Entering member enrollment

Quick reference guide

Humana.

Now that you have a basic understanding of how to find and review quotes in Launch My Group™, let's take a look at entering member enrollment.

There are three ways to enter the member enrollment:

Click the arrow below to jump ahead to the option you want to use.

OPTION ONE

Download the Launch My Group list enrollment →

OPTION TWO

Enter directly into the Launch My Group submission →

OPTION THREE

Use your own list enrollment →

For any questions, call **855-330-5920** or email **launchmygroup@humana.com**, Monday – Friday from 9 a.m. – 6 p.m., Eastern time. Launch My Group Specialists are standing by to assist you.

Download the Launch My Group list enrollment.

1 This is the default selection when you get to the "Employee Enrollment" tab. Click the "Download Excel" button, then open the spreadsheet.

If you need help, call **855-330-5920**.
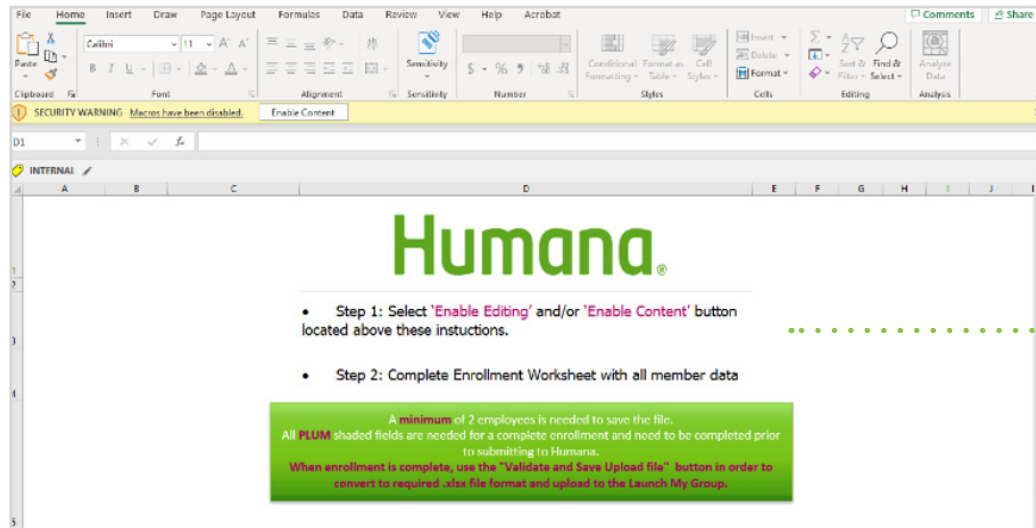
2 Once you have downloaded and opened the spreadsheet, follow the directions on the main "Instructions" tab to unlock the spreadsheet.

If you need help, call a Launch My Group Specialist, Monday – Friday, at **855-330-5920** from 9:00 a.m. – 6:00 p.m., Eastern time, or email **launchmygroup@humana.com**. Launch My Group Specialists are standing by to assist you.

Insert Row	Validate and Save Upload File				
Delete Row	Error Form				
Relationship (select from the drop down list)	**Status Field** (select from the drop down list)	**Social Security Number** (no dashes)	**Member Last Name**	**First Name**	**Date of Hire**
Employee	Active				
Employee	Active				
Employee	A				
Employee				Bob	01/01/2020
Employee				Jon	0529/2020

Microsoft Excel

Please Correct following fields
Plum = Required field, but no data found.
Yellow = Duplicates found/Invalid Email Id/Invalid Medicare Id
Blue = Invalid number was used in SSN#/Phone #
Purple = Basic Life Employee Must be Enrolled to have Dependent Life Enrolled/Only Active Employees can enroll into Life plans
Green = Voluntary Employee Life Must be Enrolled to have Spouse Vol Life/Dependent Vol Life Enrolled or Employee must list Spouse/Domestic Partner to elect Employee+Spouse coverage.
Grey = Invalid Date/DOB can not be greater than today's date/Date Of Hire can not be great than today/Date of Hire cannot be before DOB
Red = Invalid Zip Code/Only Numbers are allowed in cells/A character was found in a numeric only cell/HSA should be selected only for Active Employees/HSA not allowed when medical waived.
Pink = Too many characters in Names/Hours worked is less than 10 or greater than 60.

Erroneous Row #s: 8,9,10,11

OK

OPTION ONE CONT'D

3 Next, fill in the missing information (indicated by the **berry** fields).

Tip: When the information is copied from your spreadsheet, right click and paste "values" into the LMG spreadsheet (do not use shortcut keys to paste information).

