

HOW TO ENROLL NEW EMPLOYEES

When a new employee enters your organization, please complete the following steps to enter them into the system. This will allow them to enroll in your insurance coverages that your organization offers.

UPDATE YOUR ORGANIZATION'S ROSTER

1. Log into the [ACCE Member Portal](#)
2. Click the **Manage ACCE Membership** tab on the lefthand side
 - a. If you do not see the **Manage ACCE Membership** tab on the lefthand side navigation, please reach out to the ACCE Benefits Team (accebenefitsteam@acce.org).

Contact Information and Division
Memberships

Company Info

Networks and Achievements

My Orders and Receipts


Manage ACCE Membership

Company Orders and Receipts

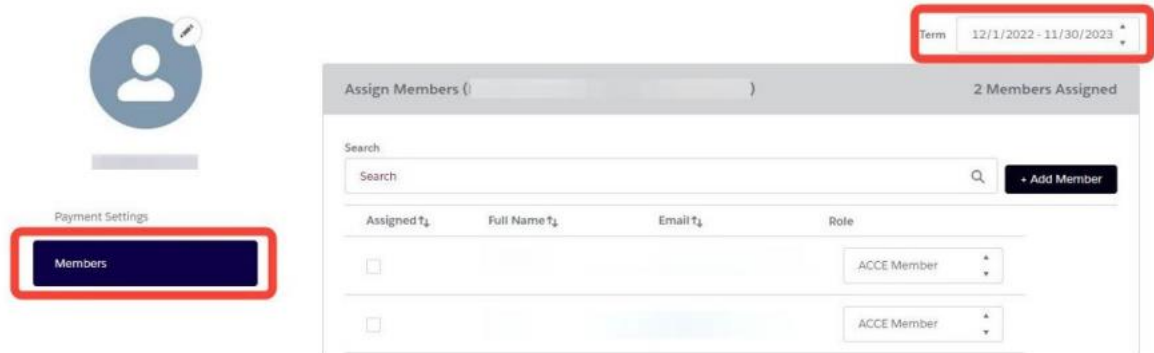
My Saved Payment Methods

Insurance Summary of Coverage

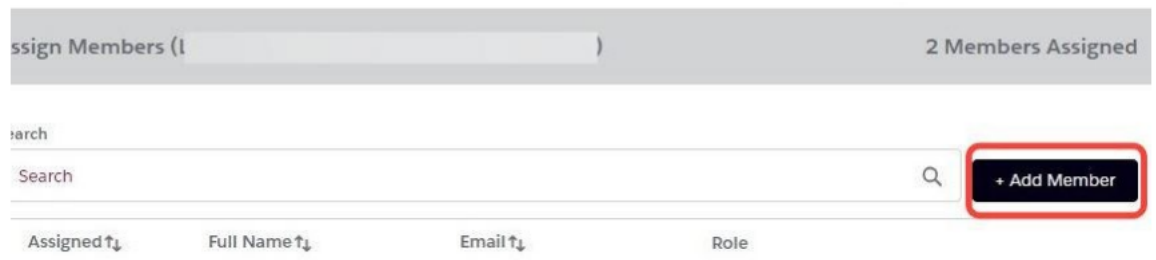
3. Click **Manage** next to their current membership term
Active

| | | |
|---|---|-------------------------------------|
|  | ACCE - Annual Primary Membership with Horizon Investment | Manage Renew |
| | Term Start Date: 12/1/2022 | |
| | Term End Date: 11/30/2023 | |

4. Click on the **Members** tab on the lefthand side



- a. To add a new staff member, click the **+ Add Member** button and fill in the required information about the staff member (First Name, Last Name, Email Address).



5. Once you have added the new employee to the roster, they will receive an email to begin their portion of the insurance enrollment process. Please provide them with the instructions titled “HOInsurance Enrollment Instructions For Your New Employee” at <https://secure.acce.org/pages/insurance-resources/>.
 - a. If your employee does not receive the email following their addition to the roster, please contact the Membership Team (membership@acce.org)

APPROVE THE ENROLLMENT FORM FOR YOUR NEW EMPLOYEE

When an employee submits an insurance enrollment form, it must be reviewed and approved by an insurance plan administrator. When a new enrollment form is submitted, you will get an email notification. To review and approve the form:

1. Click the link in the email notification to view the form. You can also view pending and approved enrollments by going to the **Organization Benefits** tab in the ACCE Member Portal, clicking the **View Employee Plan Enrollments** button, and finding the form record in the list.

Active Enrollees

| Employee | Plan | Coverage Type | Start Date |
|-------------------------|--|-------------------|------------|
| Insurance Administrator | Life AD&D - Term Life AD&D Plan ... | EMP | 2025-03-01 |
| Insurance Administrator | Dependent Life | FAMILY | 2025-03-01 |
| Insurance Administrator | Vision Service Plan - Vision Servic... | Employee plus one | 2025-03-01 |
| Insurance Administrator | Dental Plan - Dental Plan | EMPSPOUSE | 2025-03-01 |

Employee Plan Termination

View Employee Plan Enrollments

☐ Employee Enrollment F...
 Submitted by
 Plan Adminis...
 Created Date ↓

1
☐ EE-000037
Insurance Administrator
Pending
3/25/2025 2:06 PM

2. Review the information on the form to ensure accuracy and click **Approve**

Employee Enrollment Form

EE-000037

Approve

Form Information

Employee Enrollment Form Name

EE-000037

Submitted by

Insurance Administrator

Enrollment Type

New Enrollee

3. The Benefits Team will review and approve your submission and reach out if there are any issues or clarifications needed.

Please reach out the ACCE Benefits Team (accebenefitsteam@acce.org) if you have any questions about approving employee enrollment forms.

****Completed enrollment and change forms should be provided to the ACCE Benefits Team within 30-days of hire or qualifying event date regardless of the organization probationary period. Forms received after 30 days will be processed according to the specific rules of each plan. Late enrollment forms for UNUM lines of coverage will be billed back to the original entry date. Late dental or vision enrollments more than 2-months past due will not be eligible for enrollment until January 1st each year.**