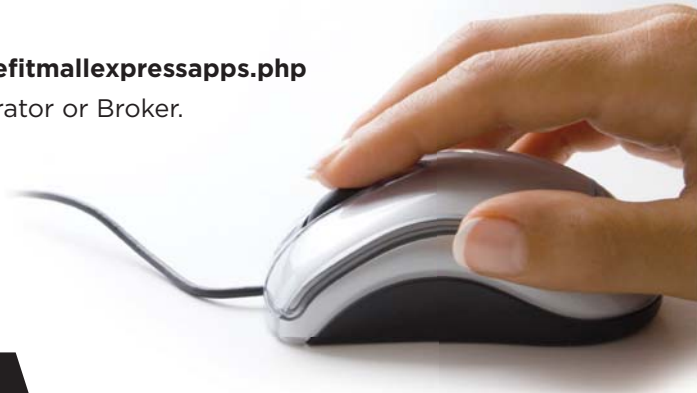


Express Applications Employee Reference Sheet

LOGIN INSTRUCTIONS:

1. Visit Express Applications: <https://www.instantenroll.com/benefitmallexpressapps.php>
2. Enter the User ID and Password provided by your HR Administrator or Broker.
 - For first time logins, the default password is **password**.
3. Create a new password.
4. Answer a security question.
5. Login with the new password.
6. Complete all required information.



HEALTH QUESTIONNAIRE REQUIREMENTS FOR EMPLOYEES:

- Information for all enrolling family members
 - Birth dates
 - Social Security Numbers
 - Height and weight
- Medical conditions for family members
 - Names of the conditions
 - First treatment or diagnosis date(s)
 - Last treatment date(s)
 - Recovery date, if applicable
 - All medication names, dosages and prescription dates
- Current or previous insurance coverage (e.g.; medical, dental, life)
 - Effective date
 - Insurance company
 - Termination or end of continuing coverage date, if applicable
- Medicare effective date(s) for each type (e.g.; Part A, Part B), if applicable



ONLINE QUESTIONNAIRE:

- Yellow highlighted fields are required. Non-highlighted fields are optional.
- To successfully save a page, click **Continue** and move to the next page.
- Read instructions in the blue box at the top of each page.
- Enter dates as MM/DD/YYYY (e.g.; 01/01/2011).
- To change information:
 - Select **Click here to edit** on the Review Page.
 - After updating the information, continue through the subsequent pages to navigate back to the Review Page.
 - Select **View Application** in the Menu to start the questionnaire.
- If prompted, sign your name in the box with your mouse or touchpad, and accept your signature.

• Last Step Until Enrollment Completion

Print Applications page - All three of the following steps must be completed, or your application will be listed as "incomplete":

- Open each of the application PDFs listed and review the information.
- Check the box for each carrier to accept their terms and conditions.
- Click Complete Enrollment to finish the process successfully.

- For general Help Topics, click **Help** in the Menu.
- For assistance with each step, video tutorials are available on each page of the questionnaire.