










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

- 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, input the Company Employee Username and Password given to you** Username: Password:
- 4 Complete all fields within the Create My Profile page, then press the ADD button**
 Passwords must meet these requirements: 8 characters in length, at least 1 uppercase letter, 1 lowercase letter, and 1 number (no sequential values ex. 123).
- 5 Click on the APPLY FOR BENEFITS button to start the enrollment process**
- 6 Select the I AGREE / LET'S GET STARTED button on the Security Policy and Online Agreement page**
 Review the Security Policy Agreement and System requirements then click 
- 7 Review and complete the My Information screen and enter the Dependents you want to cover**
- 8 Previous or Current Coverage**
 Fill this information out if required; if this information is not required, choose No for each item shown and click the Continue button.
- 9 Sign your signature in the signature box**
 Hold down the left Mouse-Button and use the mouse as a writing tool. Click "I Agree".
- 10 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.
- 11 Click the Main Menu button to return to the Main Menu**
 Use the link in the upper right corner to display your plan selections.
- 12 Log off EasyAppsOnline and close browser window to protect your personal data**