

Prospect Employee Enrollment Worksheets for Brokers and Employers

Obtain Employee Enrollment Worksheets after you complete a select plans quote to help employees make informed decisions upon open enrollment.

From the landing page, click on Get Small Business Quote and click on Select Plans quote. This option offers Employee Enrollment Worksheets that include employer medical contributions, employee monthly costs, and high-level benefit details personalized for each employee to help them make informed health plan decisions.

After completing the Select Plans quote you will be presented with a list of options under the What would you like to do next? section. To generate the worksheets, click on Generate and email the Employee Enrollment worksheet. On the next screen make a selection for employer contributions. Other fields will open based on your selections.

Select a worksheet delivery option, whether you'd prefer to receive the worksheets for all employees in one document or separately, one PDF for each employee in a zip file. Click next.

On the Email My Worksheets screen, the contract signer and broker, if any, will be automatically selected and their email and name is listed. To send the worksheets to others, click Additional Recipients and enter the full email address into the field. You can designate your recipients by selecting or deselecting the boxes. Click Send. You will receive a confirmation that the worksheets should be delivered soon. Click Close.

You'll receive the worksheets as one PDF or a .zip file with the PDFs attached to an email. The options and costs are listed for each subscriber, and there is a field under this information where the plan choice is made.