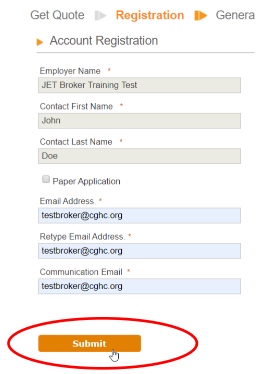
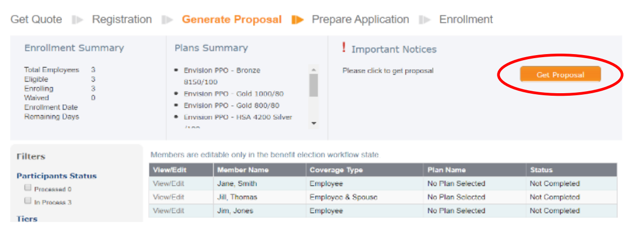
JET Insure Broker Portal Training Guide 6: Small Group Application

1. To begin an application, simply continue on with the quote. You can access a previous quote through the "My Quotes" screen and click "apply."

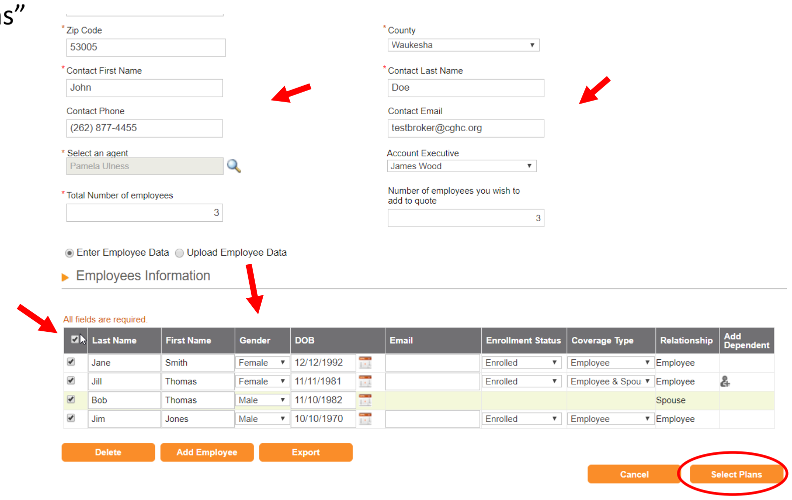
2. When continuing the account registration, complete the required information for the Group admin for the group applying. Click "Submit"



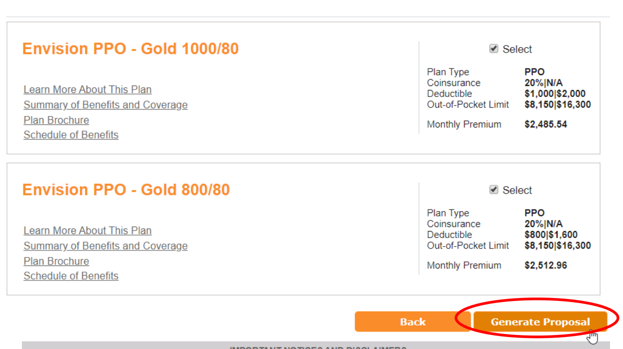
3. If no other information needs to be updated about the group or employees, select "Get Proposal"



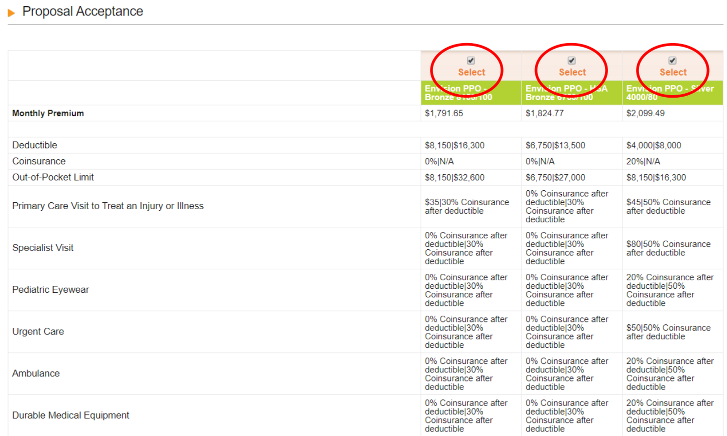
4. Complete the proposal by entering additional business and employee demographic information. Then, click "Select Plans"



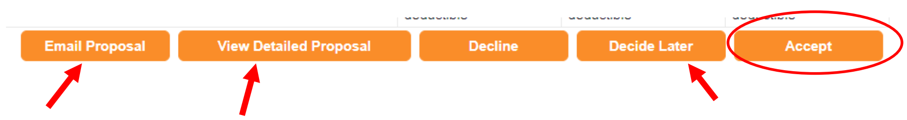
5. Select the plans for the proposal and click "Generate Proposal"



