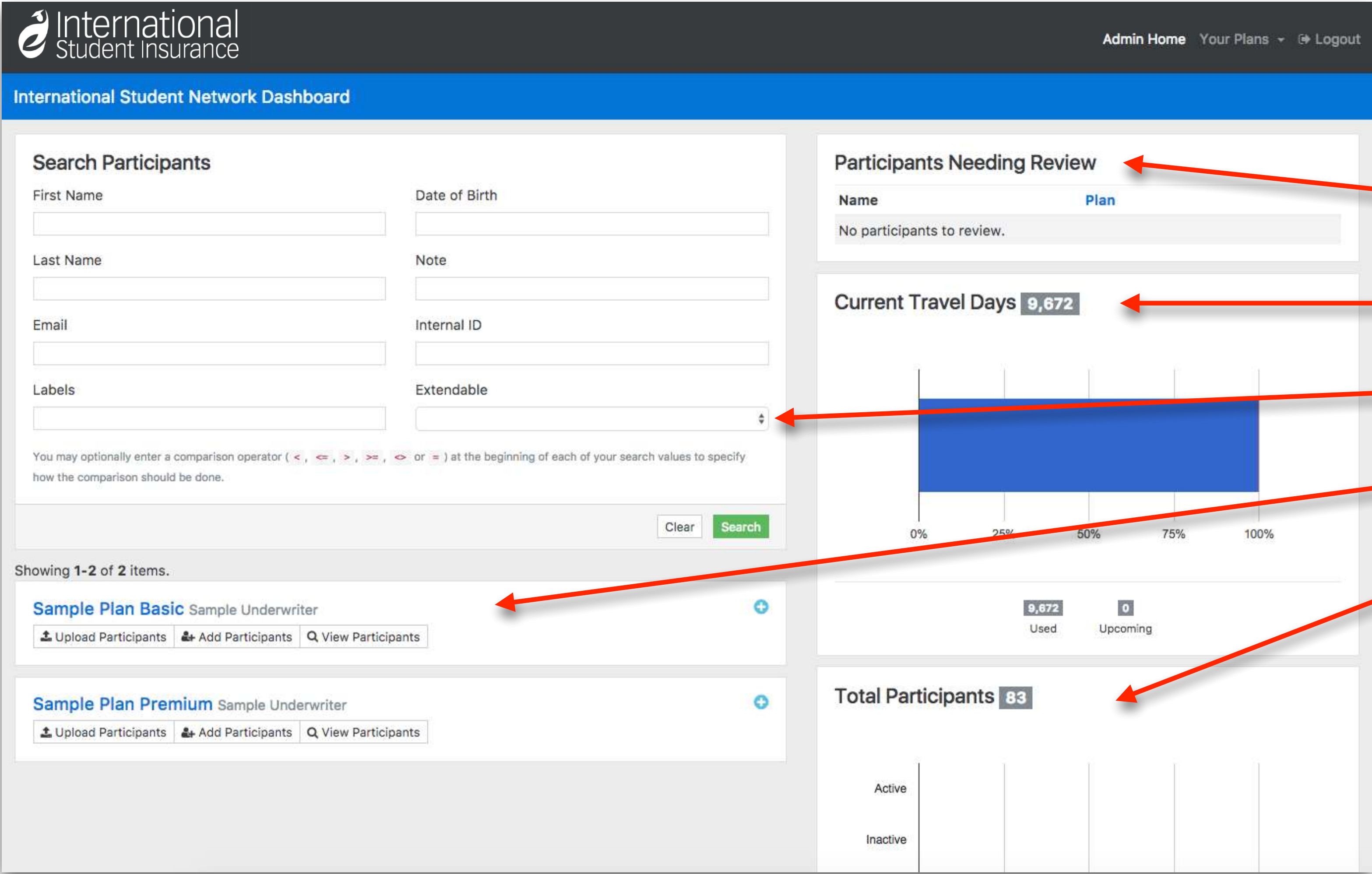


Enrollment System Overview



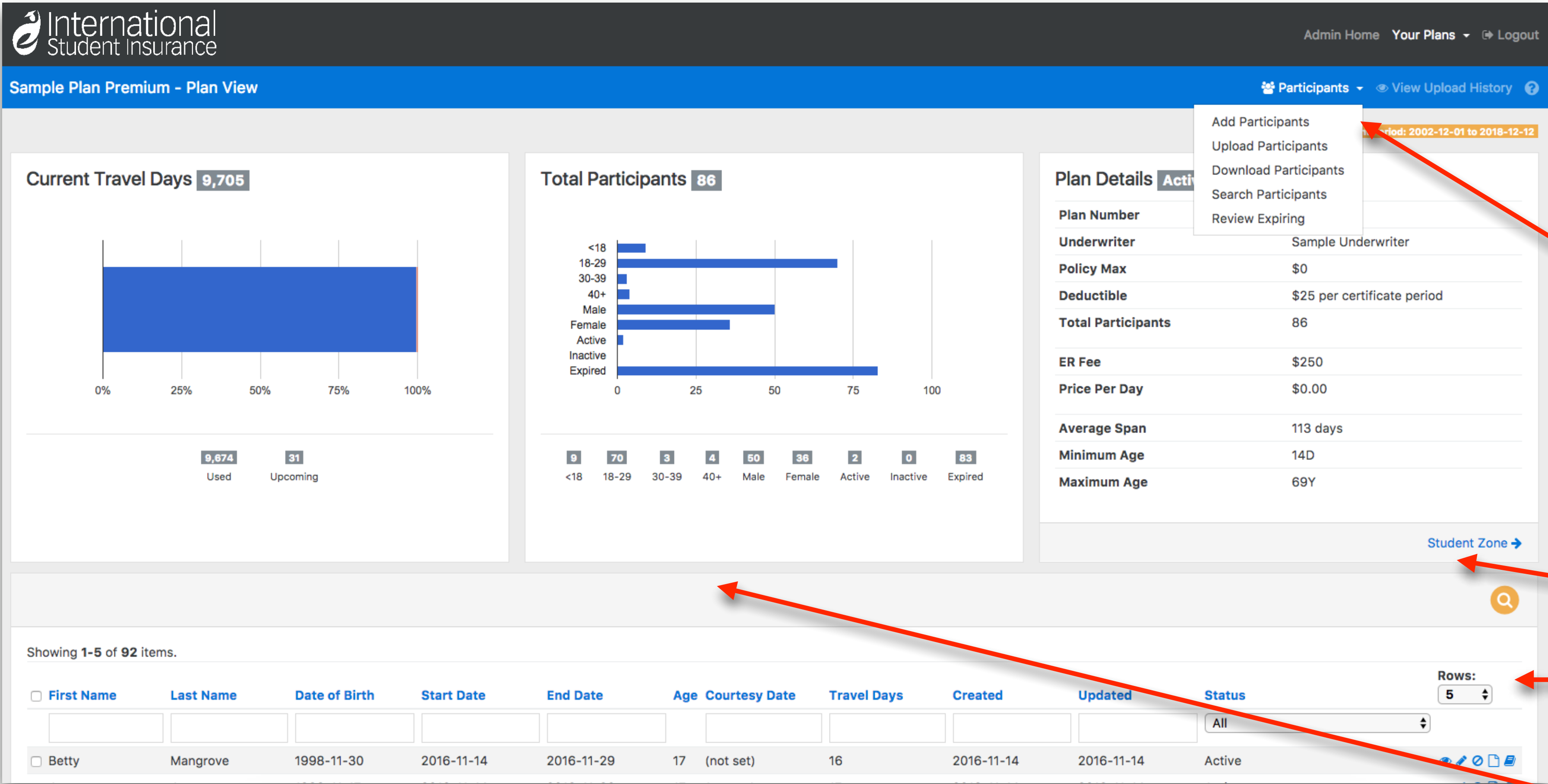
Dashboard



Once you are logged into the enrollment tool, you will arrive at the dashboard, showing you the following:

- Participants under review
- Overall travel day summary
- Quick participant search
- Your plans
- Overall participants summary

Plan View



Clicking on the plan name from the main dashboard, will take you to the plan view where you can see all the details about that particular plan including:





































































































- Action dropdown menu for:
 - Add Participants
 - Upload Participants
 - Download Participants
 - Advanced Search
 - Review Expiring Participants
- Plan Summary Information
- Participant List with filtering options
- Plan Statistics

Participant List

Option to select multiple records at one time, and then perform bulk actions on more than one record

Quick search and filter participants

Showing 1-20 of 90 items.

