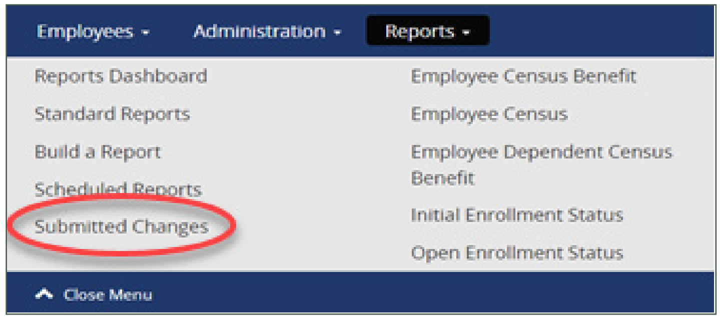
AutoEnroll
Submitted Changes Report

The Submitted Changes report will reflect all approved benefit changes that occurred during the date range specified. This includes mass plan and other changes processed by PPI under the Corrections Other Coverages rule (reason). To see details on changes made to an employee's record using the Corrections Other Coverages rule, please go to the history page on the member's record. Details listed on this report include, the date of the transaction, the type of change and who completed the change.

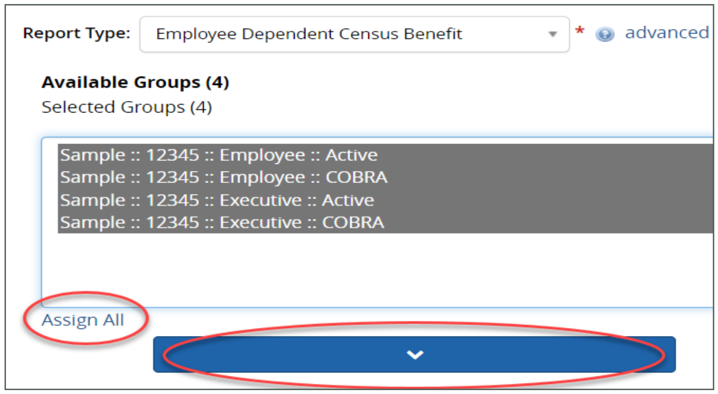
1. Log into AutoEnroll at www.ppienroll.com.
2. Click "Reports" in the top navigation toolbar.
3. Click "Submitted Changes."



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.

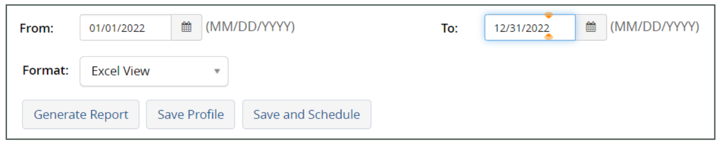
   Select the blue down arrow to move the selected groups into the Assigned Groups box.

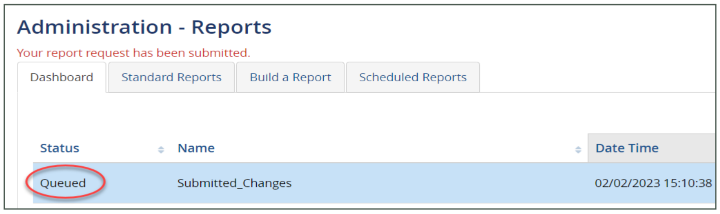


5. Enter a "From date, which is the point in time at which the data reported begins.

   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.

   Click "Generate Report" which brings you to the Reports Dashboard, where your report is listed in "Queued" status.





6. 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.
7. Click on the report name to open it.