6. Select the options the group wants for the proposal and then choose one of the options

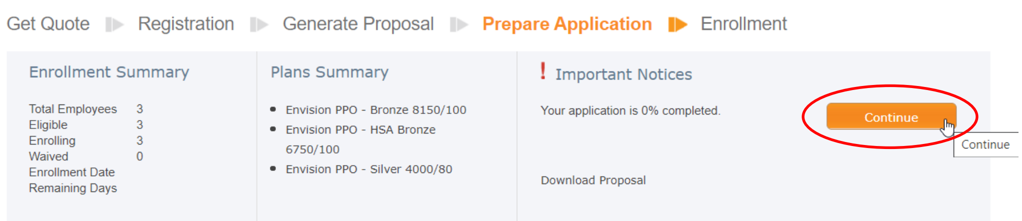

Proposal Acceptance

	Select	Select	Select
	Env ion PPO - Bronze	Envi ion PPO - H SA Bronze	Envi ion PPO - S ver 4000/80
Monthly Premium	$1,791.65	$1,824.77	$2,099.49
Deductible	$8,150|$16,300	$6,750|$13,500	$4,000|$8,000
Coinsurance	0%|N/A	0%|N/A	20%|N/A
Out-of-Pocket Limit	$8,150|$32,600	$6,750|$27,000	$8,150|$16,300
Primary Care Visit to Treat an Injury or Illness	$35|30% Coinsurance after deductible	0% Coinsurance after deductible|30% Coinsurance after deductible	$45|50% Coinsurance after deductible
Specialist Visit	0% Coinsurance after deductible|30% Coinsurance after deductible	0% Coinsurance after deductible|30% Coinsurance after deductible	$80|50% Coinsurance after deductible
Pediatric Eyewear	0% Coinsurance after deductible|30% Coinsurance after deductible	0% Coinsurance after deductible|30% Coinsurance after deductible	20% Coinsurance after deductible|50% Coinsurance after deductible
Urgent Care	0% Coinsurance after deductible|30% Coinsurance after deductible	0% Coinsurance after deductible|30% Coinsurance after deductible	$50|50% Coinsurance after deductible
Ambulance	0% Coinsurance after deductible|30% Coinsurance after deductible	0% Coinsurance after deductible|30% Coinsurance after deductible	20% Coinsurance after deductible|50% Coinsurance after deductible
Durable Medical Equipment	0% Coinsurance after deductible|30% Coinsurance after deductible	0% Coinsurance after deductible|30% Coinsurance after deductible	20% Coinsurance after deductible|50% Coinsurance after deductible

