



Enrolling employees is now easier than ever

Aetna Funding Advantage (5-50*)

You asked, we delivered. Starting today, you can enroll employees and their dependents in Aetna Funding Advantage (AFA) plans post-sale through our new quick, individual enrollment process in Springboard Marketplace. That's right, no more having to use the Impersonate User function for enrollment changes throughout the year!

Here's how it works:

1. Pull up your group in the Manage Groups and Membership section in the middle of your homepage.
2. Click on the *Manage Users* link under your group name.
3. Use the search bar to find and select the employee you need to make enrollment changes for.

4. On the left side of the screen click on the Benefit Coverages link. Select the new *Enroll* feature that appears under Benefit Coverages.
5. Make benefit elections for the employee based on the paper/digital copy of the their enrollment form.
6. Click *Complete Enrollment* button and confirm elections to view, print or email confirmation statement.

Note: You can only make enrollment changes for an employee that has an active enrollment window (ex: new hire, life event, etc).

For the latest AFA/Springboard User Guides, visit your Springboard homepage. **If you have any questions, please contact your Aetna Representative.**

*5-100 in CO, 10-50 in NV, 16-50 in DE and 26-50 in NC