

WARNER PACIFIC 

PRO ™ Apply

Your Guide to Using Online Enrollment

Introduction

PRO Apply has been designed to work with the PRO Suite broker tools to give you a complete package from prospecting through sale.

With this tool, you can have peace of mind that your group's Employee Applications are complete and legible. All of the applications can be submitted electronically, with the click of a button. Within minutes, all of the Employee Member ID numbers will be ready!

Your Warner Pacific team will continue to work with you to ensure that everything needed to get your group approved and installed is gathered, complete and submitted to the carrier with a fast turnaround time.

How Do I Start?

Let your Sales Executive know you have a group for PRO Apply. This will set the wheels in motion. Your Warner Pacific Team will work with you to ensure Enrollment Worksheets have been run through PRO Quote, with the plans being offered, the employer contribution, and the number of pay periods.

Warner Pacific will generate PRO Apply links for you, based on the Enrollment Worksheet quote.

I'm pleased to introduce you to PRO Enroll, a simple way for your employees to enroll in health benefit plans. All of the data entered with this tool is secure and private.

Below you will find two links: your Administrator link and the Employee link.

Your Administrator link gives you access to your PRO Enroll Administrator dashboard. Periodically, you can check the dashboard to track which employees have finished the enrollment process. Please notify me when all of the employees have completed the enrollment and the required applications.

Your Administrator link: <https://enroll.warnerpacific.com/Admin/Employergroup/Login/07951254>

I will contact you separately to provide the password to your Administrator dashboard.

The Employee link gives your employees access to the PRO Enroll online site, where they can securely enter data for themselves and their dependents. Please send the Employee link to all of your employees using the email message provided below.

COPY THE MESSAGE BELOW, WITH THE LINK, AND SEND IT TO YOUR EMPLOYEES

When you click on the Employee link below, you will be taken to the PRO Enroll online site. The PRO Enroll tool will allow you to quickly and securely enroll you and your dependents in the benefit plans of your choice.

Employee link: <https://enroll.warnerpacific.com/Registration/Welcome/07951254>

Please complete your enrollments by 6/13/2016. Let me know if you need assistance.

Using Your PRO Apply Links

The PRO Apply links will be sent to you by one of your Warner Pacific team members. Each link is unique to your group; no two links are the same.

Simply email the links to your group's Administrator, who, in turn, will email the employee link to each employee.

Your Group Administrator will have a link to monitor progress. NOTE: The password is the group's ZIP code.

Now What?

While the employees are enrolling online, you can gather all of the necessary items for carrier submission, just like you do today. We will still be there for you, making sure all the t's are crossed and i's are dotted so your group gets approved as smoothly and easily as possible.

As the employees submit their enrollments, your Warner Pacific team will monitor progress. Once all of the employees have submitted their enrollments, with a click of a button we will forward them all to the carrier.

Check Progress

You can use the group's Administrator link to check on the progress of your enrollees.

Remember: The password is your group's ZIP code.

1. Click on the Administrator link.

I'm pleased to introduce you to PRO Enroll, a simple way for your employees to enroll in health benefit plans. All of the data entered with this tool is secure and private.

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Your Administrator link: <https://enroll.warnerpacific.com/Admin/Employergroup/Login/07951254>

2. Log in with your group's ZIP code.


Login


Welcome to the Enrollment System. This system will guide you through the enrollment process to select your insurance plans for the coming year.

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

3. Select the Enrollment you'd like to see.

Select Enrollment		
Enrollment	Enrollment Status	Application Due Date
<input checked="" type="radio"/> 9/1 Anthem Medical (4 Plans) 3 Employees (1 Complete, 2 Open) - Quote Size: 7 (Missing: 4)	Open	8/31/2016

[Continue ▶▶](#)

4. You can now see who has started and who has completed online enrollment.

Employer Administration Screen			
<h2>9/1 Anthem</h2> <p>3 Employees (1 Complete, 2 Open) - Quote Size: 7 (Missing: 4)</p>			
			
Action	Name	DEP	Medical Plan
Remove	Gomez, Harry	1	Online app in progress
Remove	Lindy, Mary	1	Online app complete
Remove	Tomas, Frank	1	Online app in progress

[◀ Select Enrollment](#)

You're Done!

