

## LAUNCH MY GROUP

# Entering member enrollment

## Quick reference guide



**Humana**®

GCHLYGPEN 0623

Now that you have a basic understanding of how to find and review quotes in Launch My Group™, let's take a look at entering member enrollment.

### **There are three ways to enter the member enrollment:**

Click the arrow below to jump ahead to the option you want to use.

#### **OPTION ONE**

**Download the Launch My Group list enrollment →**

#### **OPTION TWO**

**Enter directly into the Launch My Group submission →**

#### **OPTION THREE**

**Use your own list enrollment →**

For any questions, call **855-330-5920** or email **launchmygroup@humana.com**, Monday – Friday from 9 a.m. – 6 p.m., Eastern time. Launch My Group Specialists are standing by to assist you.

**Employee Enrollment**

Do you wish to enter your enrollment directly into Launch My Group? ☒ Yes ☐ No

**Upload Enrollment** | Enter/Modify Enrollment

Do you wish to use the Launch My Group spreadsheet or your own enrollment file?

☒ I want to use the Launch My Group spreadsheet.


☐ I want to use my own XLSX or XLS file.

1. Select the Download Excel button. The Excel file provided will contain information used to create the census for the group.

**Download Excel**

**OPTION ONE****Download the Launch My Group list enrollment.**

- 1 This is the default selection when you get to the “Employee Enrollment” tab. Click the “Download Excel” button, then open the spreadsheet.

 If you need help, call **855-330-5920**.

File Home Insert Draw Page Layout Formulas Data Review View Help Window

Security Warning: Macros have been disabled. Enable Content

**Humana.**

- Step 1: Select “Enable Editing” and/or “Enable Content” button located above these instructions.
- Step 2: Complete Enrollment Worksheet with all member data.

**Minimum of 7 employees is needed to use this file.**

**IF PLINK** values are needed for a complete enrollment and need to be completed prior to submitting to Humana.

When enrollment is complete, use the “Update and Save Upload File” button in order to connect to required data files and upload to the Launch My Group.

- 2 Once you have downloaded and opened the spreadsheet, follow the directions on the main “Instructions” tab to unlock the spreadsheet.



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Relationship (select from the drop down list)	Status Field (select from the drop down list)	Social Security Number (no dashes)	Member Last Name	First Name	Date of Hire
Employee	Active				
Employee	Active				
Employee					
Employee			Bob		01/01/2020
Employee			Jon		0529/2020

**Microsoft Excel**

Please Correct following fields:  
 Plum = Required field, but no data found.  
 Yellow = Duplicates found/Invalid Email Id/Invalid Medicare Id  
 Blue = Invalid number was used in SSN/Phone #  
 Purple = Basic Life Employee Must be Enrolled to have Dependent Life  
 Enrolled/Only Active Employees can enroll into Life plans  
 Green = Voluntary Employee Life Must be Enrolled to have Spouse/Vol Life/Dependent Vol Life Enrolled or Employee must list Spouse/Dependent Partner to elect Employee+Spouse coverage.  
 Grey = Invalid Date/DOB can not be greater than today's date/Date Of Hire can not be great than today/Date of Hire cannot be before DOB  
 Red = Invalid Zip Code/Only Numbers are allowed in cell/A character was found in a numeric only cell/HSA should be selected only for Active Employees/HSA not allowed when medical waived.  
 Pink = Too many characters in Names/Hours worked is less than 10 or greater than 60.

Erroneous Row #: 8,9,10,11

OK

## OPTION ONE CONT'D

- 3 Next, fill in the missing information (indicated by the **berry** fields).

**Tip:** When the information is copied from your spreadsheet, right click and paste “values” into the LMG spreadsheet (do not use shortcut keys to paste information).

- 4 After you enter all of the information, click “Validate and Save Upload File” in the upper left corner of the spreadsheet.

- 5 If there are issues, an error box will appear. This will display a color chart of the most common errors (not what is an error) and which row(s) contain errors.