4 After you enter all of the information, click "Validate and Save Upload File" in the upper left corner of the spreadsheet.

5 If there are issues, an error box will appear. This will display a color chart of the most common errors (not what is an error) and which row(s) contain errors.

📱 If you need help, call **855-330-5920**.

6 Take note of which row(s) contain errors, click "OK" on the dialog box and then review the row(s) in question.

▼ Along with the possible color, look for a **red triangle** in a cell. This indicates an issue (unrecognized format, missing information, etc.).

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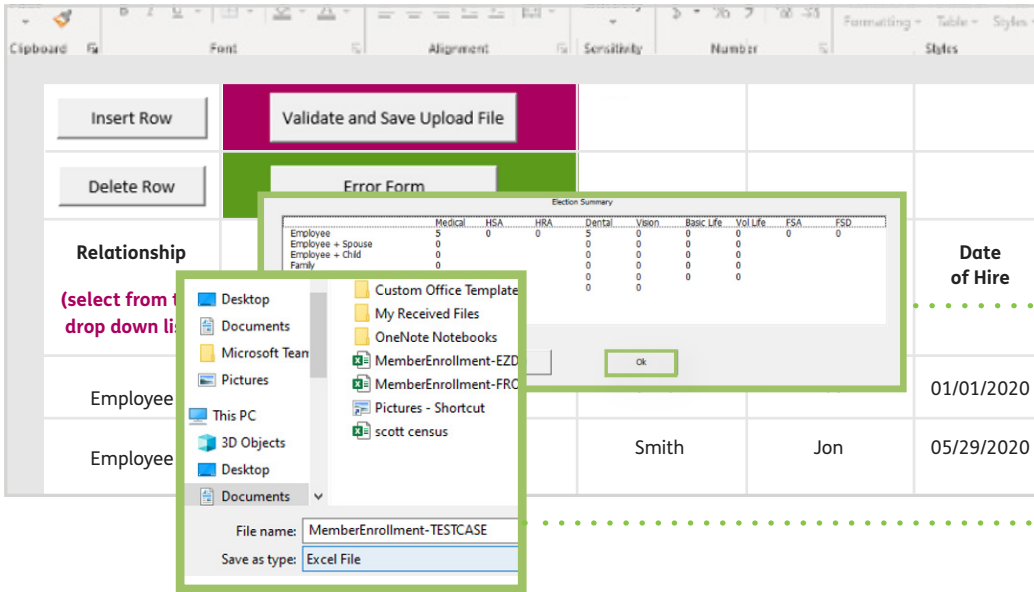
7 Once all errors have been fixed, click "Validate and Save Upload File" again so the spreadsheet can be rechecked by the system.

When no errors are found you will get a "member summary" box displaying the counts. If all are correct, click "OK."

If you need help, call **855-330-5920**.

8 Once you click "OK," a "Save" dialog box will appear. The file name will automatically change from "List Enrollment-quote number" to "MemberEnrollment-groupname." The "MemberEnrollment" spreadsheet is what you need to upload into Launch My Group.
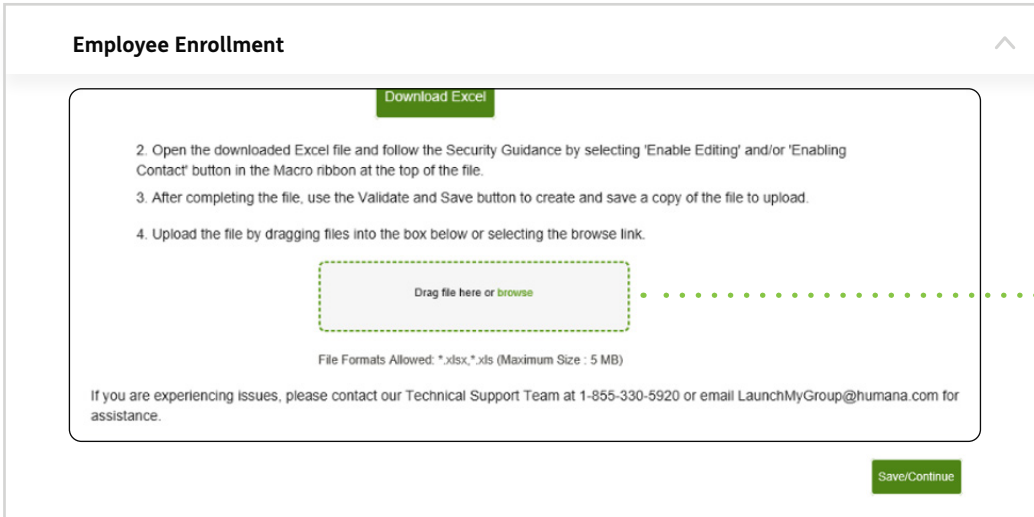
9 Choose a location to save the file. Return to the Launch My Group submission. Then, either drag the file or click "Browse."

