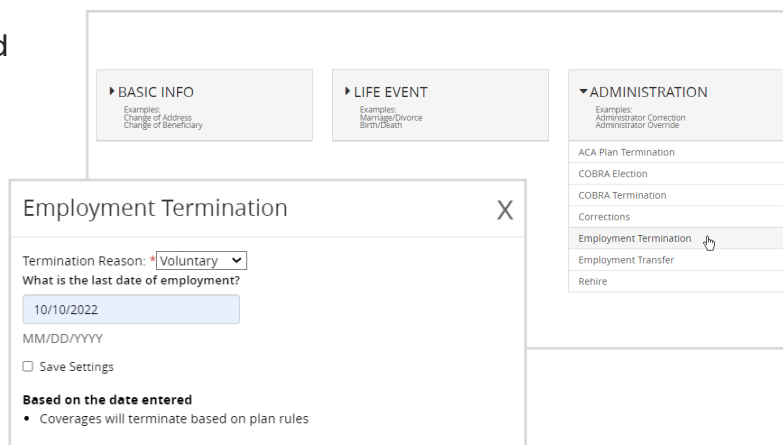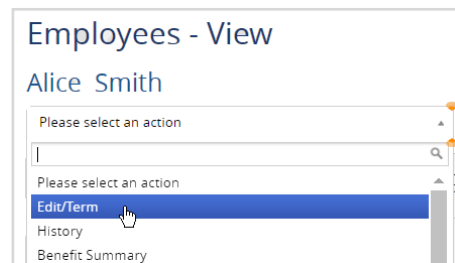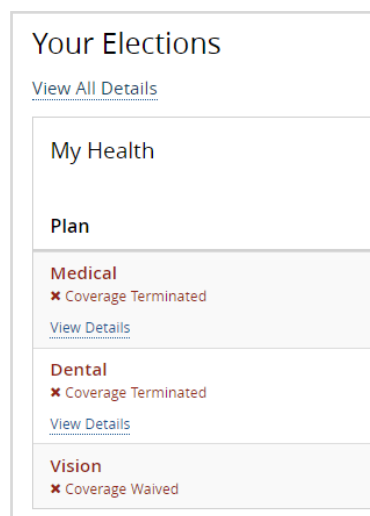# AutoEnroll
Process an Employee Termination

1. Login to AutoEnroll at **www.ppienroll.com**

2. Access the employee's record by searching for their name or SSN in the search bar on the home screen

3. Select "Edit/Term" from the drop down menu under the employee's name

4. Click on the gray "Administration" box, and select "Employment Termination"

5. Select Voluntary or Involuntary as the Termination Reason, and then enter the employee's last date of employment

6. Click "Continue"

7. Click on the "Show All Details" link under "Your Elections"

8. Review all of the election information: all coverage types should show "Coverage Terminated"

9. Click "Approve"

*The AutoEnroll system will next display a Qualifying COBRA Event screen if the Life Event you have chosen indicates that a COBRA Event has occurred.

To confirm whether or not PPI administers your COBRA, please contact **clientservices@ppibenefits.com**.

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.