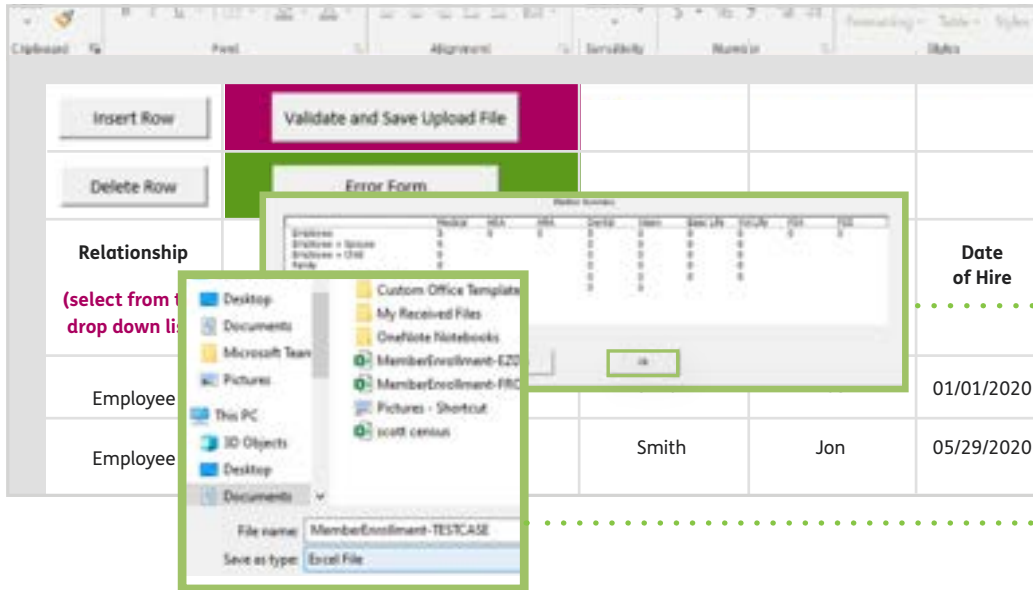
If you need help, call **855-330-5920**.

- 6 Take note of which row(s) contain errors, click “OK” on the dialog box and then review the row(s) in question.

Along with the possible color, look for a **red triangle** in a cell. This indicates an issue (unrecognized format, missing information, etc.).



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## OPTION ONE CONT'D

- 7 Once all errors have been fixed, click “Validate and Save Upload File” again so the spreadsheet can be rechecked by the system.

When no errors are found you will get a “member summary” box displaying the counts. If all are correct, click “OK.”

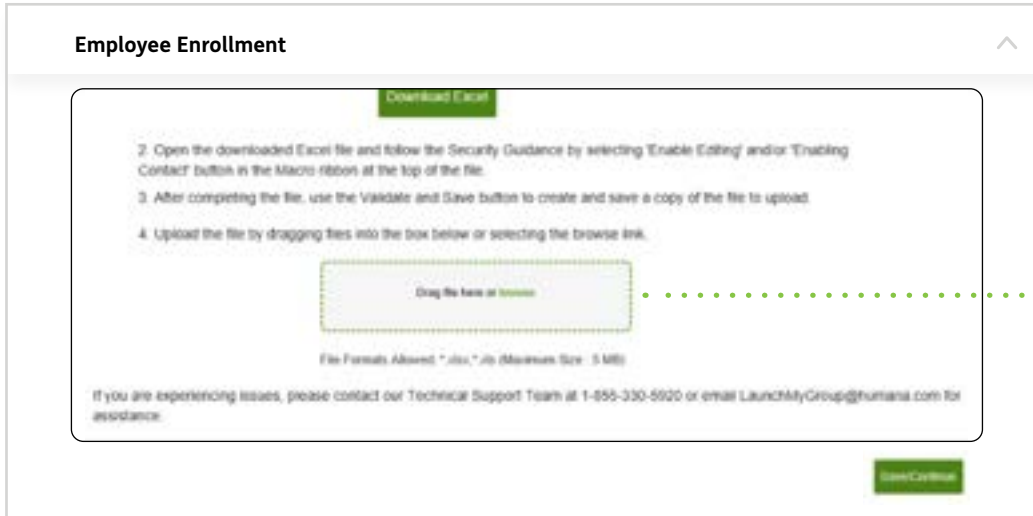


If you need help, call **855-330-5920**.

