AutoEnroll
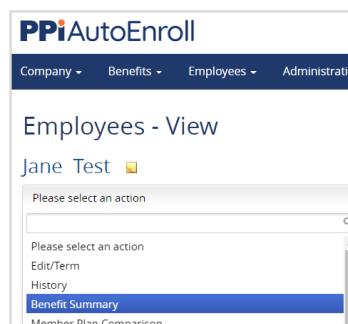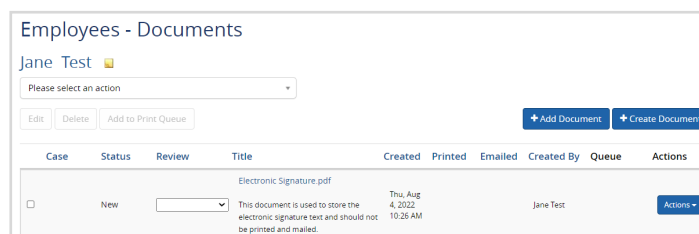# **Create a Document**

1. Login to AutoEnroll at **ppienroll.com**.
2. Search for an employee by name or social security number.
3. Click on the Actions drop down menu and select "Documents".

To Create a Document

1. From the Employees - Documents page, select the "Create a Document" button.
2. From the "Document" drop down menu, select the type of document that you would like to create.
3. Populate the effective date.
4. Click the "Create" button. This will bring you back to the documents screen. It may take some time for the system to generate your document, but you will know when it is done when the area is no longer grayed out.

To Add a Document

5. To Add a document, click the "Add Document" button.
6. Complete the required fields in the Add New Document section. Select if you will either pload the document from a file or add a link to the document then complete the rest of the Document Information section accordingly.
7. Click Submit to attach the document to the member's record.