Viewing Confirmation in Your OCI Account for Group:
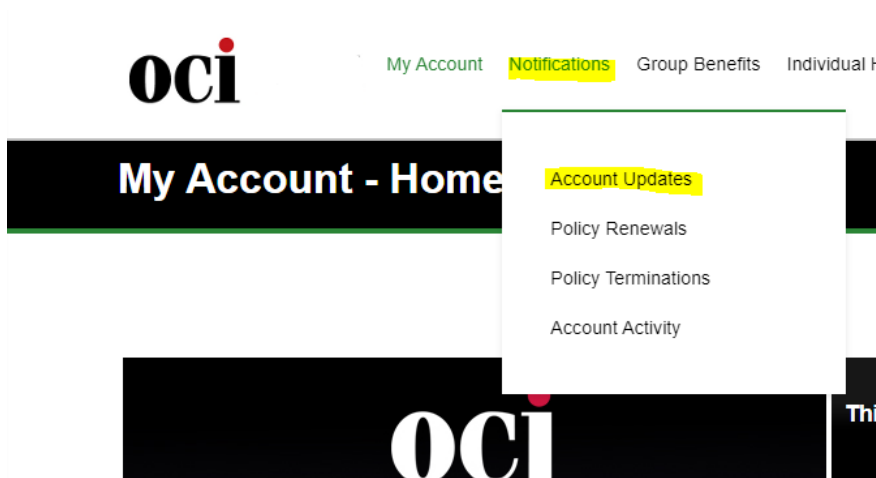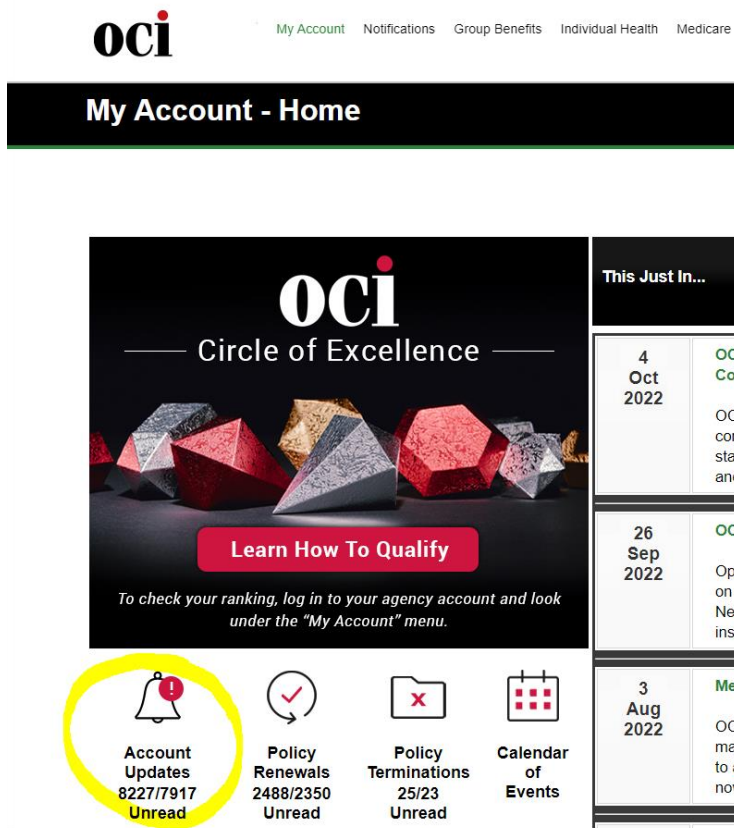
There are two ways to view confirmation of enrollments/terminations through your OCI Account.

#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**.

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

#2: Search for Group

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

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

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

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

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