

PRO Apply

Employee
User Guide

The screenshot displays the PRO Apply web application interface. The browser address bar shows the URL: <https://enroll.warnerpacific.com/Enrollment/selectPlans>. The page title is "Select Your Plan - Enrollment".

Left Navigation Menu:

- My Profile ✓
- Medical ✓
- Dental ✓
- Employee Information
- Prior / Current Coverage
- Provider Information
- Walver
- Arbitration / Agreements
- Review / Sign
- Summary / Print **2 Docs**
- Account Options
- Terms and Conditions
- © 2023 Warner Pacific

Main Content Area:

Whom do you want to cover for Medical (effective date 7/1/2019)?

John (Self)	ENROLL	WAIVE
Jerry (Child / Dependent)	ENROLL	WAIVE

Summary Table:

Summary		
Medical	John (Self)	\$354.97
Dental	John (Self), Jerry	\$140.45
Your Monthly Cost		\$495.42
Employer Contribution		\$0.00
Total Premium		\$495.42

Plan Selection Table:

Plan 1: Bronze Full PPO 6000/65 OffEx (PPO)

Deductible	Office Visits	Inpatient Hospital Services	Out-of-Pocket Max	Prescription Drugs	Plan Details	Your Monthly Cost	Compare
\$6,000/ \$12,000 embedded	\$85/\$80 (ded waived 3 visits)	25%	\$7,550/ \$15,100 embedded; includes ded	MedDed (1-4); \$20/\$55/ \$80/30%	<ul style="list-style-type: none">View SBC (Carrier Brochure)View BenefitsView Providers	\$349.46 Details	<input type="checkbox"/>

Plan 2: Bronze Full PPO Savings 5300/40% OffEx (PPO)

Deductible	Office Visits	Inpatient Hospital Services	Out-of-Pocket Max	Prescription Drugs	Plan Details	Your Monthly Cost	Compare
\$5,300/ \$10,600 embedded	40%	40%	\$6,650/ \$13,300 embedded; includes ded	MedDed (1-4); 40%	<ul style="list-style-type: none">View SBC (Carrier Brochure)View BenefitsView Providers	\$354.97 Details	<input type="checkbox"/>

Navigation: Previous (disabled), Next (active)

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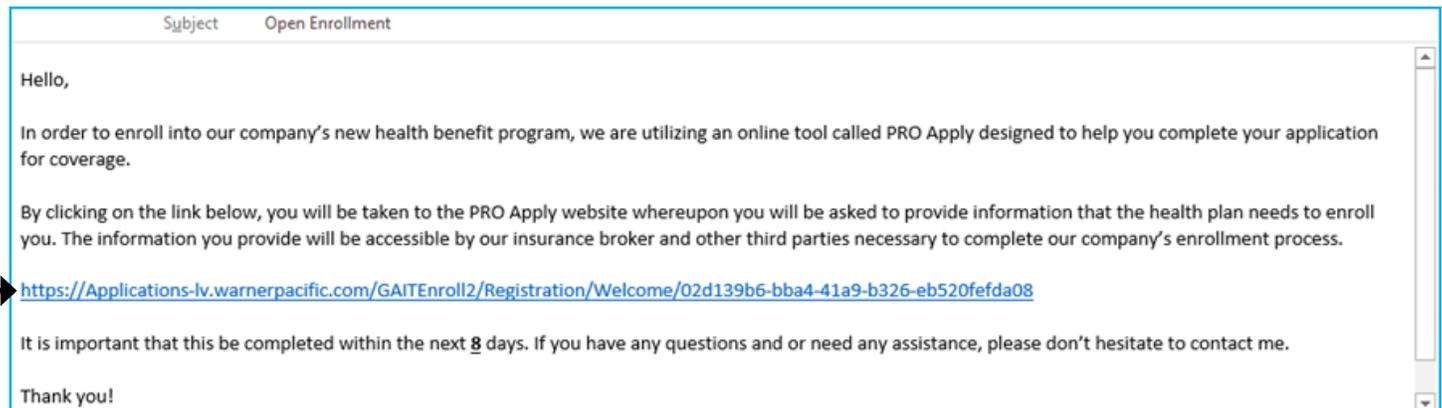
About PRO Apply

PRO Apply online enrollment is a convenient, fast, user-friendly and secure way to apply for health insurance coverage. PRO Apply is an intuitive system that ensures you answer all the necessary questions while helping you skip the ones that don't apply. After completing the required fields, the final step is signing your application with your PRO Apply User ID (or Email) and Password. With PRO Apply, most users complete their online enrollment in about fifteen minutes.

