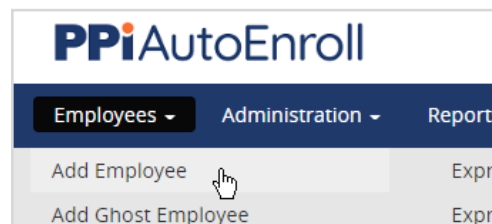


AutoEnroll

Add an Employee

1. Login to AutoEnroll at www.ppienroll.com.
2. Click on the "Employees" button in the navigation toolbar at the top of the screen.
3. Click on the "Add Employee" link.



4. Fill in all of the applicable employee information.

Required fields are outlined in red.

Employees - Add An Employee

First Name: *

Middle Initial:

Last Name: *

Suffix:

Jr., Sr., III, etc.

Social Security Number: *

123-45-6789

Date of Birth: *

MM/DD/YYYY

Address 1: *

Address 2:

City: *

State: *

ZIP: *

SelfEnroll Clients - ACTION REQUIRED: Please enter your employee's email address in the fields below to trigger the new hire email notification with enrollment instructions.

Email Address:

Confirm Email Address:

Gender: *

Ethnic Identification:

Disabled:

Benefit Status: *

Date of Hire: *

MM/DD/YYYY

Employment Status: *

Job Title:

EEO Classification:

Employee Number:

Structure: *

PLEASE REVIEW: Annual Compensation is REQUIRED if you offer Salaried Life and/or Disability plans. Additionally, SelfEnroll clients **MUST** designate the benefit deduction frequency in the **Payroll Frequency** field. **Please complete the following fields if this criteria applies to your organization.**

Annual Compensation 1:

Payroll Frequency:

Employee Data

5. Once you have filled in all of the information, scroll to the bottom of the page and click on the "Employee Data" button.
6. This will submit the employee's information into AutoEnroll, and then allow you to add in the employee's benefit elections.

Please note: changes must be made in AutoEnroll by the 10th of the month in order to be reflected on your next PPI bill; otherwise they will first be reflected on the following month's bill.