After the "MemberEnrollment" spreadsheet has been uploaded and everything is complete, click "Save/Continue."

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Employee Enrollment ⌃

Do you wish to enter your enrollment directly into Launch My Group?   ◉ Yes   ○ No

| Upload Enrollment | **Enter/Modify Enrollment** |

Tips for Success

Please make sure to review all information provided below to ensure that it is correct based on final enrollment. All employees, dependents, and their demographics are provided from the quote/or the information uploaded.

Any employee with a plum symbol in the Completion Status has invalid information that needs correction or is missing information necessary to a successful enrollment for either themselves or their dependent(s). All employees need to be in a Completed Status in order to submit the group for enrollment.

Changing fields marked with a # or adding/deleting employees or dependents may impact your rates. This will require Humana to update your quote, which may delay paperwork. You may receive an updated quote from Humana to approve rates.

The arrows under the headings will allow you to sort in ascending or descending order. Clicking the arrow for Completion Status will move all employees in an incomplete status to the beginning of the list.

The **Save Uploaded Enrollment** button will save any changes you make to the employee enrollment, both within this screen and the enrollment file available within the Upload tab.

Employee Enrollment

Completion Status ↓	Edit	Delete	Last Name ↕	First Name ↕	Date of Birth ↕	Gender	Medical ↕	Dental ↕
⚠	✏	🗑	Smith	Bob	01/01/1980	M	EE	
⚠	✏	🗑	Smith	Jon	01/02/1981	M	EE	

Enter directly into the Launch My Group submission.

1 When you see the question, "Do you wish to enter your enrollment directly into Launch My Group?" select "Yes" on the "Employee Enrollment" tab.

2 Once you click "Yes" a new tab will open called "Enter/Modify Enrollment." You will see the members from the quoted census displayed.

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⚠	✎	🗑	Smith	Jon	01/02/1981	M	EE	EE
⚠	✎	🗑	Smith	Bob	01/01/1980	M		

Employee: Bob Smith

Last Name * : Smith
First Name * : Bob
Middle Name :
Gender : Male

Dental Coverage
Coverage Type *
This field is required.

Medical Coverage
Coverage Type *
This field is required.

Vision Coverage
Coverage Type *
This field is required.

Dependents

Edit	Delete	Relationship	First Name	Date of Birth	Gender	Medical

⊕ Add Dependent #

Looks like you have missed mandatory fields

[Proceed to Next] [Check Fields]

Save Employee

Employee Enrollment

Welcome! — Agent Information — Group Information — Group Divisions — Group Plan Selection — Employee Enrollment — Group Checklist, Validate

Completion Status ↓	Edit	Delete	Last Name ↕	First Name ↕	Date of Birth ↕	Gender	Medical ↕	Dental ↕
☑	✎	🗑	Smith	Jon	01/02/1981	M	EE	EE
☑	✎	🗑	Smith	Bob	01/01/1980	M	EE	EE

⊕ Add Employees #

Save Uploaded Enrollment

OPTION TWO CONT'D

3 ⚠ Members will display with **berry** triangles.

To enter the information, click the pencil icon in the "Edit" column.

4 Once the information has been entered, click "Save Employee."

☑ A green checkmark will appear next to the employee's name if all information has been entered correctly.

⚠ If information is missed, a notice will appear to review errors.

⊕ If "Add Dependent #" is selected, and the quote was originally submitted as individual only, but the member wants to add dependents, this will send the quote back to Launch My Group for a re-quote. If the member enrolled dependents, then the dependents' information will need to be added at this time.

5 Once all employees show a green checkmark you can click "Save Uploaded Enrollment."

◯ Then, move to the final step "Group, Checklist Validate."

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Relationship (Emp, Sp, Ch)	Employee Status (Active,Cobra,Retiree)	Social Security Number (No Dashes)	Last Name	First Name	Middle Initial	Gender (M or F)	Date of Birth	Date of Hire	Member Street Address	City	State	Zip Code (5 Digits only)	Phone Numb

Use your own list enrollment.

