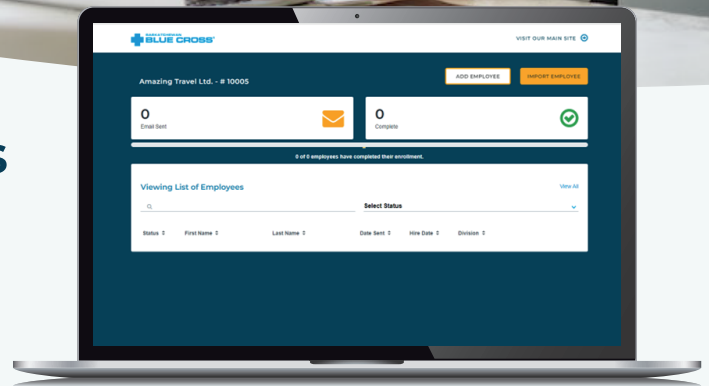# Electronic onboarding to your new group benefits plan

Online onboarding makes employee enrollment as easy as 1, 2, 3.

1 Opt-in to electronic onboarding and set up your member enrollment dashboard.

You'll be provided with a data template to upload employee information into the dashboard. Once uploaded, you'll be able to send an invitation to employees to complete their enrollment online.

2 Invite your employees to complete their enrollment electronically.

They'll receive an email inviting them to their employss dashboard. There, they'll fill in the information required for their enrollment and submit their forms.

3 Submit your employees' information for enrollment in their new benefits plan.

Once all employees have completed their online enrollment forms, you can submit your final list of employees to our team. Your employee onboarding is complete!