AutoEnroll
# Running an Employee Dependent Census Benefit Report

1. Log into AutoEnroll at www.ppienroll.com.

2. Click "Reports" in the top navigation toolbar.

3. Click "Employee Dependent Census Benefit."

4. Select the structure groups to include.

   Select multiple groups by holding the Ctrl (Windows) or Command (Mac) key while you click, or select all by clicking the "Asign All" button.

   Select the blue down arrow to move the selected groups into the Assigned Groups box.
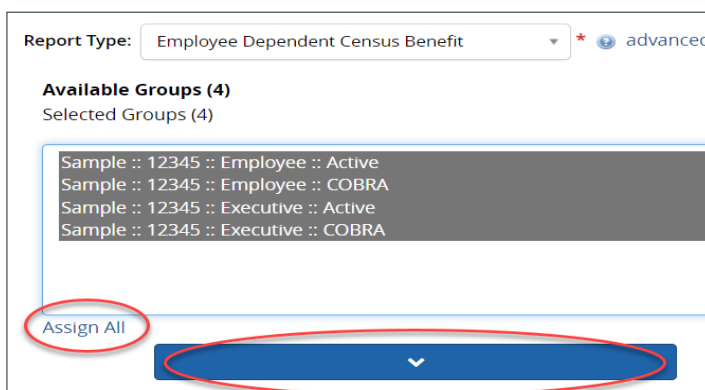
5. Enter a "To" date, which is the point in time at which data reported will end. The system defaults to the current date, if none is entered.

   Leave the "From" field blank. The census can only show current and future benefit status.
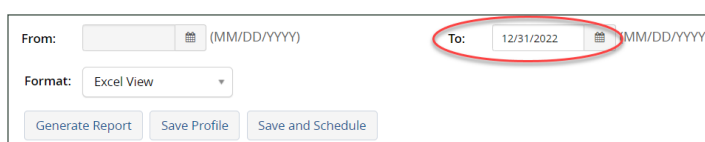
6. Click "Generate Report" which will redirect you to the Reports Dashboard, where you will see your report listed in "Queued" status.

7. You will receive an email notification when your report is ready, or you can click the Dashboard tab to refresh the page; the report will show a "Completed" status when ready.
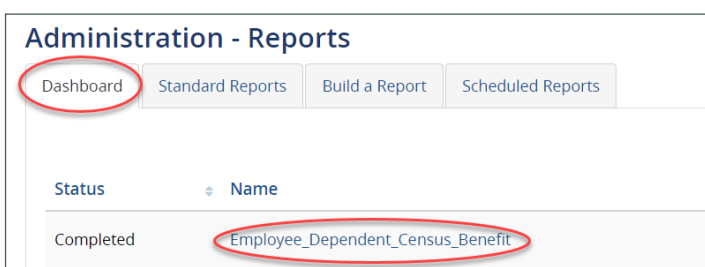
8. Click on the report name to open it.