



1. How do I access QuickEnroll?

Go to <https://bluechoice.secure-enroll.com/go/bluechoice> and enter your user name and password.

2. How do I correct an effective date?

If an employee OR dependent's effective date is reflecting incorrectly in QuickEnroll, please call your dedicated QuickEnroll Account Consultant.

3. What do I do if my report will not generate?

If you are generating a report in QuickEnroll, but the report is not downloading, please ensure the Refresh Pending button was selected. The length of time a report will take to generate is based on the amount of information in the report. If you have a large report you will need on a daily, weekly, or monthly basis, you can put the report on a schedule and it will be ready for you on the date that you specify.

4. What do I do if I do not understand a task on my Task List?

If you need assistance understanding a task, please call your dedicated QuickEnroll Account Consultant, and he or she will walk you through understanding your Task List.

5. How do my employees access QuickEnroll?

Employees can self-register at <https://bluechoice.secure-enroll.com/go/bluechoice>. The employee's account must be created in QuickEnroll before they can access the tool.

6. How do I view a change made by an employee?

If an employee has made a change in QuickEnroll you will be notified by an Approval task on your to do list. You can view the History of Changes report to view the change that was made by the Employee.

7. What information is not available in QuickEnroll?

QuickEnroll will only contain enrollment information.

8. Where can I obtain additional information and training on QuickEnroll?

Additional resources are available in the Resource Center tab in QuickEnroll.