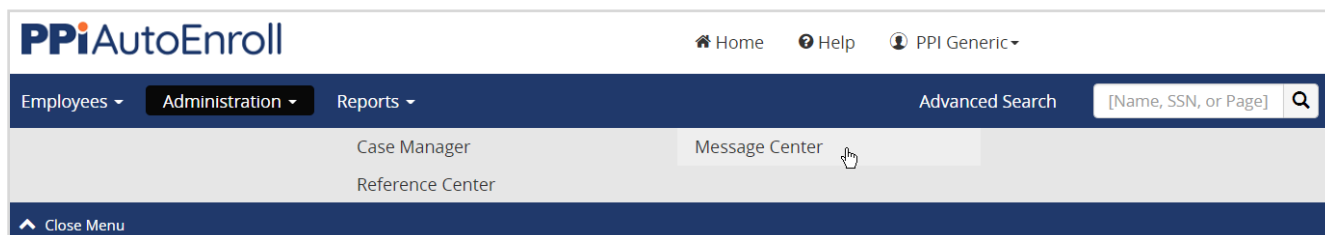


AutoEnroll

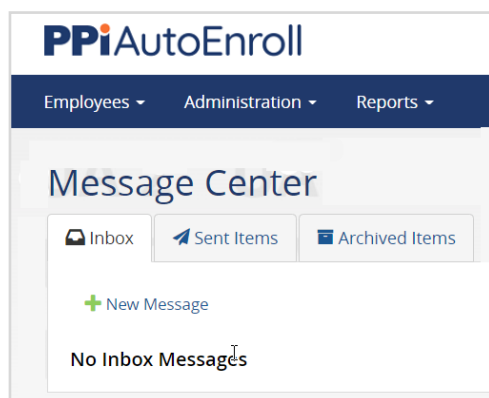
Upload & Email Documents

A valid email address must be on file for the employee in AE. Client administrators must initiate the email contact.

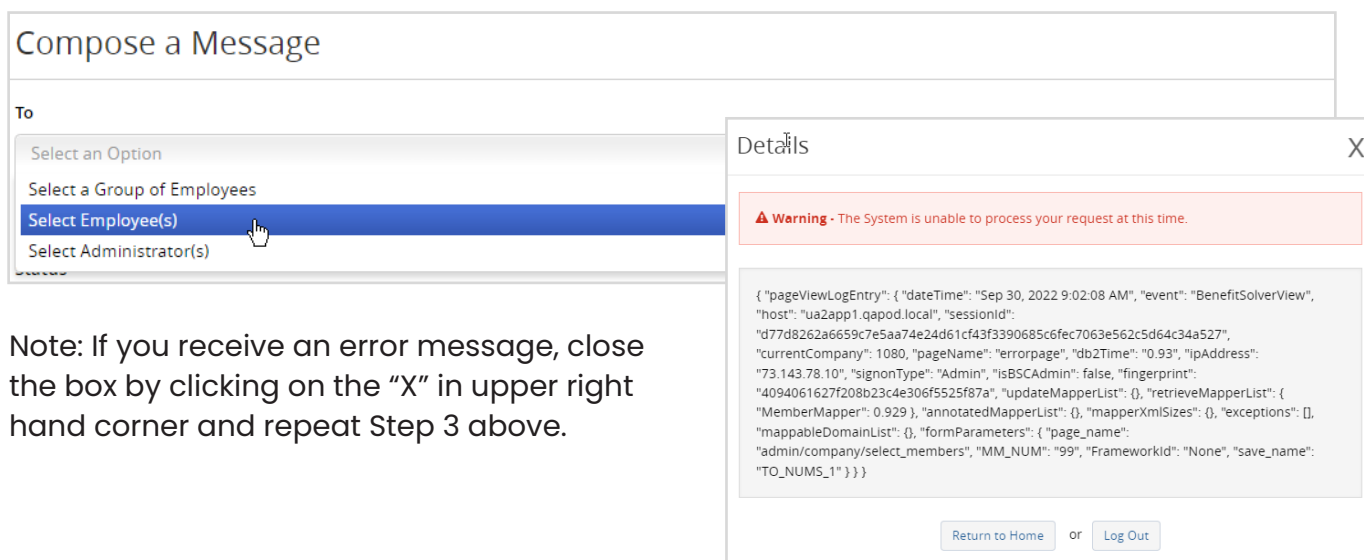
1. From the AE administrator home page, select "Message Center" from the Administration drop down menu



2. Click on "New Message"



3. Select "Select Employee(s)" from the "To" drop down menu and click the "Details" button



4. Type in the employee's SSN and click the "Search" button
5. Highlight the employee's name in the Search Results and assign to the Selected Members box by clicking on "Assign All" or using the arrow keys. Click "Save".

Details X

Search for an Employee

You may search for an employee by entering the first name, last name, and/or Social Security Number of an employee. You are able to search with as little as the first letter of the employee's last name.

