional information</p> <ul style="list-style-type: none">- log into the tool and upload requested documents	<p>Pend resolution/ decision</p> <ul style="list-style-type: none">- Approval and declination notices
<p>Additional information reminder</p> <ul style="list-style-type: none">- 5 days after the pend email, we will send automated emails to remind you to provide requested information	<p>Application expiration</p> <ul style="list-style-type: none">- Incomplete applications expire after 30 days
<p>Installation complete</p> <ul style="list-style-type: none">- Log into the tool to download your enrolled member census complete with member IDs	<p>Task assignment</p> <ul style="list-style-type: none">- Automated system tasks. Can be ignored
<p>PDF document for download</p> <ul style="list-style-type: none">- Log into the tool to download quotes and enrolled member census	<p>DocuSign signature status</p> <ul style="list-style-type: none">- Resend or edit application signatories



Connect with your Regional Sales Executive to set up broker office training on the Employer Enrollment Tool.



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