1 Access the simplified member enrollment spreadsheet 🔗 **here**.

📱 If you need help, call **855-330-5920**.

2 Begin by ensuring your columns all have headings in row 1.

The most important heading is the "**Relationship**" column—using Employee, Spouse and Child as the labels.

Relationship	Status Field	Dental Plan Selection	Date of Birth	Date of Hire	Address
Employee	Active	WI 100/70 PPO 21 Copay CHC OV $45/90 Option 1 Gold RX	01/14/1987	04/28/2015	123 Elm Dr.
Child	Active	WI 100/70 PPO 21 Copay CHC OV $45/90 Option 1 Gold RX	02/03/1999	07/19/2021	7637 St. Rd.
Employee	Active	WI 100/70 PPO 21 Copay CHC OV $45/90 Option 1 Gold RX	11/30/1989	02/03/2018	60 Perry St.
Spouse	Active	WI 100/70 PPO 21 Copay CHC OV $45/90 Option 1 Gold RX	12/09/1993	05/30/2017	95 Circle Dr.

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Relationship	Status Field	Dental Plan Selection	Date of birth	Date of hire	Address
Employee	Active	Traditional Preferred 100/80/50 U&C+	01/14/1987	04/28/2015	123 Elm Dr.
Child	Active		02/03/1999	02/03/2018	7637 St. Rd.
Employ				2021	60 Perry St.
Spou				/2017	95 Circle Dr.

Dental

Plan Name	Deductible	AnnualMax	Reference	# Riders	Select Dental Plan
Traditional Preferred 100/80/50 U&C+	50/50	999999	1	Select	☑
Preventive Plus 100/80/00 U&C+	50/50	1000	2	Select	☐

3 Copy the plan name from the "Group Plan Selection" section in Launch My Group and paste into the "Plan Selection" column of your spreadsheet. You will also need the following columns for each enrolling member:

- Date of birth
- Date of hire
- Full address
- Social Security Number
- Email

Ensure that all zip codes entered are only 5 digits long. Any 9-digit zip codes will not properly import.

Once all necessary information is completed, remove any blank rows.

If there is a blank row in between members, any member after the blank row will not be imported.

📱 If you need help, call **855-330-5920**.

Save As: Member-Enrollment

Online Locations   File Format: Excel Workbook (.xlsx)

Cancel   Save

4 Save your completed file in either **.xls** or **.xlsx** file type.

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Employee Enrollment

Do you wish to enter your enrollment directly into Launch My Group?　　　○ Yes　　● No

Upload Enrollment

Do you wish to use the Launch My Group spreadsheet or your own enrollment file?

○ I want to use the Launch My Group spreadsheet.

● I want to use my own .XLSX or .XLS census.

1. Ch...
2. In...　　　　　　　　　　　　　　　　　　　　　　　　　　　y fields.
3. U...

Q	Vision Plan Selection	Vision Plan Selection ▼
R	Vision Cov Level (EE,ES,EC,Fam,Waive)	Vision Coverage Type ▼
S	Life Cov Level	REMOVE ▼

Mapping Verified

Drag file here or browse

Save Uploaded Enrollment

5 Upon upload, verify any mapping of columns in Launch My Group. This will ensure all the necessary information is pulled in correctly. Any extra fields can be changed to "Remove" as needed.

📱 If you need help, call **855-330-5920**.

6 After Launch My Group imports the enrollment, any members that need further clarification will be marked as incomplete in the "Member On Screen" enrollment. Edit these members as needed until all show as complete.

Click "Save Uploaded Enrollment."

Welcome! — Agent Information — Group Information — Group Divisions — Group Plan Selection — Employee Enrollment — Group Checklist, Validate

Employee Enrollment

Completion Status ↓	Edit	Delete	Last Name ↑↓	First Name ↑↓	Date of Birth ↑↓	Gender	Medical ↑↓	Dental ↑↓
⚠	✎	🗑	DALEY	SEAN	12/23/2000	M	EE	EE	EE
☑	✎	🗑	DAVIS	ANTHONY	07/04/2000	M	EE	EE	EE
☑	✎	🗑	WANDER	DESSA	12/23/2000	F	EE	EE	EE

Save/Continue

7 Verify the enrollment counts for each line of coverage are correct.

○ Click "Save/Continue" to move to the final step "Group, Checklist Validate" before submission.

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