- 8 Once you click “OK,” a “Save” dialog box will appear. The file name will automatically change from “List Enrollment-quote number” to “MemberEnrollment-groupname.” The “MemberEnrollment” spreadsheet is what you need to upload into Launch My Group.

- 9 Choose a location to save the file. Return to the Launch My Group submission. Then, either drag the file or click “Browse.”

After the “MemberEnrollment” spreadsheet has been uploaded and everything is complete, click “Save/Continue.”



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**Employee Enrollment**

Do you wish to enter your enrollment directly into Launch My Group? ☒ Yes ☐ No

Upload Enrollment **Enter/Modify Enrollment**

**Tips for Success**

Please make sure to review all information provided below to ensure that it is correct based on final enrollment. All employees, dependents, and their demographics are provided from the quote or the information uploaded.

Any employee with a plus symbol in the Completion Status has invalid information that needs correction or is missing information necessary to a successful enrollment for either themselves or their dependent(s). All employees need to be in a Completed Status in order to submit the group for enrollment.

Changing fields marked with a # or adding/deleting employees or dependents may impact your rates. This will require Humana to update your quote, which may delay paperwork. You may receive an updated quote from Humana to approve rates.

The arrows under the headings will allow you to sort in ascending or descending order. Clicking the arrow for Completion Status will move all employees in an incomplete status to the beginning of the list.

The Save Uploaded Enrollment button will save any changes you make to the employee enrollment, both within this screen and the enrollment file available within the Upload tab.

Employee Enrollment								
Completion Status	Edit	Delete	Last Name	First Name	Date of Birth	Gender	Medical	Dental
			Smith	Bob	01/01/1960	M	EE	
			Smith	Jon	01/02/1961	M	EE	

## OPTION TWO

### Enter directly into the Launch My Group submission.

- 1 When you see the question, “Do you wish to enter your enrollment directly into Launch My Group?” select “Yes” on the “Employee Enrollment” tab.
- 2 Once you click “Yes” a new tab will open called “Enter/Modify Enrollment.” You will see the members from the quoted census displayed.



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The screenshot shows the 'Employee Enrollment' form. At the top, there is a table with columns: Completion Status, Edit, Delete, Last Name, First Name, Date of Birth, Gender, Medical, and Dental. Two rows are visible, both with a red warning triangle icon in the 'Completion Status' column. Below the table is a form for 'Employee: Bob Smith'. The form includes fields for Last Name, First Name, Middle Name, and Gender. Below these are three dropdown menus for Dental Coverage, Medical Coverage, and Vision Coverage, each with a red warning message 'This field is required.' Below the form is a 'Dependents' table with columns: Edit, Delete, Relationship, First Name, Date of Birth, Gender, and Medical. At the bottom of the form is a 'Save Employee' button. A modal dialog box is open in the center, titled 'Looks like you have missed mandatory fields'. It contains two buttons: 'Proceed to Next' and 'Check Fields'.

## OPTION TWO CONT'D

- 3 Members will display with **berry** triangles. To enter the information, click the pencil icon in the “Edit” column.
- 4 Once the information has been entered, click “Save Employee.”
  - A green checkmark will appear next to the employee’s name if all information has been entered correctly.
  - If information is missed, a notice will appear to review errors.
  - If “Add Dependent #” is selected, and the quote was originally submitted as individual only, but the member wants to add dependents, this will send the quote back to Launch My Group for a re-quote. If the member enrolled dependents, then the dependents’ information will need to be added at this time.
- 5 Once all employees show a green checkmark you can click “Save Uploaded Enrollment.”
  - Then, move to the final step “Group, Checklist Validate.”



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[illegible]

### OPTION THREE

## Use your own list enrollment.

- 1 Access the simplified member enrollment spreadsheet [here](#).