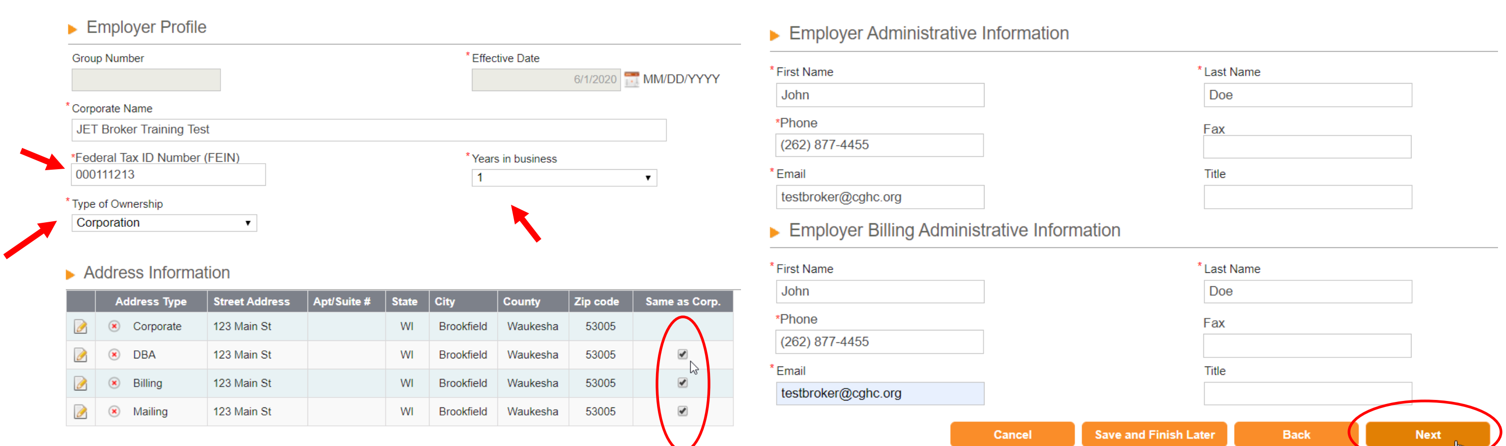


7. Click continue to finalize the quote.

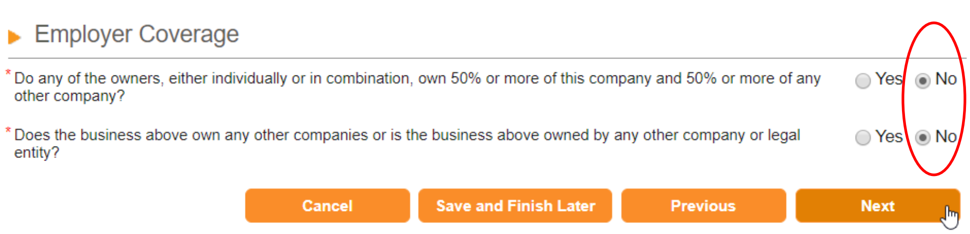
Your name here

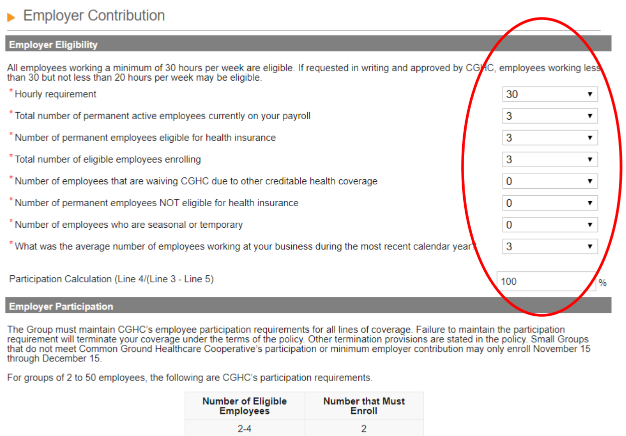


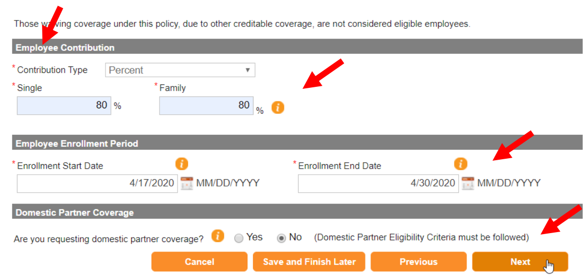
8. The proposal moves into the application, which will ask for more business information.

