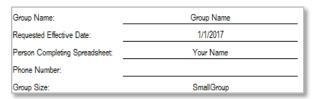


Group Sales Enrollment Spreadsheet

Benefit Changes & Open Enrollment Member Maintenance

Entering Required Information

1. Fill-in the information below on the spreadsheet:



- 2. The following must be on each line for everyone on the contract (including dependents):
 - Contract Number
 - Subscriber SSN
- The fields below must be typed **EXACTLY** as it appears in Facets– including capitalization and spacing:
 - Eligibility Class
 - Subgroup Name
- 4. DOB is required for everyone on the spreadsheet.
- 5. Info required for every subscriber includes:
 - Contract Number
 - Name
 - SSN
 - Eligibility Class
 - DOB
 - Subgroup

Adding or Changing Products

- 1. Indicate enrollment in at least one product.
- 2. Enter the Coverage Level for the subscriber.

Important Notes:

- If the Eligibility Class or Subgroup Name is entered incorrectly, the spreadsheet will not upload.
- Only include an Address if it is changing.
- The spreadsheet will not load if a product is selected that the group does not offer.
- Leave RelationToSubscriber blank for the subscriber row.
- Individual dependents cannot be dropped from coverage using the spreadsheet. In this case, a paper change form is submitted.
 - Ex. Subscriber has Family coverage but wants to drop two of his five children covered under medical.
- If ANYTHING changes regarding information that impacts ID cards, it will overwrite Facets information and generate a new ID card.
 - Ex. Facets has middle initial but you do not include it on the spreadsheet.

Spreadsheet Template

The image below shows an example Group Sales Enrollment Spreadsheet template.

