

# USING

# PRO<sup>TM</sup> Census

## A step-by-step user guide

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### **About PRO Census**

When it comes to gathering employee census data, PRO Census offers a HIPAA-compliant solution that's fast and easy for brokers, convenient for employers, and secure and private for employees. Brokers who use PRO Census tell us that they get their quotes faster than ever.

Just forward the PRO Census link you received from your broker to your employees! You can then use your administrator link to check your employees' progress. Once everyone is done, let your broker know that your census is complete with just one click!

Take a look through this illustrated guide to see how PRO Census can make your life much easier.

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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.

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English Español

### Your Vacation Wizard

Welcome to the PRO Census tool for employees of Your Vacation Wizard.

This tool allows your employees to confidentially and securely submit information about themselves and their dependents in order to provide insurance options. Once you click the "Next" button below, you'll be taken to a page that allows you to monitor the status of completion or enter employee information on their behalf. Please log in with the password provided by your agent to begin the process.

Please use the buttons and links we've provided (back, forward, and refresh buttons) on each page. Using your browser to navigate may inadvertently end your session. For security reasons, we strongly advise that you close your Web browser when you are finished.

Password:

**NEXT**

Be sure to send your administrator their password. It is the group zip code.

## Monitor Status

Your list of employees will be updated as employees enter their data. You may add employees' census information whenever you need to.

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### Your Vacation Wizard

The Administrator can enter on behalf of an employee.

Group Status  
Total Employee Records: 10

**Add an Employee**

At a glance he/she can see who entered the employee's information.

Last Name	First Name	Dependents:	Submit Date:	Changed By:
Chang	William	0	11/8/2016 03:21 PM	Clear and Re-Enter Delete
Ginger	Sam	0	12/6/2016 03:08 PM	Clear and Re-Enter Delete
Iverson	Ben	0	1/27/2017 03:56 PM	Clear and Re-Enter Delete
Lively	Harold	0	11/8/2016 03:21 PM	Clear and Re-Enter Delete
Paulson	Fred	0	1/12/2017 04:39 PM	Clear and Re-Enter Delete

## Retrieve Your Employees' Link

Your broker will have already sent you the link to PRO Census for your employees to complete; but, if you need to resend it, you can find it here!

The Administrator can click to retrieve the employee link.

**Export this List to Excel**

Note: Please review the above list of employee names to insure there are no duplicates. If you would like to obtain a copy of the information gathered by this tool, please contact your agent.

INFO COMPLETE: SUBMIT TO AGENT    INFO INCOMPLETE: CLOSE WINDOW

Click [here](#) to generate a link to send/resend to your employees.

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### Your Vacation Wizard

Highlight the link below, copy it to your clipboard (CTRL + C on some systems) and paste it into an email to your employees. Once each employee follows the link and completes their family information, you will be able to return to your Group Status page to see which employees have submitted their information.

<https://procensus.wamerpacific.com/ee/19963953d8>

**Close**

## Excel List

To help keep things moving along, export a list to Excel so you can review all your employees' data.

The Administrator can click to send the list to Excel.

Last Name	First Name	Dependents:	Submit Date:	Changed By:	
Thompson	Candy	0	11/8/2016 03:21 PM	Agent	<a href="#">Clear and Re-Enter</a> <a href="#">Delete</a>
Unger	Vincent	1	12/6/2016 01:52 PM	Employee	<a href="#">Clear and Re-Enter</a> <a href="#">Delete</a>
Young	Vincent	0	11/8/2016 03:21 PM	Agent	<a href="#">Clear and Re-Enter</a> <a href="#">Delete</a>

Employee    Employer    Agent

**Export this List to Excel**

Note: Please review the above list of employee names to insure there are no duplicates. If you would like to obtain a copy of the information gathered by this tool, please contact your agent.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Last Name</b>	<b>First Name</b>	<b>Dependents</b>	<b>Submit Date</b>							
2	Chang	William	0	11/08/2016 3:21PM							
3	Ginger	Sam	0	12/06/2016 3:08PM							
4	Greenbauer	Glenda	0	03/13/2017 3:04PM							
5	Iverton	Ben	0	01/27/2017 3:56PM							
5	Lively	Harold	0	11/08/2016 3:21PM							
7	Miller	Stacy	3	03/13/2017 3:54PM							
8	Paulson	Fred	0	01/12/2017 4:39PM							
9	Stevens	Isabel	1	12/06/2016 3:27PM							
0	Stopsen	Candy	3	11/08/2016 3:21PM							
1	Thomas	Isabel	0	11/08/2016 3:21PM							
2	Unger	Hanna	1	12/06/2016 1:52PM							
3	Young	Vincent	0	11/08/2016 3:21PM							
4											

The employee personal data is kept private while giving the administrator an overview of who has submitted their data.

## Notify Your Broker When Complete

You can monitor your employees' progress as they enter their data, then notify your broker when all employees are done.

**Note:** Please review the above list of employee names to insure there are no ~~dup~~ duplicates. If you would like to obtain a copy of the information gathered by this tool, please contact your agent.

Click [here](#) to generate a link to send/resend to your employees.

That's how easy it is.

You're done... in just a couple of minutes.

Congratulations!