Search Name or SSN

test Q

Search Results

Test Testpetinsurance
test testsampletest

Selected Members

test testsampleemail

Select All Clear All

Cancel Save

Close

6. Fill in the subject line and complete your email message.
7. You do not need to do anything with the effective date or check box options when sending an email to a specific employee.
8. You can upload an attachment to include with your email.
9. The system default is to send the employee a "Generic Email Notification" (i.e. the employee will receive an email message advising they have a message in the benefits center. A link to the AE login page will be included. You can change the default to "Send Message in Email" or "Message Center Only".

Subject *

Required Forms

Message

Please provide the forms required for your election

Effective Date (MM/DD/YYYY)

☒ Exclude terminated members

☐ Exclude members that have completed open enrollment

Send *

Generic Email Notification

* Message will be sent to the message center and a generic email notification of will be sent to the user.

Upload a Document

Select file(s) for upload:

Choose Files No file chosen

Supported formats are: 'rtf', 'txt', 'doc', 'docx', 'pdf', 'jpg', 'jpeg', 'tiff', 'tif', 'bmp', 'png', 'gif'

- **Send Message in Email** – The message you typed will be emailed to the employee. A link to AE will not be included however, the message will also be in the Message Center at the employee level.
 - ***Message Center Only** – The employee will not receive an email directly. The message you sent will only appear in the Message Center at the employee level. This option can be used if there is no email address on file for the employee. The employee will not receive notification that they have an email in the Message Center.
10. Select your messaging option and click "Send".

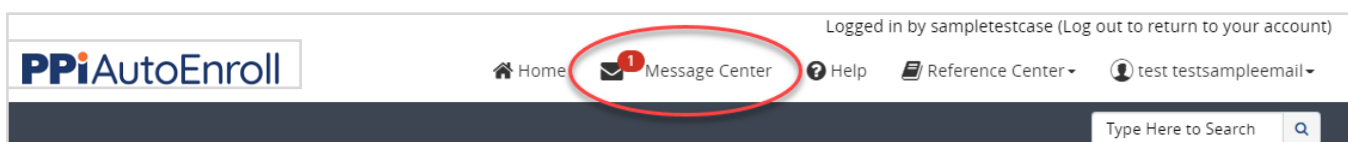
Generic Email Notification

You have received a message in your benefits message center.
Please click on the link below and log in to retrieve your message.

