Instruction Guide

Uploading Census File:

1. Download census file template from the website

Census Information

You will need to provide us with a census of your company. In order for us to generate a quote, we will need a complete census of all your employees including dependents. The census can be uploaded from a pre-populated template. Your group must meet participation levels of full time employees wanting to participate in coverage. If you are interested in purchasing through the SHOP, please contact us to review the participation guidelines.

About this page

Please enter information about your company on this page. The information you enter will help view and compare plans so that you can obtain the best coverage for your employees. The information you provide is secure.

Census Template

Please create your census file using this CSV template

2. Enter census information into the file

|	A	B	C	D	E	F	G	H	I	J	K
1	Name	Gender	Full Time/	Date of Bi	Coverage	Spouse DC	Child DOB	Child DOB	Child DOB	Child DOB	Child DOB
2	Test	Male	FullTime	8/8/1960	F	9/9/1960	1/1/1965	1/1/1967	1/1/1967		
3											
4											

3. After entering the census information save file as CSV (Comma delimited).

   Steps for saving file as CSV:

➢ Click on "File" and select "Save As"
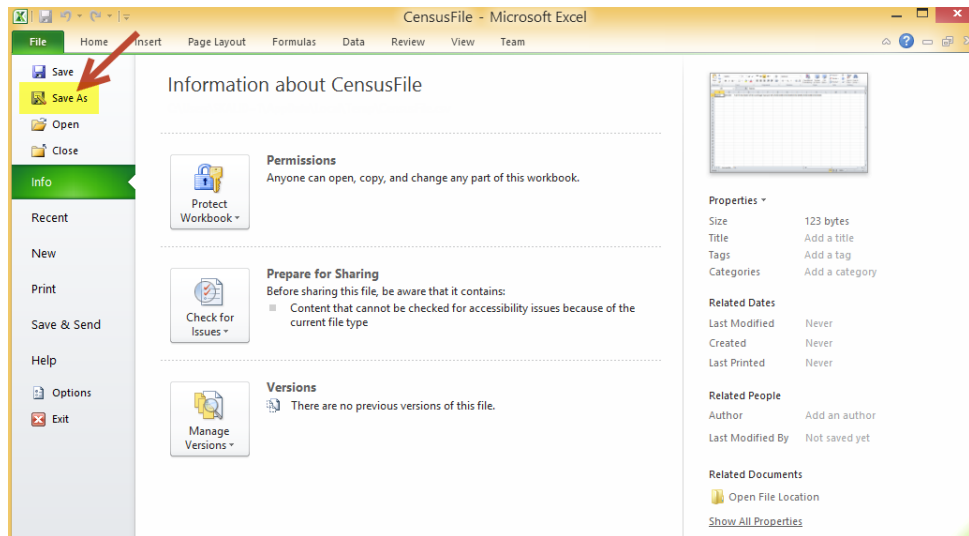
➢ Select "CSV (Comma delimited)" from "Save as type" dropdown list and select the location to save the file
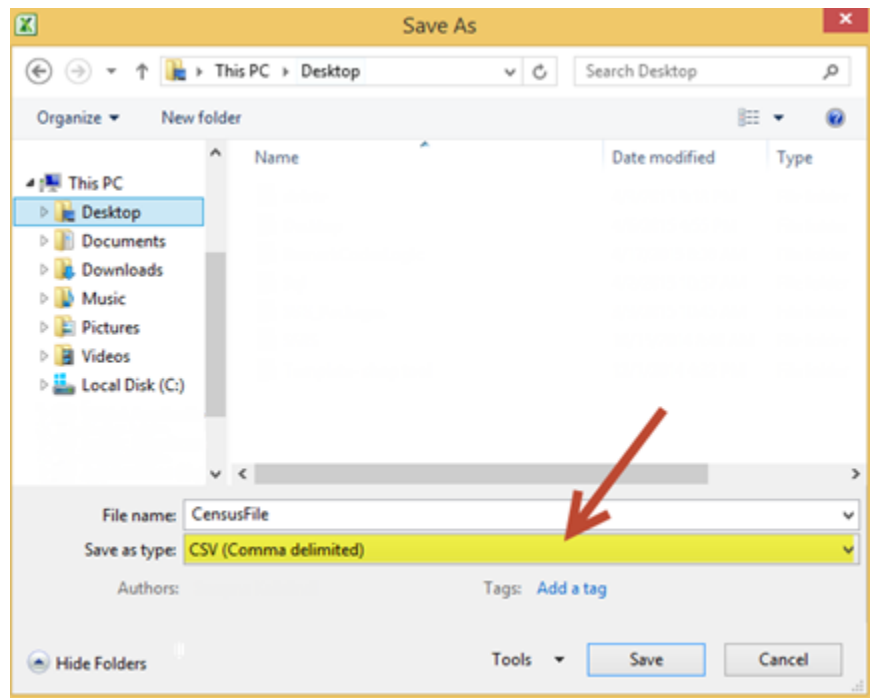
➢ Click on "Save" button to save file at desired location.

4. After saving the file as CSV upload the document onto the website to calculate rates

View / Edit Census Data:

1. To view / edit/ add new census data. Click on the below link

View/Edit Uploaded Census Data

There are **2** record(s) loaded for your company. Click here to view/Edit.

CONTINUE

2. A pop up screen appears after clicking on the link which allows to edit the uploaded records or add new records or delete existing records

* Coverage Type EE=Employee, ES=Employee+Spouse, EC = Employee+Child(ren), F=Family, PT= Part-Time (less than 25 hours per week), W/AC=Waiving, already with AultCare, W=Waiving

	Name	Gender	Full Time/Part Time	Date of Birth	Coverage Type*	Spouse DOB	Child 1 DOB	Child 2 DOB	Child 3 DOB	Child 4 DOB	Child 5 DOB	
		Male	Full Time		EE							+
X	test	Male	Full Time	1/1/1960	EE							
X	test1	Male	Full Time	1/1/1960	EE							

Census Data

CLOSE

A. Enter data in the first row to add new record
B. Click on the ⊕ button to add new record into the system
C. Click on the X button to remove an existing record from the system

3. To edit an record make changes to the displayed data in the pop up screen
4. Click on the CLOSE button to save changes made to the census data or to go back to the previous screen.

Saving and retrieving a quote:

1. Saving the quote:

➢ To save the quote for future references enter email address and pin number on the Company Information page. If multiple quotes are saved with the same pin number and email address website retrieves the most recent quote submitted.

2. Retrieving the quote:

➢ Click on the "Retrieve Quote" link on the top right corner of the website.

➢ Enter email address and pin number to retrieve the quote.