How To Access PRO Apply

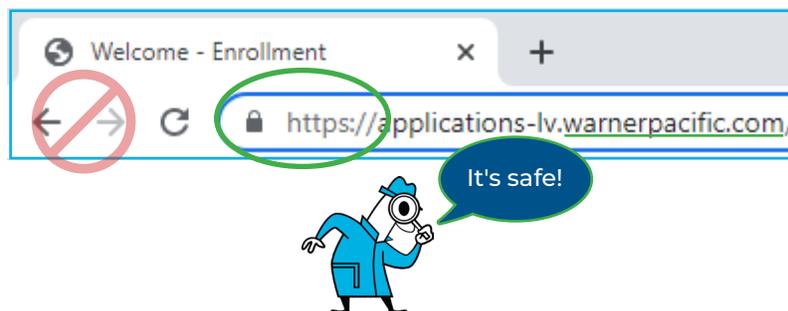
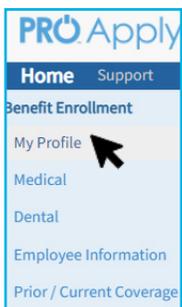
➔ To access PRO Apply, click on the [enrollment link](#) sent from your Group Administrator.

Here's an example of the email you may receive:



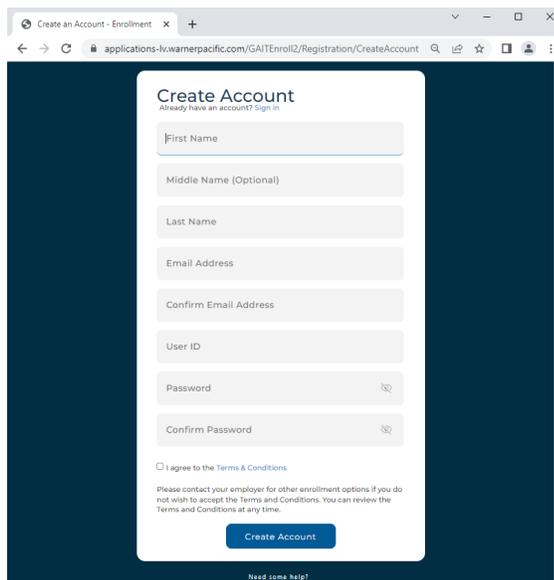
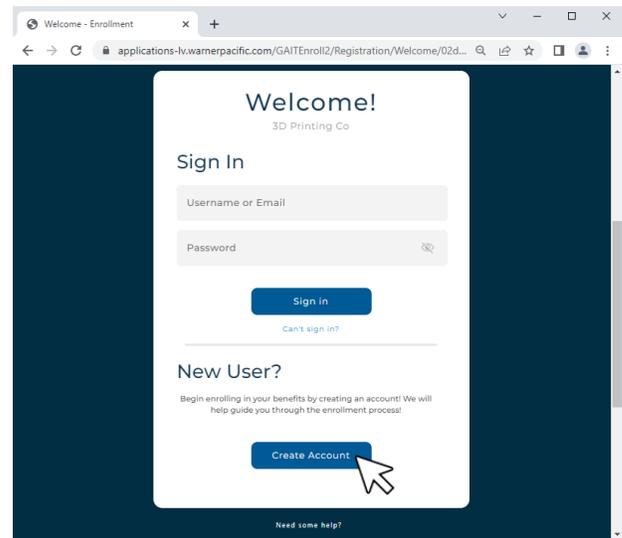
Before You Begin

- ➔ For best results, use a *computer* to access PRO Apply (*not* a mobile device).
- ➔ Do *not* use the browser's forward and back arrows for navigation within PRO Apply. Instead, simply click on the title of the page you want to visit.
- ➔ If you are adding **dependents** or **beneficiaries**, you must provide social security numbers, dates of birth, and home addresses for these individuals.
- ➔ Our PRO Apply website is encrypted over a secure connection, which means you can enter your information with peace of mind, knowing we will keep it safe.



