Kepple Companies
EASE Instructions for DCM 701 New Hire Employees

Accessing your account for the first time:

Go to "Enter Groups URL address"
Enter the email address you received the welcome email on and select "Forgot?" to reset your password

After logging in -
Select "Get Started"
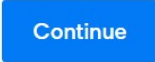On the next screen click on the Blue "Start" button.

Fill in all the missing information on the profile page and select "Continue" at the bottom of the page. If anything is missing that it needs it will turn the area red that you need to fill in.

Next is Dependents. Click the Blue "Add" button if you have any dependents you want covered.   Continue to "Add" dependents until they are all added. You will need Dates of Birth and Social Security Numbers (SSN). DO NOT USE FAKE ONES! If you do, they will NOT have coverage.   Click "Continue" at the bottom of the page when done adding dependents.

The next page you will see your medical plan options. Here you will need to ✓elect the (check mark) for "Enrolled" or the X for "Waived".

Select the blue "Compare Plans" button to see the difference in the benefits of each plan offered if your group offers multiple plans. If your company only has one plan option it will say "Plan Details" in blue. Either way this is where you can look for a quick summary of the benefits offered for Medical.

Select the plan you would like to enroll in by selecting the Blue button that sa **Select** ' under the amount of the plan.

Once you have made your medical selections select "Con **Continue**   at the bottom of the page.

Continue the process for the dental and vision insurance.

Next you may have other ancillary products offered by your employer, Voluntary Long Term Disability, Voluntary Life/AD&D to name a few. If you are a new hire this is your one chance to elect these items with no "Proof of insurability". If this is open enrollment these items will not be open for you to elect as you had to when you were a new hire. If you are interested in going thru the evidence of insurability to add them during open enrollment please see your Human Resources Manager.

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You will come to the LIFE/AD&D Plan and you will show "enrolled" as this plan is payed for by your employer.

On the beneficiary page you will select who your life insurance proceeds should go to in the event of your death. If you have added dependents on the previous page you can allocate the proceeds to them or select "add beneficiary" at the bottom of the page to add an additional beneficiary. You must name a primary beneficiary, a contingent beneficiary can be added but is not required. After you are done select "Continue"
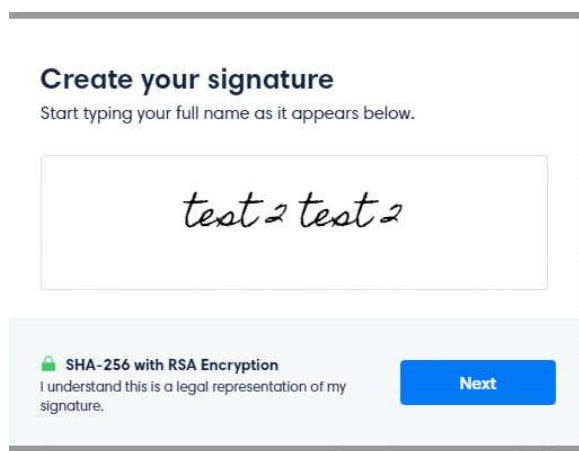
You do not need to add previous & current coverage, select "Continue" without entering anything.

Next is the summary page. Look over your elections and make sure it's everything you want and elected above. If everything looks good hit "Continue" at the bottom of the page. If not click back up on the "Benefits" above and make any changes.

After you hit "Continue" it will come up with anything you may have missed. Read what is missing if anything, they will be in blue and it will take you to where you need to be to correct it. Some of it maybe benefit information review. After you have done this go back to hitting "Continue" at the bottom of the page.

Now a "Sign Forms" page should come up. Click on "Sign Forms"

You will now create your signature. Type in your name first in the box that has your name pre-inserted. It will be in cursive.
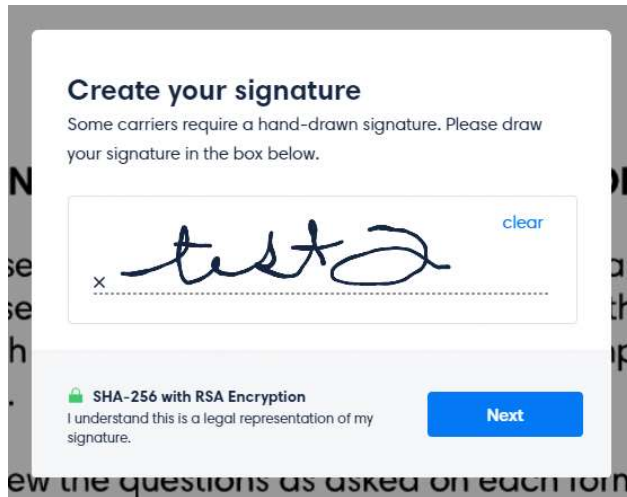
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After you hit next it will then have you sign with your mouse in the same spot.

Now it will take you where your signature goes on each page of the applications. All you have to do is Click the green portion that says "Sign Here"

After that you will select "Finish Signing" in blue at the top right side of the page.

It takes you to a Feed Back page but you don't have to submit feedback if you don't want to. You DO need to hit the blue Finish sh"   in the upper right side to complete.