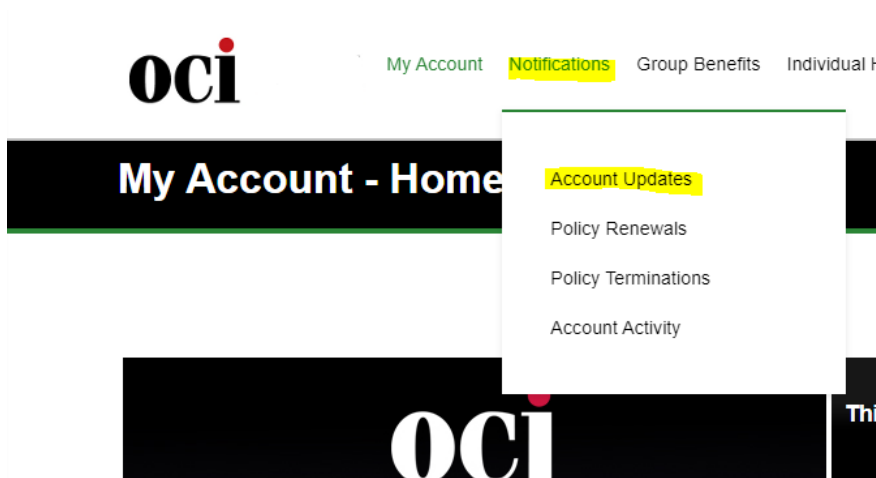


Viewing Confirmation in Your OCI Account for Group:

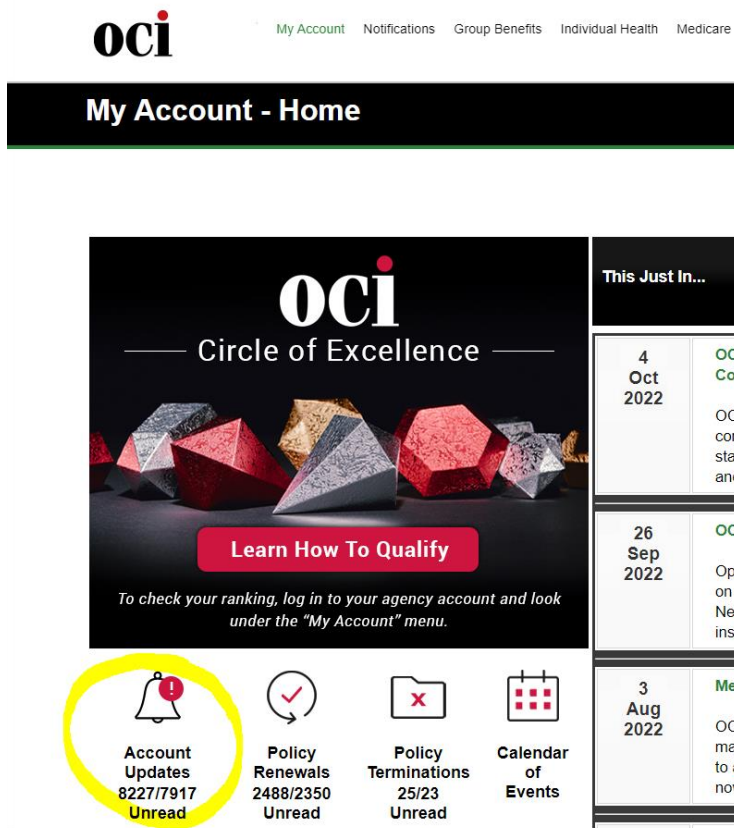
There are two ways to view confirmation of enrollments/terminations through your OCI Account.

#1: View Notifications

To view notifications, select **Notifications – Account Updates** at the top of your screen.



You can also view notifications by selecting the highlighted below.



Here, you should be able to see confirmation of an enrollment/termination. Subject will always be **Employee Last Name, Employee First Name – Actionable Item (Term/Enroll), Carrier Name** as highlighted below. To view confirmation, select **View**.

Notices
8228 Records - Page 1 of 83

Download icons: Excel, PDF, Print

Buttons: Delete, Mark Read, Mark Unread

Page navigation: << < 1 2 3 4 5 6 7 8 9 > >> 100 Records

	View	Child Broker	Type	Status	Department	Owner	Subject	
<input type="checkbox"/>	View	Select	Select	Select	Select	Enter	Enter	
<input type="checkbox"/>	View		Policy		Read	Group	9876543210 - GOAT RESCUE	Smith, Mary - Enroll, Medica

Next, scroll down until you see **Task Attachments**. You will be able to download the confirmation to view details.



My Account **Notifications** Group Benefits Individual Health Medicare Financial Sol

Notifications - Account Updates

GOAT RESCUE: 9876543210

Task Attachments

1 Record



Download	View	Description
		Smith, Mary - Enroll, Medica

#2: Search for Group

To search for Group, go to **Group Benefits – My Policies** at the top of your screen.

OCI

My Account Notifications **Group Benefits** Individual Health Med

My Account - Home

- My Clients
- My Policies**
- Request a Quote
- Submitted Quotes

Next, search for the name of the group under **Client** and select **View**.

Group Benefits - My Policies

Group Policies List
1 of 1612 Records

View	Client	Line Of Business	Department	Policy Number	Carrier
View	GOAT RESCUE	MEDICAL	Large Group (51-99)	9876543210	MEDICA

Click on the tab titled **Policy Tasks** highlighted below.



Group Benefits - My Policies

Client-Policy: 9876543210 - GOAT RESCUE

POLICY INFORMATION POLICY CLIENT POLICY PLANS POLICY FINANCIALS POLICY ATTACHMENTS NOTES **POLICY TASKS**

Group Policy

Links

Client

Employees

Policy

GOAT RESCUE

0

Click into the task by clicking on the highlighted area below.

Client-Policy: 9876543210 - GOAT RESCUE

POLICY INFORMATION POLICY CLIENT POLICY PLANS POLICY FINANCIALS POLICY ATTACHMENTS NOTES **POLICY TASKS**

Policy Tasks

1 Record



Show All Records

Select	Task Type	Task Applies To	Status
Select	Enter	Enter	Select
Select	SERVICE ISSUE	Post Enrollment	COMPLETED

Show All Records

Next, scroll down until you see **Task Attachments**. You will be able to download the confirmation to view details.




Group Benefits - My Policies

GOAT RESCUE: 9876543210

Task Attachments 1 Record



Download	View	Description
		Smith, Mary - Enroll, Medica