

## **Imperial Sales Portal Enrollment Guide**

## 1. Once you log-in, this will be the view of application

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2. Member Enrollment can be completed by clicking on 'Add Application' on left side of menu

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3. Incomplete and Completed Applications can be viewed in the below screen by clicking on 'View Applications' in

## the below screen. Applications that are left half way can be continued by clicking on HICN as shown below

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## 4. Hints to use and navigate the application

- Hold the Ipad or Mobile device horizontally for better experience
- Connect to Wifi whenever available
- Keep your password in safe place
- Take picture or scan SOA(Scope of Appointment) for upload in to app
- Always verify address using Verify Address button
- Always check eligibility using Check Eligibility button
- Skip Dental Provider
- Complete all applications in first pass