## Enrollment offline app quick start.

The offline application on eEnrollment is a tool to help you complete enrollment applications even when you are having internet connectivity issues.



After you have logged in to <u>Cignaforbrokers.com</u> you can access eEnrollment through either of the links in the screenshot below.

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## Using the offline application

Select the state and the County/Plan.
 Complete the application, filling in all required information and collecting the customer signature.

**Note:** any changes to the application will clear the customer signature. Review the application for accuracy prior to starting the signature process.





## Signature process

- The Agent Signature and Customer Signature fields are formatted to use the Adobe Digital ID signature process. Simply click in the signature field to open the Digital ID signature process.
- You will need to configure a Digital ID to use for the signature process. signature process.
  - Select Configure Digital ID.

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**Note:** You will need to create a Digital ID for yourself and for each customer you enroll using an offline application.

- 4 Adding a signature will prompt you to save the application. After you have added the customer signature, which you should do last, save the application.
- 5 When you get to a location with internet connectivity you can upload the application.

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A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.	Select the ty	pe of Digital ID: Use a Signature Creation Device Configure a smart card or token connected to your computer Use a Digital ID from a file
A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	Select the ty	Pre of Digital ID: Use a Signature Creation Device Configure a smart card or token connected to your computer Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file Create a new Digital ID

- Enter the MBI of your customer (This will be matched as part of the upload).
- 2 Select **Choose File** to find the correct application and upload.
- 3 If the application is missing a signature or an MBI or the MBI does not match what you entered on eEnrollment the upload will fail. If this happens, correct the error and try again.

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When you successfully upload the application you will see a message confirming the upload and containing the Confirmation. You will also see that the application is now showing as uploaded on your home page. Within a few minutes you will also receive an email with the confirmation.

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