



# EASE Enrollment Guide at a Glance

## Step 1

Log in to Ease per the instructions you have received from your HR administrator or Broker. For optimal performance it is recommended that you use Chrome or Firefox as your browser.

## Step 2

Click **Start Enrollment** to begin your enrollment.

## Step 3

Follow the prompts on each page to complete your benefit enrollment. Click **Continue** to begin your enrollment.

## Step 4

Verify your personal information is correct and enter in any of your dependent information.

## Step 5

If requested during the enrollment process, provide any emergency contacts, employment documents, Medicare status, previous/current coverage and/or health information.

## Step 6

Please Select   your benefit by selecting **Enrolled**   or **Waived**   for each plan.

Click **Continue** to proceed to the next benefit.

## Step 7

You will then be prompted to provide any missing data. Once you have done this, you will be able to review and sign your forms using your mouse or mobile device. **Sign Forms**

## Step 8

Before you review our forms type your name

Create your signature  
Start typing your full name as it appears below.

Your Name Here

THEN

Sign our signature and follow the prompts to finish.

Create your signature  
Some carriers require a hand-drawn signature. Please draw your signature in the box below.

## Step 9

If you have any questions, reach out to your HR administrator or anyone at Thrive Workplace Benefits.

### Contact Us:



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