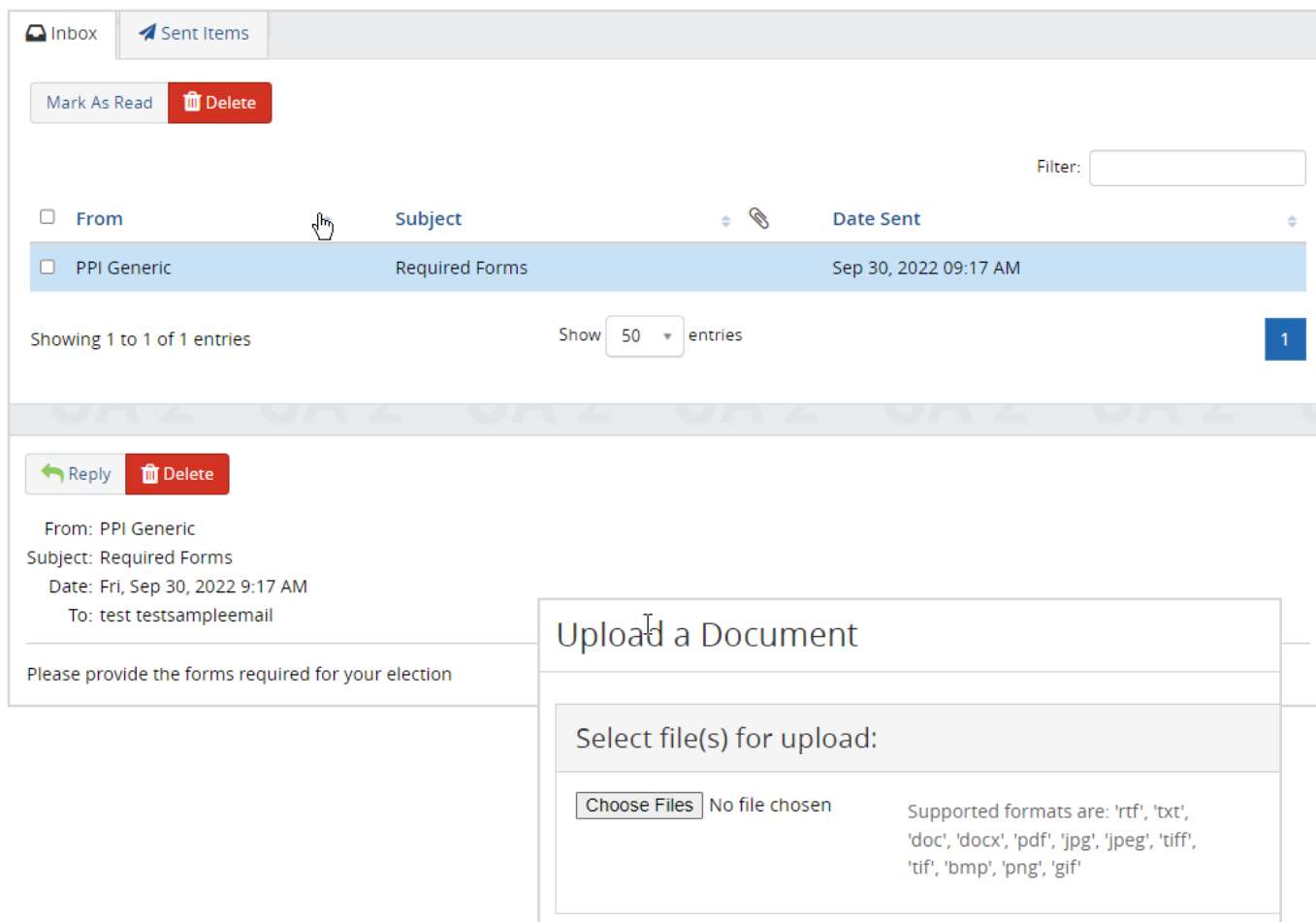
www.ppienroll.com

If you are unable to click on the link, please copy it into your browser.

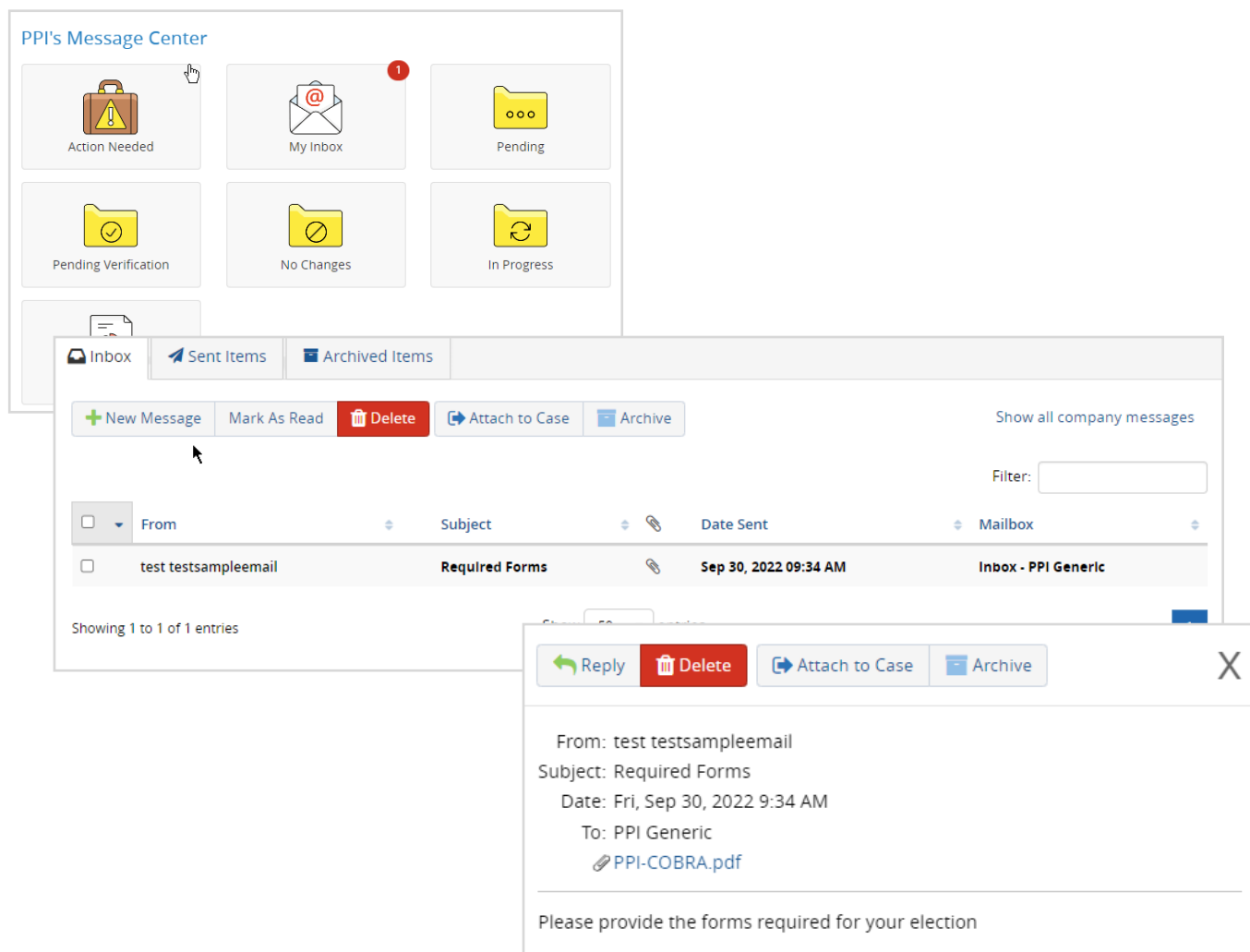
11. After the employee logs into AE, they can click on “Message Center” to see the message from the administrator.



12. Employees can reply to email and attach necessary documents.



13. The administrator will be able see the employee's reply and attachments in their administrator level Message Center. Administrators do not receive notification when new emails arrive.



14. The uploaded document will become part of the member's record stored in their file under "Documents"

