Viewing Open Enrollment Activity (updated 6-2017)
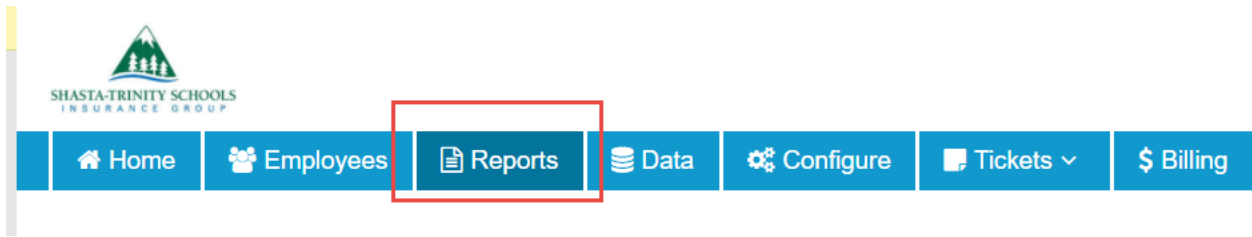
1. Select Reports along the top of your menu bar

2. Select Overall Enrollment Details under your Actions section

This will give you the following three report options, select the option that works best for your current needs.

Overall Enrollment Details

Complete Enrollments Report
A standard report to show completed employee enrollment activity by plan year.

Incomplete Enrollments Report
A standard report to show incomplete employee enrollment activity by plan year.

Not Started Enrollments Report
A standard report to show employees who did start the enrollment process by plan year.

***Remember to select the box below if you wish to see the full SSN as well as the 10/01/2017 Plan Year**

☆ Complete Enrollments Report
This report displays a list of employees that have complet
which means the counts may change slightly depending o

≡ **Create**

Plan Year: 10/01/2017 to 09/30/2018   ⌄

☐ Unmask SSN for download

3. You will then be able to see the list of employees.
    a. You can then import the report into Excel, CSV, or PDF
    b. Or print the report

☑ Unmask SSN for download

Filters: ☐ Show Test Employees

	EMPLOYEE	E-MAIL	ADDRESS	CITY
1	ABBOTT,GARRETT,O	GARRETTABBOTT@YAHOO.COM	24315 HWY 44	MILLVILLE