If you need help, call **855-330-5920**.

Relationship	Status Field	Dental Plan Selection	Date of Birth	Date of Hire	Address
Employee	Active	WI 100/70 PPO 21 Copy CHC OV \$45/90 Option 1 Gold RX	01/14/1987	04/28/2015	123 Elm Dr.
Child	Active	WI 100/70 PPO 21 Copy CHC OV \$45/90 Option 1 Gold RX	02/03/1999	07/19/2021	7637 St. Rd.
Employee	Active	WI 100/70 PPO 21 Copy CHC OV \$45/90 Option 1 Gold RX	11/30/1989	02/03/2018	60 Perry St.
Spouse	Active	WI 100/70 PPO 21 Copy CHC OV \$45/90 Option 1 Gold RX	12/09/1993	05/30/2017	95 Circle Dr.

- 2 Begin by ensuring your columns all have headings in row 1.

The most important heading is the “**Relationship**” column—using Employee, Spouse and Child as the labels.



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Relationship	Status Field	Dental Plan Selection	Date of birth	Date of hire	Address
Employee	Active	Traditional Preferred 100/80/50 U6C+	01/14/1987	04/28/2015	123 Elm Dr.
Child	Active		02/03/1999	02/03/2018	7637 St. Rd.
Employ				2021	60 Perry St.
Spou				2017	95 Circle Dr.

Dental						
Plan Name	Deductible	AnnualMax	Reference	# Riders	Select Dental Plan	
Traditional Preferred 100/80/50 U6C+	50/50	999999	1	Select	<input checked="" type="checkbox"/>	
Preventive Plus 100/80/00 U6C+	50/50	1000	2	Select	<input type="checkbox"/>	

### OPTION THREE CONT'D

**3** Copy the plan name from the “Group Plan Selection” section in Launch My Group and paste into the “Plan Selection” column of your spreadsheet. You will also need the following columns for each enrolling member:

- Date of birth
- Date of hire
- Full address
- Social Security Number
- Email

Ensure that all zip codes entered are only 5 digits long. Any 9-digit zip codes will not properly import.

Once all necessary information is completed, remove any blank rows.

If there is a blank row in between members, any member after the blank row will not be imported.

Save As: **Member-Enrollment**

Online Locations: **File Format: Excel Workbook (.xlsx)**

**Cancel** **Save**

If you need help, call **855-330-5920**.

**4** Save your completed file in either **.xls** or **.xlsx** file type.



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## Employee Enrollment

Do you wish to enter your enrollment directly into Launch My Group?

☐ Yes ☒ No

## Upload Enrollment

Do you wish to use the Launch My Group spreadsheet or your own enrollment file?

☐ I want to use the Launch My Group spreadsheet.☒ I want to use my own .XLSX or .XLS census.

1. Ch...  
2. In...  
3. U...

Plan	Plan Selection	Plan Selection
Video Care Line (24/7/365/24 hr. Service)	Video Care Line	Video Care Line
Video Care Line	Video Care Line	Video Care Line

Mapping Verified

Save Uploaded Enrollment

y fields.

## OPTION THREE CONT'D

- 5 Upon upload, verify any mapping of columns in Launch My Group. This will ensure all the necessary information is pulled in correctly. Any extra fields can be changed to “Remove” as needed.

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- 6 After Launch My Group imports the enrollment, any members that need further clarification will be marked as incomplete in the “Member On Screen” enrollment. Edit these members as needed until all show as complete.

Click “Save Uploaded Enrollment.”



## Employee Enrollment

Completion Status	Edit	Delete	Last Name	First Name	Date of Birth	Gender	Medical	Dental
			DALEY	SEAN	12/23/2008	M	EE	EE
			DAVIS	ANTHONY	07/04/2000	M	EE	EE
			WANDER	DESSA	12/23/2000	F	EE	EE

- 7 Verify the enrollment counts for each line of coverage are correct.



Click “Save/Continue” to move to the final step “Group, Checklist Validate” before submission.



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