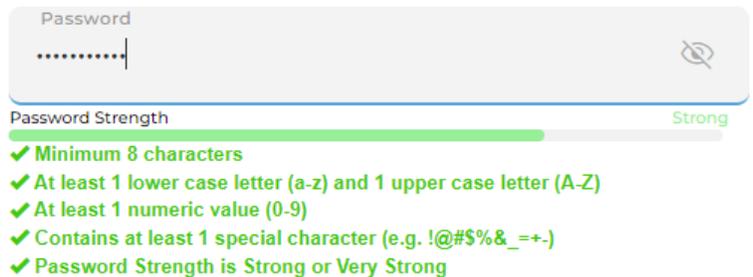
Create An Account

- ➔ If this is your first experience using PRO Apply, you will need to create an account.
- ➔ Your account will allow you to log in again later to finish, or to review your answers.
- ➔ **Important: Save your User ID and Password in a secure location!** You'll need these to electronically sign your application at the end.



Your PRO Apply Login

- ➔ Enter your contact information
- ➔ Create a User ID & Password
- ➔ Password Requirements



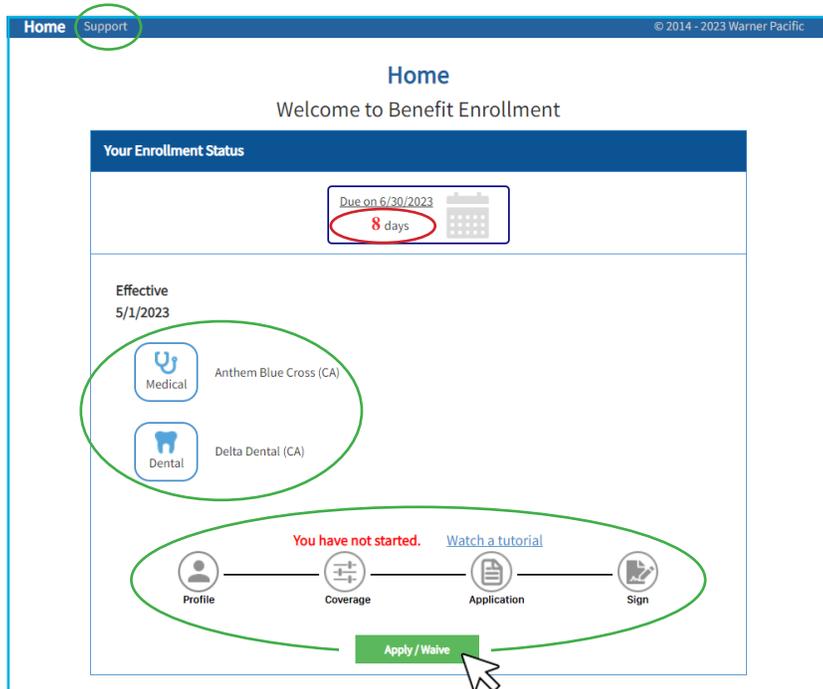
Please make a note of your User ID and Password!

You will need them to electronically sign your application.

Got It

Home Page

- After you create your account, you'll be directed to the Home Page.
- This is where you can see your benefit offerings, check your application progress, and find the Support Page.
- To start your application, **click on *Apply/Waive***.

