

EasyAppsOnline

Employee Quick Start Instructions Census Upload

Doing Our Part

Saving 6 million sheets of paper
and growing...

Having this information handy will make enrollment as EASY as 1, 2, 3!

1

Collect the Following Information

Social Security Number and Date of Birth for yourself and all dependents

Your Insurance Card for Previous/Ongoing Health Coverage Information

Medicare Information for yourself and/or dependents (if applicable)

List of all Medications including Dosage for yourself and dependents. Detailed Medical Information for yourself and all dependents (including the following):

* Names of Conditions * Dates of treatments * Physician's name * Names of Tests performed or to be performed

Hospital Stays, including dates, for any condition. Any Surgery information - details on past or future surgeries

- * If you have **Diabetes** you need at least one A1C Reading
- * If you have **High Blood Pressure** you need at least one pressure reading
- * If you have **Elevated Cholesterol** you need at least one reading
- * Include **Current Pregnancies**

You will NEED one of the following internet browsers to complete the online application



With Chrome
or Firefox

2

Getting to the website

Open your Internet browser and enter:

If you experience issues locating the site please visit www.easyappsonline.com/employeehelp.asp

3

When the EasyAppsOnline website opens, select the FIRST TIME USER button

Enter your Last Name, Year of Birth (YYYY), and Month of Birth (MM), and then click Find Me.

Type in the **Username** and temporary **Password** provided onscreen.

4

Create a new password and click SAVE

Passwords must meet these requirements: EXACTLY 8 characters in length, at least 1 uppercase letter, 1 lowercase letter, and 1 number (no sequential values ex. 123).

5

Create your security question and answer

6

Click on the APPLY FOR BENEFITS button to start the enrollment process

Please note: The system contains a time-out feature which will present you with a prompt after 14 minutes of no activity. You **MUST** select "OK" to reset the timer and remain logged in.

7

Complete the enrollment pages

On the Coverage screen, click **ENROLL/WAIVE** next to each product offered to make your elections or waive coverage

8

Sign your signature in the signature box

Hold down the left mouse button and use the mouse as a writing tool or sign with your finger or stylus.

Click **SUBMIT APPLICATION**.

9

Congratulations, you have completed the enrollment process

If you need to log into your account again to make a change **YOU MUST RE-SIGN** or you will **NOT** receive coverage.

10

Click the RETURN TO MAIN MENU button to return to the Main Menu

Click **View/Print My Benefit Summary** display your plan selections.

11

Log off EasyAppsOnline and close browser window to protect your personal data