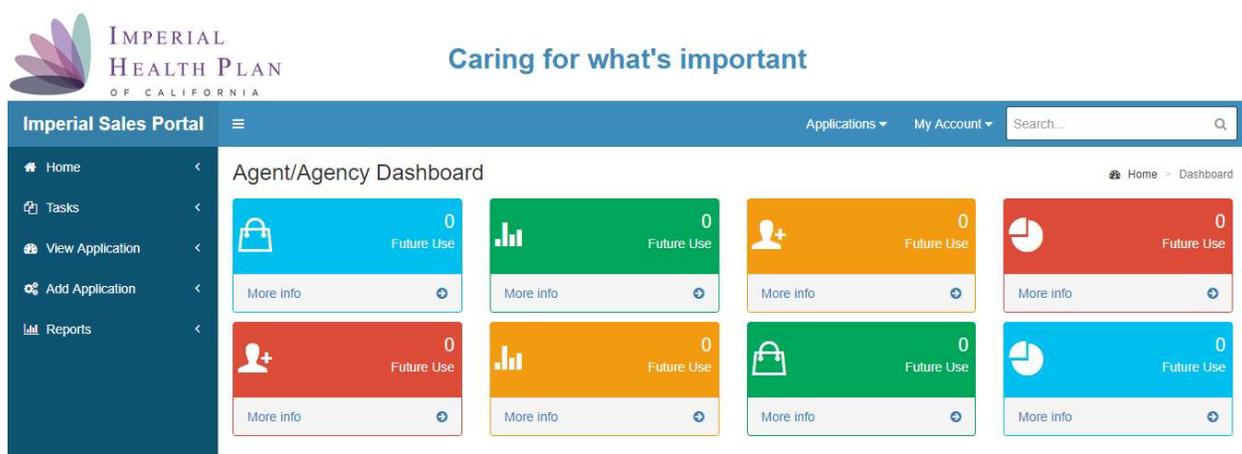




Imperial Sales Portal Enrollment Guide

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



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



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

Enrollment Applications

Applications > Enroll Applications

Add New Application

Application History

Show 10 entries

Search:

ID	Last Name	First Name	HIC	DOB	Gender	Plan	Eff. Date	Agent	Status	SOAp	Download
11	CHITTINENI	SURENDRA	A001225034	06/08/1932	MALE	Senior Value-SF (HMO SNP) \$0 per month(005)	10/01/2018	Aguilera, Edgar	INCOMPLETE	Download SOAp	Appl PDF
12	MAC	MARLENE	7YC5WE5JK78	04/07/1945	FEMALE	Senior Value-SF (HMO SNP) \$0 per month(005)	10/01/2018	Wei, Lydia	ENRLSENT	Download SOAp	Appl PDF

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