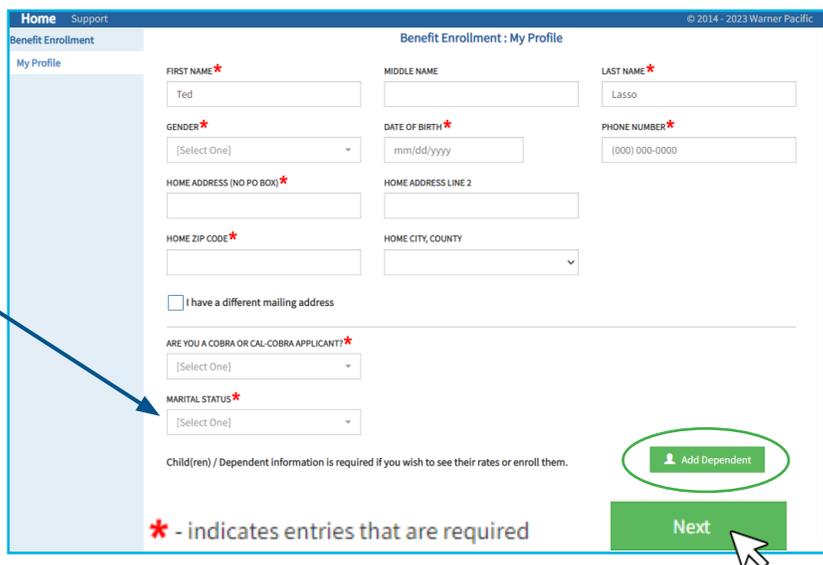


Support Page

- **Click on *Support*** at the top of your Home Page.
- From there, you can view FAQs, watch a video tutorial, or contact the PRO Apply Technical Support Team.

Profile Page

- This is where you enter basic information for your application.
- From here, you will add information for any Dependent(s) you want to enroll in, or waive, coverage.
 - ▶ If you are Married, indicate that status here; additional fields will appear for a Spouse/Partner to be added.
 - ▶ If you have a child, or children, then simply **click on *Add Dependent***.
- The **required fields** are marked with a red asterisk (*).
- To proceed, **click on *Next***.



Benefit Enrollment / Medical

- This is where you make the decision to either **enroll** or **waive** coverage.
- For the upcoming plan year, your Employer is offering one (or more) of the following health benefits: **Medical, Dental, Vision, Life.**
- Each benefit will have its own page (examples for Medical and Dental are shown below).
- Follow these **action steps** to complete the **Benefit Enrollment page(s)** in your PRO Apply:
 1. Click to **Enroll**, or **Waive**, for each individual.
 2. Click on **Add To Cart** to select a plan, if choosing to enroll.

PRO Apply 3D Printing Co Hello, Ted Account Settings Log Out

Home Support © 2014 - 2023 Warner Pacific

Benefit Enrollment Benefit Enrollment : Medical

My Profile **Medical** **Dental**

Whom do you want to cover for Medical (effective date 5/1/2023)?

Employee (Self)

Son (Child / Dependent)

Summary

Medical	Ted (Self), Henry	\$241.65
Dental	No Plan Selected	\$0.00
Your Bi-weekly Cost		\$241.65
Employer Contribution		\$170.32
Total Premium		\$411.97

2 **Anthem** Anthem Silver HMO 60/2500/45% (6RHM) (HMO)

Deductible	Office Visits	Inpatient Hospital Services	Out-of-Pocket Max	Prescription Drugs	Plan Details	Your Bi-weekly Cost	
\$2,500 / \$5,000 embedded	\$60/\$110 (ded waived)	45%	\$9,100 / \$18,200 embedded; includes ded	\$200/\$400 (2-4); \$15/70/110/30%; \$20/80/120/40%	<ul style="list-style-type: none"> <input type="button" value="View SBC (Carrier Brochure)"/> <input type="button" value="View Benefits"/> <input type="button" value="View Providers"/> 	\$241.65 Details	<input type="checkbox"/> Compare

Anthem Anthem Bronze PPO 6700/0% w/HSA PrevRx (6RG7) (PPO)

Deductible	Office Visits	Inpatient Hospital Services	Out-of-Pocket Max	Prescription Drugs	Plan Details	Your Bi-weekly Cost	
\$6,700 / \$13,400 embedded	0%	0%	\$7,050 / \$14,100 embedded; includes ded	MedDed (1-4); \$20/90/160/30%; \$20/100/170/40%	<ul style="list-style-type: none"> <input type="button" value="View SBC (Carrier Brochure)"/> <input type="button" value="View Benefits"/> <input type="button" value="View Providers"/> 	\$250.61 Details	<input type="checkbox"/> Compare

- Your cart will update in real-time with your cost per pay period.
- Take advantage of these built-in resources to guide your decision:
 - ✓ Compare multiple plans, side-by-side, with the checkboxes on the right.
 - ✓ Click on **View Benefits**, or **View SBC**, to see additional plan information.
 - ✓ Click on **View Providers** to look up a doctor, or hospital.

