

EasyAppsOnline

Employee Quick Start Instructions
Final Plan Selection ~ No Medical Questions

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)

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

Enter the Username and Password given to you or the ones you already created and select GO. If you are unsure of your login information, click the **Forgot Login Info** button, enter the required information and click **Find Me**.

4

New Users: Click on the First Time User button, enter the required information and click Find Me

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 such as 123).

5

Complete your security question and answer then click the APPLY FOR BENEFITS or MODIFY MY BENEFITS or CONTINUE MY ENROLLMENT button

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

I agree. Let's get started.

7

Review and complete the My Information screen and enter the Dependents you want to cover

8

Select one plan from each list of choices

Medical, Dental, Vision, and Voluntary coverages may be available depending on what your company is offering; click the Continue button.

9

Review your selections

Click the Continue button to confirm your selections or click the Back button to update your choices.

10

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.

11

Sign your signature in the signature box

Hold down the left Mouse-Button and use the mouse as a writing tool. Click "I Agree".

12

The process is complete and a summary of your plan selections will display

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

13

Click the Main Menu button to return to the Main Menu

Use the link in the upper right corner to display your plan selections.

14

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