➢ *How to Add a New Employee*

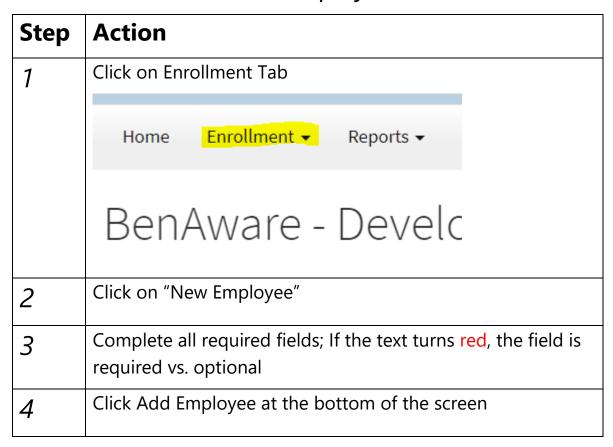| Step	Action
1	Click on Enrollment Tab
2	Click on "New Employee"
3	Complete all required fields; If the text turns red, the field is required vs. optional
4	Click Add Employee at the bottom of the screen

NOTE: If there are several newly eligible employees you are attempting to add to the system, you can do so by a Census upload. Please confirm with your Account Manager that you have the level of access to perform a census upload. You can then load multiple new hires through the Data Management tab from the home page, within the platform.