



# EasyAppsOnline

## Employee Enrollment Renewal Instructions

Doing Our Part

Saving 6 million sheets of paper  
and growing...

Making reenrollment as *EASY* as 1, 2, 3! Just update last year's information as you follow the steps below.

- 1 Open Internet Explorer**  
Go to the insurance brokers website:
- 2 When EasyAppsOnline opens, enter your username and password**  
Enter the same username and password from your first enrollment or the new password given to you this year. If you do not remember click on the HELP ME LOGIN button on the login page. Click the Go button after you enter the correct login information.
- 3 Click the Apply on-line or Modify My App button**  
To begin the re-enrollment process. Do Not use the backspace arrow or key while completing this form or you will lose all the information entered on that page. If you must log off before completing the entire process, all entered information will be saved and you may log in later to complete the process.
- 4 Select Yes**  
Select Yes to the System Requirement Agreement page.
- 5 Verify you have the correct benefits showing**  
(You will need to review each screen and verify that the data previously entered is still correct.)  
Make changes if necessary. Remember to add new dependents and update height/weight, etc., on dependents already entered. Also add any new medical conditions and update any existing condition's treatment dates for yourself and dependents.
- 6 Re-elect or Waive coverage**  
Chose Elect or Waive from each drop down box.
- 7 Sign the Application**  
YOU MUST sign your signature in the signature box, using your mouse as a writing tool, in order to complete re-enrollment.
- 8 Click the Main Menu Button**  
Click the Main Menu button on the bottom right of the screen to access the log out button.
- 9 Log off EasyAppsOnline and close browser window**  
Logging out will help protect your personal data.