It's that easy!

In a nutshell:

- 1) Let us know you have a group for PRO Apply.
- 2) Forward the PRO Apply links to your group's Administrator.
- 3) Submit the Group App, Premium Check and any other items needed for the carrier to Warner Pacific.

The Employee Experience

The Group's Administrator will forward the PRO Apply link to each employee. The employee will click the link and follow the simple steps to take advantage of the benefits being offered by their employer.

Once the employee clicks on the link, they will be taken to the Welcome screen.

1. The employee clicks on Register Now to sign up. By registering (creating an account), the employee will be able to save work in progress and then log in again at another time to finish up.

Your Open Enrollment

Welcome to the Enrollment System. This system will guide you through the enrollment process to select your insurance plans for the coming year.

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You must register before using this site.

[Register Now](#) ▶▶

Already Registered? [Login](#) ▶▶

2. The employee fills in their basic contact information and clicks on Create Account.

Registration

Already Registered? [Login](#) ▶▶

Please enter your registration information (all fields are required):

Employee First Name <input type="text" value="John"/>	Employee Middle Name <input type="text"/>	Employee Last Name <input type="text" value="Smith"/>
Phone Number <input type="text" value="888-999-7777"/>	Email Address <input type="text" value="terry.harris@warnerpacific.com"/>	Confirm Email Address <input type="text" value="terry.harris@warnerpacific.com"/>

Please enter your User ID and Password. Passwords must have 8 or more characters and at least one number. Remember, passwords are case sensitive.

User ID <input type="text" value="JohnSmith"/>	Password <input type="password" value="....."/>	Confirm Password <input type="password" value="....."/>
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Please choose your security question and answer. This information can be used to reset your account should you forget your password.

Security Question <input type="text" value="What is my favorite color?"/>	Answer <input type="text" value="red"/>
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I accept the [Terms and Conditions](#)

* Please contact your employer for other enrollment options if you do not wish to accept the Terms and Conditions. You can review the Terms and Conditions at any time.

[Create Account](#) ▶▶

3. The employee can review their information for accuracy.
4. If corrections are necessary, the employee clicks on Edit My Account. When all looks good, the employee clicks on Continue to Enrollment.

✔ You are successfully registered!

Please Review Your Account Summary

Full Name
John Smith

User ID (This is your login ID)
JohnSmith

Email Address
terry.harris@warnerpacific.com

Phone
888-999-7777

[Edit My Account](#) [Continue to Enrollment >>](#)

5. The employee enters their account information and clicks on Sign In.

Sign In

User ID
JohnSmith

Password
.....

Remember Me (Not recommended on public / shared devices)

[Don't have an ID?](#) [Forgot User ID?](#) [Forgot Password?](#)

[Sign In >>](#)

6. Next, the employee fills in their profile for enrollment and clicks on Save.

Personal Profile

All fields are required except as noted by **

Relation to Employee
 Self

First Name John **Middle Name** **Last Name** Smith

Gender Male **Date of Birth** January 2 1990 **SSN** 555-44-4444

Marital Status Single **Hire Date **** March 19 2015 **Job Title** Senior Administrator

Home Address (No PO Boxes) 123 Main Street **Address line 2**

Home Zip Code 91361 **City, County** Westlake Village, Los Angeles

Also enrolled in Medicare Tobacco User *

* Tobacco use is defined by the Affordable Care Act (ACA) as follows: Tobacco use means use of tobacco on average four or more times per week within no longer than the past 6 months. This includes all tobacco products, except that tobacco use does not include religious or ceremonial use of tobacco. Further, tobacco use must be defined in terms of when a tobacco product was last used.

