

# USING

# PRO<sup>TM</sup> Apply

## A guide for employers

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### **About PRO Apply**

Easy, fast, reliable and secure! Just forward the PRO Apply link you received from your broker to your employees! You can then use your administrator link to check your employees' progress.

Take a look through this illustrated guide to see how PRO Apply can make life easier for you and your employees.

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## Welcome Page

The first step is to log in with your password, which your broker has supplied. It is your group ZIP code. Your broker will also send you a link that you can forward to your employees, allowing them to enter their census data.


### Login

Welcome to the Administrator Dashboard. This Dashboard will help you monitor the progress of the employee enrollments.

Please use the buttons and links on each page to navigate through the site. Using the browser's navigation buttons may end your session.

**WARNING:** YOU ARE ATTEMPTING TO ACCESS A PRIVATE COMPUTER SYSTEM. ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED PERSONS ONLY. THIS SYSTEM MAY NOT BE USED FOR ANY PURPOSE THAT IS UNLAWFUL OR DEEMED INAPPROPRIATE. WE RESERVE THE RIGHT TO SEEK ALL REMEDIES FOR UNAUTHORIZED USE, INCLUDING PROSECUTION.

Access ID



Login

## Choose your enrollment

Select your enrollment and click on the Next button.

### Next

Enrollment	Enrollment Status	Application Due Date
<input type="radio"/> RRR PRO Apply Medical (5 Plans), Dental (3 Plans), Vision (3 Plans), Life (1 Plan) 1 Employees (1 Complete, 0 Open) - Quote Size: 36 (Missing: 35)	Open	8/31/2017

Next >>


## Monitor Status

At a glance you can see who has completed their application. You can print the status to assist with your record keeping.

### Employer Administration Screen

## RRR PRO Apply

1 Employees (1 Complete, 0 Open) - Quote Size: 36 (Missing: 35)



Action	Name	DEP	Medical Plan	Dental Plan	Vision Plan	Life Plan
<a href="#">Remove</a>	Moe, Manny	0	Online app complete	Online app complete	Online app complete	Online app complete

## Use the handy legend

There is even a guide on your status page explaining what each status means. No guesswork required!

Status Legend	
Status	Description
Not Selected	Employee completed online registration but has not started enrollment. Employee needs to log in, choose to enroll or waive, and complete the application.
Waived	Employee has chosen to waive the line of coverage (i.e. medical, dental, vision, life). Employee needs to log in and complete the waiver section of the application.
Not Qualified	Employee did not qualify for any of the plans being offered for the line of coverage. Administrator should contact employee to discuss alternative options.
Enrolling	Employee is reviewing the rates and benefits of the plan(s) being offered. Employee needs to log in, select plan(s) to enroll in and continue to electronically sign online application.
Selected	Employee has selected a plan to enroll in. Employee needs to log in, complete application and continue to electronically sign online application.
Online App In Progress	Online application in progress. Employee has not completed all required fields and online application has not been submitted. Employee needs log in, complete all required fields, and electronically sign online application.
Online App Complete	Online application has been completed. Employee has submitted their electronically signed online application.
Online Waive In Progress	Online waiver in progress. Employee has not completed all required fields and online application has not been submitted. Employee needs to log in, complete all required fields and electronically sign online application.
Online Waive Complete	Online waiver has been completed. Employee has submitted their electronically signed online application.

## **You're done!**

That's really all there is to it! Send an email to employees to get the process started, then check on status with a couple clicks.