

## ENR Spreadsheet Legend

- Column A - Description is provided for EE, SP, CH
- Column B - If the member is not currently on COBRA, they are active. Please include for all spouse/dependents as well
- Column C - Description is provided is member is on COBRA
- Column D - All members are FT, unless on COBRA, therefore they are 'terminated'
- Column E - List the Employee (Subscriber) SSN for everyone in the family. If not provided they cannot be added
- Column F - The plan the member is being placed on
- Column G - 336 = Employee Begin Date; 340 = COBRA Begin Date; 341; COBRA End Date
- Column H - Benefit start date
- Column I - K - Self-explanatory ☺
- Column L - Each individual's SSN. If not provided they cannot be added
- Column M - T - Self-explanatory. PLEASE provide phone numbers for the members so our CSR team can complete their welcome calls ☺
- Column U - If DOB is not provided they cannot be added
- Column VJW - Self-explanatory
- Column X, Z, AB - Description of the Coverage level
- Column Y, AA, AC - Benefit start date
- **Please note for Column AB & AC** - These columns should only be completed for the members taking the Freedom Plan. The 'Open Access Coverage' refers to any plans that have the out-of-network benefit