

# Online enrollment — faster, easier, more accurate

Aetna Enroll<sup>SM</sup>

Register today  
for Aetna Enroll at  
[www.aetna.com/  
enroll](http://www.aetna.com/enroll).

## Online enrollment tool for Small Group

Aetna Enroll, Aetna's online enrollment tool for Small Group brokers and customers, makes the benefits enrollment process much more efficient by replacing time consuming, expensive, paper-based enrollment with a secure, comprehensive electronic benefits and administration enrollment solution.

## Less paperwork

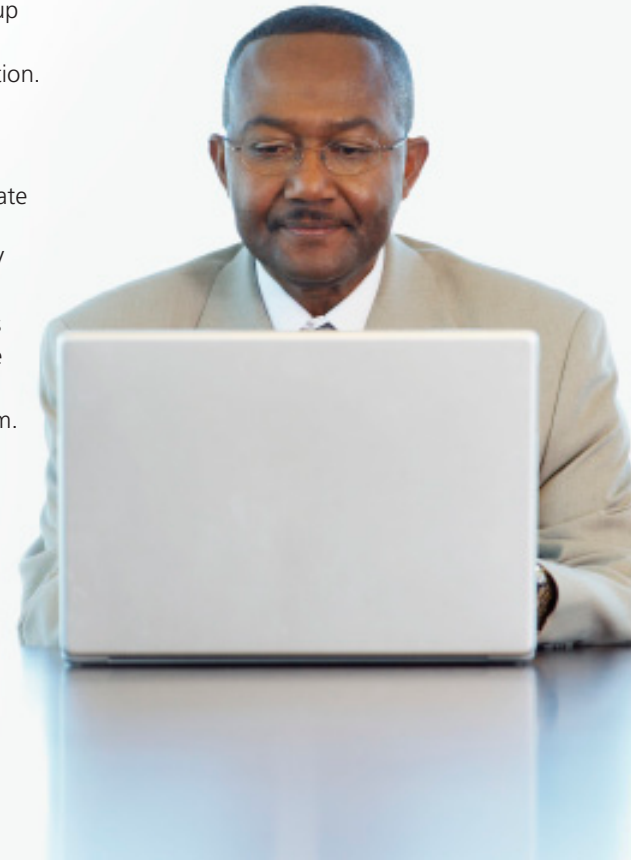
Aetna Enroll reduces paperwork by letting brokers, group administrators and employees manage their benefits online, 24 hours a day, 7 days a week. Enter information once, and it's stored in a central database so updates, corrections, and reports are quickly available with the click of a mouse. Instead of using paper forms, the Aetna Enroll system sends all enrollment data electronically to Aetna's membership system daily.

## Ease of administration

Aetna Enroll allows brokers to maintain their strong relationship with their customers in terms of overall account management, while empowering group administrators to take ownership of day-to-day health benefits administration.

## Self-service

Once registered for the Aetna Enroll system, plan administrators can delegate access to anyone within their group to complete the employee enrollment/change form and submit enrollment changes electronically. All submissions and changes must be approved by the group administrator or broker before they are processed in the Aetna system.



**AETNA AVE**

*Aetna Avenue<sup>®</sup> — Your Destination for Small Business Solutions<sup>®</sup>*



## Start taking advantage of Aetna Enroll today!

Your login ID is automatically generated and consists of your first initial and last name. Your password contains your agency ID (an Aetna-assigned number) and will be mailed to you.

At the Log In screen:

1. Go to **[www.aetna.com/enroll](http://www.aetna.com/enroll)**.
2. Enter your **login ID** and **password**.
3. Click **"Go."**
4. You will be directed to the Aetna Enroll Resource Center. Please review the HR training guide and/or the Training Video. This will provide you with an overview on how to administer employee benefits online.

### Helpful reminders for when you start using Aetna Enroll:

- You will no longer be required to submit enrollment forms to Aetna. Please retain them for your records.
- Since you are converting from a paper process to online administration, you may have submitted paper changes to Aetna which may not be reflected on the employee roster. Please validate the employee status and benefits, and if necessary make appropriate changes online. (**Note:** As a temporary restriction, Medicare and COBRA elections must be administered by Aetna. Please send appropriate forms.)

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For more information  
about **Aetna Enroll**,  
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Representative**.