Enroll . . . Anytime, Anywhere, Anyone!   EasyAppsOnline

EasyAppsOnline Employee Quick Start - Ver. 3.0 (Rev. 09/01/2009)
(With Census Upload)

Opening EasyAppsOnline

1. Open Internet Explorer and go to

2. When EasyAppsOnline opens, enter your default username and password and click Go.
   * Your default username is the *first **2** characters of your first name and*
   *first **6** characters of your last name*
   (If your last name is less than 6 characters, use all letters of your last name)
   ** Your default password is ***password*.**

3. Create a new password and click Save.

4. Create your security question and answer.

5. Click on the Apply on-line button to start the enrollment process.

6. Select Yes to the System Requirement Agreement page.

7. Complete the enrollment pages.
   <mark>See Helpful Tips Below</mark>

8. Sign your signature in the signature box using your mouse.

9. Congratulations. You have completed the enrollment process.

10. Click the Main Menu button to return to the Main Menu.

11. Log off EasyAppsOnline and close browser window to protect your personal data.

	QUICK TIPS TO SPEED THE ENROLLMENT PROCESS
	HAVING THIS INFORMATION HANDY WILL MAKE ENROLLMENT AS EASY AS 1,2,3
1.	**Social Security Number** and Date of Births for yourself and all dependents
2.	**Previous Health Coverage** Information and **Concurrent** (Other) Health Coverage Information
3.	**Medicare** Information for yourself and / or dependents if applicable
4.	List of all **Medications** including **Dosage** for yourself and your dependents
5.	***Detailed Medical Information for yourself and all dependents (including the following):***
	Names of **Conditions**
	Dates of treatments
	Physician's name
	Names of **Tests** performed or to be performed
	Hospital stays, including dates, for any condition
	Any **Surgery** information – details on past or future surgeries
	If you have **Diabetes** you need at least one A1C Reading
	If you have **High Blood Pressure** you need at least one pressure reading
	If you have **Elevated Cholesterol** you need at least one reading