**Overview:** BP-01.01.01.18 SB-10 Prepare Employee Eligibility and Enrollment Application

**Description:** This process is performed to collect information from an employer necessary to determine their eligibility for participation in a SB exchange and guide them to the enrollment process.

**Association: BP-01.01 Enrollment Process**

**Roles & Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Actor** | **Responsibility** | **Handoff** |
| **Employee** | Prepare initial employee application, or select an Assister | **Assister, HBE** |
| **Assister** | Complete initial employee application | **HBE** |
| **HBE** | Process, and verify eligibility application and update employee account | **Individual, Assister** |

**Key Performance Indicators (KPI’s):**

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Purpose** | **Measure** |
| HBE system/s response | Monitor system performance and responsiveness | Near-time |
|  |  |  |

**Revision History:**

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| --- | --- | --- |
| **Date** | **Action** | **Authorized By** |
| 2013-06-06 | Original | Andrew Laing |
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