

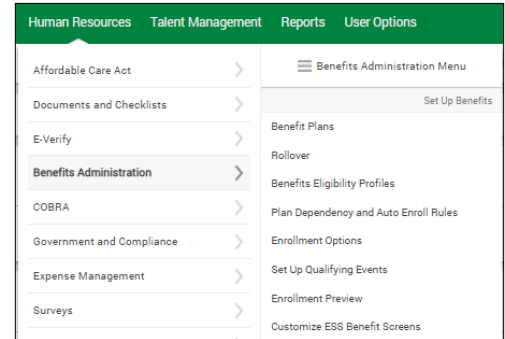
# Show Me How

## to Preview an Employee's Benefits Enrollment

### BENEFITS ADMINISTRATION

#### STEP 1

Navigate to Human Resources > Benefits Administration > Enrollment Preview.



#### STEP 2

Complete the required fields and click "Preview."

A screenshot of the 'Enrollment Preview' form. At the top, it shows the breadcrumb 'Benefits Administration > Enrollment Preview'. A red asterisk indicates required fields. The form contains four rows of input fields: 'Which employee do you want to preview?' with a dropdown menu showing 'ABBY, HANNAH (8971)'; 'What enrollment type do you want to preview?' with a dropdown menu showing 'Part-Time to Full-Time Enrollment' and a note 'There are 2 eligible plans to preview in profile: Full Time Employees (ALL)'; 'What date do you want to preview?' with a date input field showing '03/23/2022'; and 'What part-time to full-time date do you want to use?' with a date input field showing '03/23/2022'. At the bottom right, there are 'Cancel' and 'Preview' buttons.

#### STEP 3

Click "Start Enrollment" to walk through the employee's enrollment process. Since this is a preview, no changes are saved.

A screenshot of the employee's enrollment preview page. At the top left is a profile icon for 'ABBY, HANNAH (8971)'. To the right is an 'ACTIONS' dropdown menu. Below the header is a table with columns: 'Eligibility Profile' (Full Time Employees (ALL)), 'Preview Date' (03/23/2022), 'Enrollment Year' (2022), and 'Part-Time to Full-Time Date' (03/23/2022). Below the table is a message: 'You have 284 days to complete enrollment.' followed by 'Hello Hannah, Here are tips for enrollment.' and a list of three numbered tips. At the bottom right is a green 'START ENROLLMENT' button.

## ADMINISTRATORS

Visit the Help Menu for the most up-to-date version of this guide.




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## BENEFITS ADMINISTRATION

### STEP 4

When finished, click "Exit Preview" from the Actions drop-down menu.

	ABBY, HANNAH (8971)				ACTIONS ▾
Eligibility Profile Full Time Employees (ALL)	Preview Date 03/23/2022	Enrollment Year 2022	Part-Time to Full-Time Date 03/23/2022		Change Settings Exit Preview



### HELPFUL TIPS

If you need to make any changes to a benefit plan, navigate to Human Resources > Benefits Administration > Benefit Plans.

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