

USING

PROTM Apply

A guide for employers

About PRO Apply

This online enrollment tool is easy, fast, reliable and secure! Simply 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.

Welcome page

The first step is to log in with your password, which your broker has given you. (It's your group's 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

Once logged in, you'll be able to see any current or historical enrollment for your group. Note that the enrollment status, application due date, and effective date are all available for you to see.

Waffles Inc.

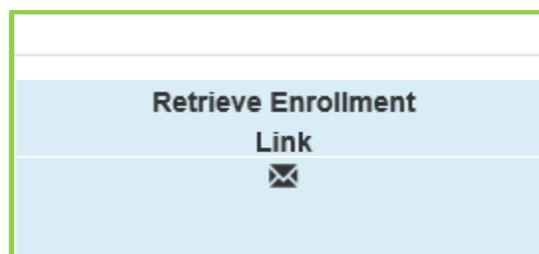
New! Click on the **New Hire & Benefit Changes** tab to process new hires / waivers.

Enrollments **New Hire & Benefit Changes**

Enrollment	Enrollment Status	Application Due Date	Effective Date	Retrieve Enrollment Link
 Waffle House 101 Open Enrollment Medical (3 Plans), Dental (2 Plans), Vision (1 Plan), Life (1 Plan) 21 Employees	Open	7/15/2019	3/1/2019	

Next 

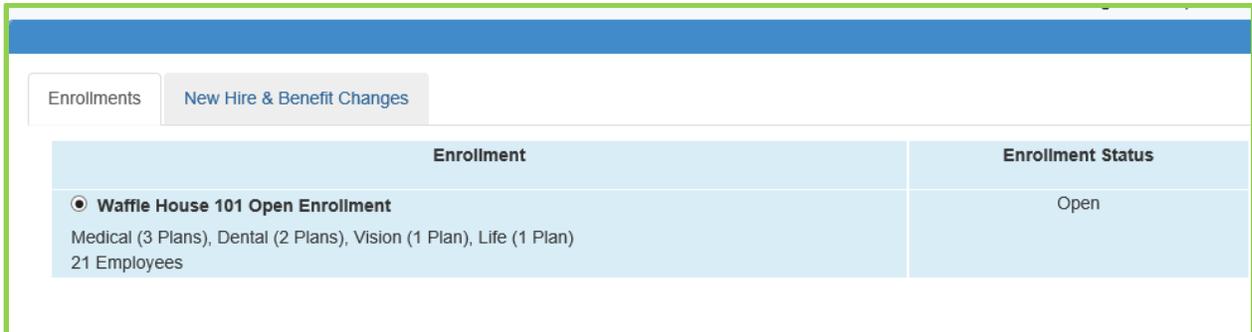
If you need to resend the enrollment link to an employee, simply click on "Retrieve Enrollment Link."



Monitor status

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

To view details, select the enrollment and click the “Next” button.



Enrollment	Enrollment Status
<input checked="" type="radio"/> Waffle House 101 Open Enrollment Medical (3 Plans), Dental (2 Plans), Vision (1 Plan), Life (1 Plan) 21 Employees	Open

View each employee’s status

You will be able to see each employee’s progress in the enrollment process.

Note: To provide you with one convenient employee link, employee records are not preloaded. If you do not see an employee on the detailed listing, that individual has not yet created a PRO Apply account.



Action	Name	Benefit Changes	Medical Plan	Dental Plan	Vision Plan	Life Plan	Effective Date
Remove	Ahmed, Rasheed		Signed	Signed	Signed	Signed	3/1/2019
Remove	Aragon, David		Signed	Signed	Signed	Signed	3/1/2019
Remove	Baldwin, Jaime						3/1/2019
Remove	Callan, Martha		Signed	Signed	Signed	Signed	3/1/2019
Remove	Cattan, Victoria		Signed	Signed	Signed	Signed	3/1/2019

Watch for incomplete or blank employee records — you want to check in with them as the application due date approaches.

You’re done!

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