



Enrollment Guide at a Glance

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.

2. Click

Start Enrollment

to begin your enrollment.

3. Follow the prompts on each page to complete your benefit enrollment. Click Continue to proceed to the next section.

- 4. Verify your personal information is correct and enter in any of your dependent information.
- 5. If requested during the enrollment process, provide any emergency contacts, employment documents, Medicare status, previous/current coverage and/or health information.
- your benefit by selecting Enrolled





for each plan.

Click

Continue

to proceed to the next benefit.

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

8. Before you review your forms

Create your signature Your Mance Here

type your name.

THFN



and follow the prompts to finish.

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