Benefit Enrollment / Dental

- Continue to make your decision to either **enroll** or **waive** coverage.
 - In this example, the Employee chose to enroll in Dental at a bi-weekly cost of \$13.12, and waive coverage for their Dependent.

Benefit Enrollment : Dental

Whom do you want to cover for Dental (effective date 5/1/2023)?

Employee (Self)

Son (Child / Dependent)

Summary

Medical	Employee (Self), Son	\$241.65
Dental	Employee (Self)	\$13.12
Your Bi-weekly Cost		\$254.77
Employer Contribution		\$183.45
Total Premium		\$438.22

Advantage 200 PPO Plus Premier (1000) DP L1 (02 to 04) (PPO)

Deductible	Annual Benefit Max	Preventive Care	Basic/Major Services	Orthodontics	Plan Details	Your Bi-weekly Cost	
\$50/\$150	\$1,000	100%	80%/50%	Not Covered	<ul style="list-style-type: none"> View Benefits View Providers 	\$13.12	Details <input type="checkbox"/> Compare

Previous Next

Applicant Information

- ➔ Based on your decisions, PRO Apply pulls in the corresponding Carrier Applications (ex: Anthem, Delta Dental) - but, only the pages necessary to apply for coverage.
- ➔ PRO Apply will walk you through the steps to finish your enrollment application.
- ➔ The fields marked with a red asterisk (*) are required.

Employment Information

EMPLOYER / GROUP NAME *

EMPLOYER ADDRESS *

CITY *

STATE *

ZIP *

JOB TITLE *

DATE OF HIRE *

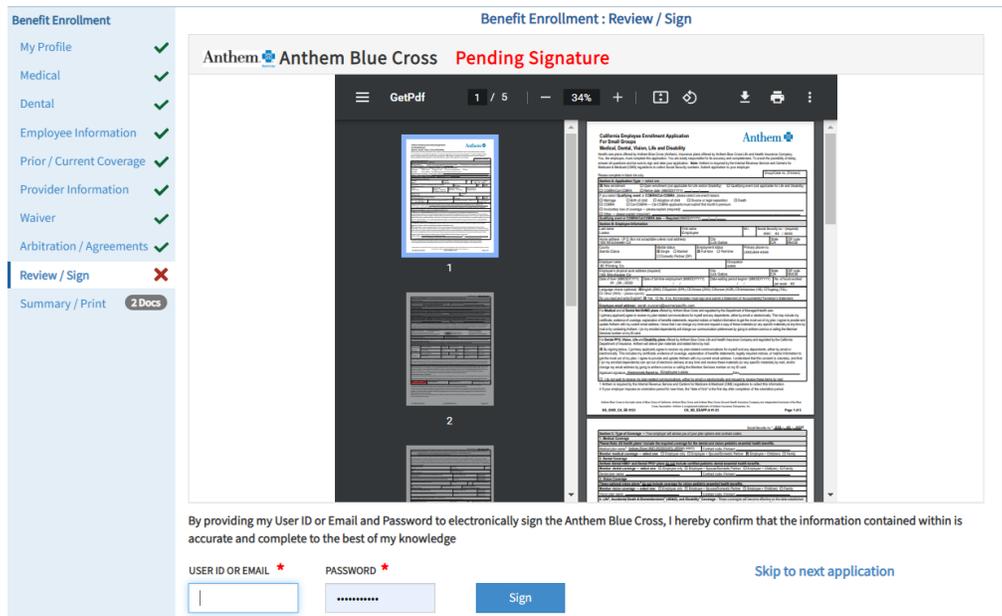
DATE OF FULL-TIME EMPLOYMENT ?

If your employer imposes an orientation period for new hires, "date of hire" is the first day after completion of the orientation period.

- ➔ Look for any step marked with a red X and go back to finish it.

Add Your Electronic Signature

- ➔ PRO Apply copies your answers into the proper application sections. Review your application in this format to make sure it is complete and correct.
- ➔ Enter your PRO Apply User ID (or Email) and Password, then **click on Sign** to complete your enrollment.
- ➔ You may be prompted to sign multiple applications based on the benefits your employer is offering.



Congratulations, you're done!

- ➔ Your enrollment application is now complete.
- ➔ **Click on Print/Save PDF** to save a copy of your application for your records, if desired.