** Hire date will be required to complete your enrollment. You may skip this now if you do not have the info available.

Logoff Save

7. The employee clicks on their Enrollment option and then on Continue.

Select Enrollment

Enrollment	Enrollment Status	Application Due Date	Employee Status
<input checked="" type="radio"/> Gilda's Fine Jewelry Apr 2016 Medical (12 Plans)	Open	7/31/2016	Not Started

Continue

8. The employee clicks on Show Rates and Benefits to review benefits and enroll on a plan. This is where they can indicate if they are waiving coverage.

Select Coverage Types

Gilda's Fine Jewelry Apr 2016

Your employer has provided you with the following options:

Coverage Type	Show Rates and Benefits	Waive Coverage for Myself and All Dependents
Medical	<input checked="" type="radio"/>	<input type="radio"/>

Select Enrollment Continue

9. On this screen, they can review their information for accuracy and add dependents, if needed.

Edit Profile
Gilda's Fine Jewelry Apr 2016

Add Dependent

Action	Relation to Employee	First Name	Last Name	Gender	Birthdate	Home Zip Code
Edit	Self	John	Smith	Male	1/2/1990	91361

◀ Select Coverage Types Select Plans ▶

10. The next step is to compare plans and select the best fit for their needs.

Select Your Plan
Gilda's Fine Jewelry Apr 2016

Medical **12** View Cart ▶

Included in Coverage: John

Remove from Cart **Anthem** Anthem Bronze PPO 4500/30%/6350 w/HSA

Deductible	Office Visits	Inpatient Hospital Services	Out-of-Pocket Max	Prescription Drugs	Plan Details	Your Bi-weekly Cost	
\$4,500/ \$9,000 embedded	30%	30%	\$6,350/ \$12,700 embedded; includes ded	MedDed; 30% (Select Rx)	View SBC (Carrier Brochure) View Benefits View Providers	\$2.74 Details	<input type="checkbox"/> Compare

Add to Cart **Anthem** Anthem Bronze PPO 6000/0%/6000 w/HSA

Deductible	Office Visits	Inpatient Hospital Services	Out-of-Pocket Max	Prescription Drugs	Plan Details	Your Bi-weekly Cost	
\$6,000/ \$12,000 embedded	0%	0%	\$6,000/ \$12,000 embedded; includes ded	MedDed; 0% (Select Rx)	View SBC (Carrier Brochure) View Benefits View Providers	\$5.95 Details	<input type="checkbox"/> Compare

Add to Cart **Anthem** Anthem Silver PPO 2000/35%/6850

Deductible	Office Visits	Inpatient Hospital	Out-of-Pocket Max	Prescription Drugs	Plan Details	Your Bi-weekly Cost	

11. Once satisfied with their selection, the Enrollment process begins.

Review Selected Plans
Gilda's Fine Jewelry Apr 2016

Final rates are determined by the Carrier.

Coverage	Plan	Included in Coverage	Action	Your Bi-weekly Cost
Medical	Anthem Bronze PPO 4500/30%/6350 w/HSA	John	Edit	\$2.74

Your Bi-weekly Cost	\$2.74
Employer Contribution	\$129.23
Total Premium	\$131.97

◀ Select Plans Enroll ▶

12. The employee is walked through all the steps needed to complete their benefit package.

A: Employee Information		B: Application Type	C: Type of Coverage	D: Coverage Information	E: Other Coverage
Last Name	<input type="text" value="Smith"/>				
First Name	<input type="text" value="John"/>				
M.I.	<input type="text"/>				
SSN	<input type="text" value="555-44-4444"/>	Anthem Blue Cross is required by the Internal Revenue Service to collect this information			
Home Address - Street	<input type="text" value="123 Main St"/>				
City	<input type="text" value="Westlake Village"/>				
County	<input type="text" value="Los Angeles"/>				
State	<input type="text" value="CA"/>				
Zip Code	<input type="text" value="91361"/>				
PO Box	<input type="text"/>				
PO Box-City	<input type="text"/>				

13. Once all of the required fields are filled in, the employee is done!

Thank you for enrolling online!
Completed applications will be reviewed and submitted to carriers for processing.