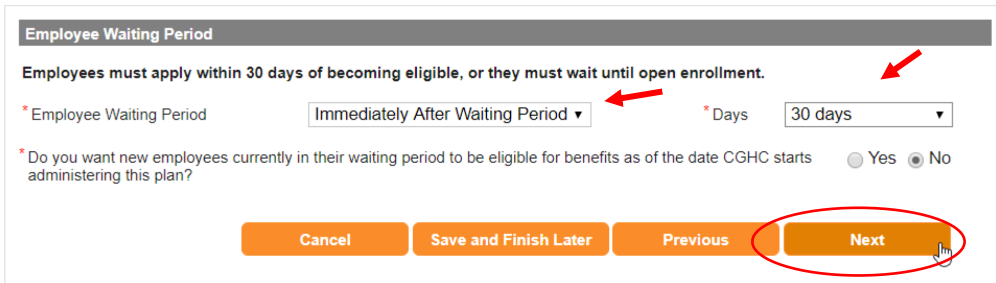


9. There will a series of questions to answer. Answer them and click “next” to continue.

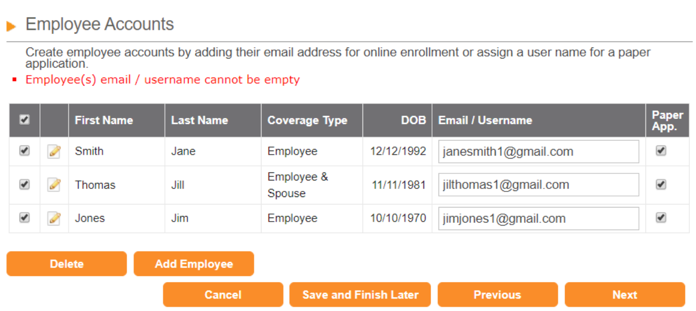




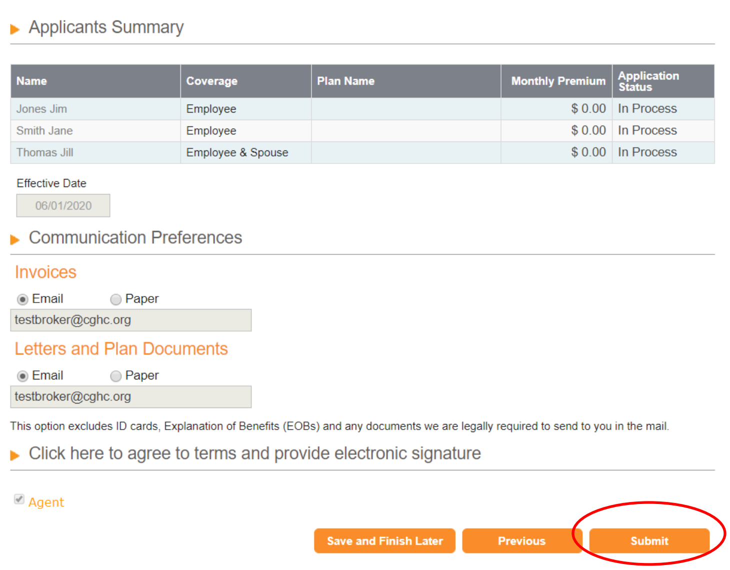


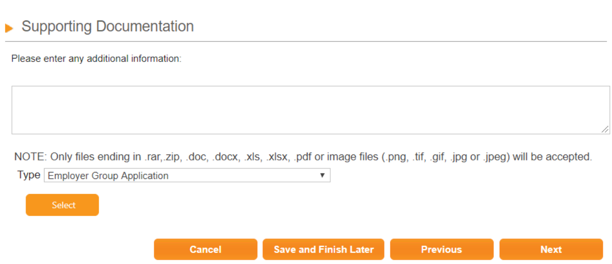


10. Add the employee email addresses, here. They must be unique to any other user.

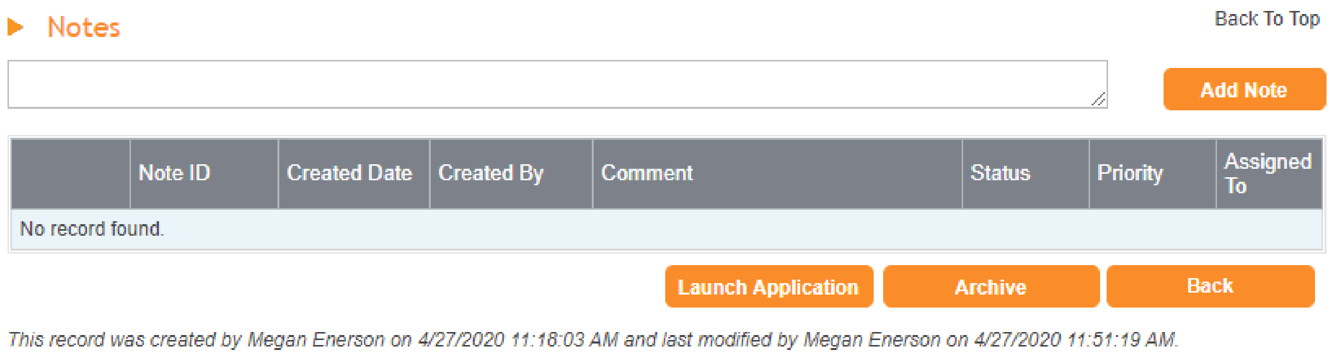


11. Upload any necessary documentation, here. Finalize the application summary and choose communication preferences. After signing the agent agreement, click "Submit."

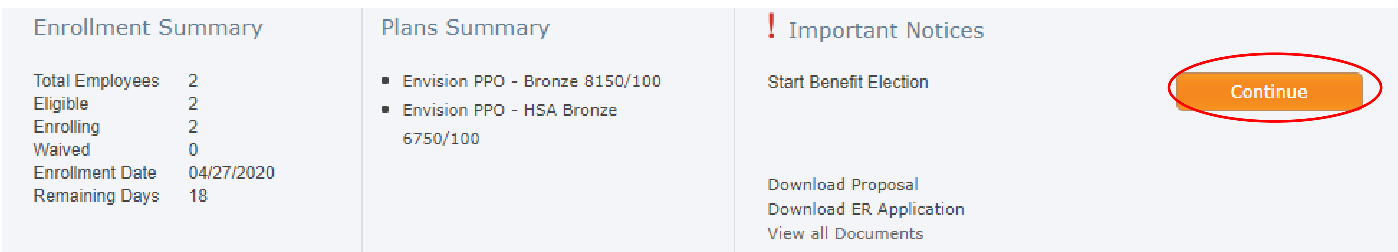




12. Once group has been approved by enrollment, the broker will receive an email and status will update to: Start Benefit Election. Click on View/Edit next to group name. Then click on Launch Application to make benefit selections.



13. Then click continue.



14. Select plans from dropdown to enroll each member. Once completed click on Submit.