<input type="checkbox"/>	First Name	Last Name	Date of Birth	Start Date	End Date	Age	Courtesy Date	Travel Days	Created	Updated	Status	
<input type="checkbox"/>	Jim	Doe	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Grace	Doe	1992-04-24	2015-12-01	2016-03-01	23	(not set)	92	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Becky	Sue	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	John	Smith	1990-12-08	2015-12-01	2016-03-01	24	(not set)	92	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Albert	Smith	1991-03-31	2015-12-10	2016-03-01	24	(not set)	83	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	John	Doe	1990-04-23	2015-11-15	2016-03-01	25	(not set)	108	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Grace	Doe	1990-10-09	2015-11-28	2016-03-01	25	(not set)	95	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Jane	Smith	1990-07-11	2015-12-20	2016-03-01	25	(not set)	73	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	John	Smith	1991-08-21	2015-11-10	2016-03-01	24	(not set)	113	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Albert	Doe	1990-09-13	2015-12-01	2016-03-01	25	(not set)	92	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	John	Doe	1992-04-23	2015-11-25	2016-03-01	23	(not set)	98	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Jim	Doe	1989-07-15	2015-12-30	2016-03-01	26	(not set)	63	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Frank	Smith	1991-10-28	2015-11-18	2016-03-01	24	(not set)	105	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Grace	Smith	1989-04-18	2015-12-10	2016-03-01	26	(not set)	83	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Jim	Smith	1992-11-16	2015-12-01	2016-03-01	23	(not set)	92	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Jane	Doe	1991-08-10	2015-12-12	2016-03-01	24	(not set)	81	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Albert	Smith	1991-09-23	2015-12-01	2016-03-01	24	(not set)	92	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Jane	Smith	1989-02-19	2015-12-10	2016-03-01	26	(not set)	83	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Frank	Doe	1990-09-06	2015-11-01	2016-03-01	25	(not set)	122	2016-11-02	2016-11-02	Expired	    
<input type="checkbox"/>	Sally	Tom	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	    

« 1 2 3 4 5 »

With Selected Rows: [Export to XLS](#) [Cancel](#) [Edit](#) [Bulk Labels](#) [Email ID cards](#) [Download ID cards](#) [Email Visa Letters](#) [Download Visa Letters](#) [export XLS](#)

Individual actions:

-  View record
-  Edit record
-  Cancel record
-  Access Documents
-  Participant History

Participant View

Viewing Mace Fred - Sample Plan Premium Plan Active

[Manage Participant](#) [Documents](#) [View History](#) [Back to Plan](#)

This participant is currently active.

First Name	Mace	Home Country Name	Japan	Start Date	2017-12-29
Middle Name	A	Address Line 1	1234 Main St.	End Date	2018-03-31
Last Name	Fred	Address Line 2	Door Two	Travel Days	93
Gender	F	City	Anywhere	US Citizen	No
Date of Birth	1991-09-19	State Name	Florida	US Destination	Yes
Email	mace@fred.com	Country Name	United States	Underwriter	Sample Underwriter
CC Email		Postal Code	12551	Note	
Status	Active	Telephone	555-5349	Labels	

This participant can be extended to: 2019-11-28 within the current policy period.

[Student Zone](#)

Created: 2017-12-21 15:08:40 Updated: 2017-12-21 15:08:40

Participant record details

- Dropdown Actions for:
- Managing Participant
 - Documents
 - Participant History
 - Back to Main Plan View

Adding a Participant

Add Participants to Sample Plan Premium

Back to plan details

Participant 1

First Name *

Email *

Address Line 1

Note

US Citizen *

Yes

No

US Destination *

Yes

No

Middle Name

CC Email

Address Line 2

Please enter any internal notes or reference numbers you need for this participant

Start Date *

End Date *

Last Name *

Telephone

City

Labels

Courtesy Date

Home Country Name *

Gender *

Choose

Postal Code

The future end date to remind you this participant needs more than 699 days of coverage. You can renew 90 days prior to the expiration.

Internal ID

Date of Birth *

Country Name

State Name

Save

Cancel

Add Another

Confirmation on screen that the participant has been added:

Your participants have been saved.

Betty Mangrove (1998-11-30) ID Card | Visa Letter

To add an individual participant:

- Click on “Add Participant” in the participant dropdown menu
- Complete the form with all the participants details and hit the green “Save” button.
- A confirmation will appear on screen and you will have the option to email or download their documents.
- Multiple participants can be added at once by clicking on the “Add Another” button

Note - only the information marked with a red * is required, all other fields can be left blank.

Bulk Uploads

Upload Participants/Changes to Sample Plan Premium

View Plan

Upload New Participants

Sample Spreadsheets:

- [Sample CSV File](#)
- [Sample XLS File](#)

Please ensure that you are uploading only NEW participants. If you need to edit existing participants, please search for them in the participant listing and edit them directly.

File to Upload

Choose File

No file chosen

*Important Note: Please do not refresh your browser once you click "Upload". Large spreadsheets may take longer to process than others.

Upload

Cancel

To process a bulk upload:

- Click on “Upload Participants” in the participant dropdown menu
- Download the sample file to view the data format.
- Once all your data is in this format, select “Choose file” and select the file with all your participant data.
- Hit the green “Upload” Button

Note - please do not hesitate to contact your account rep the first few times you do this, so we can assist you in making sure the data is in the correct format.

Bulk Uploads Confirmation

Sample Plan Basic - Review Uploaded Participants

View PlanAdd ParticipantsUpload Participants

Items to process: 100% Complete

Upload Information

Total Participants: 3

Participants With Errors: 0

Participants Displayed: 3

Participants Processed: 0

Congratulations, your upload has been successful!

Please review the entries below to make sure they are accurate before hitting the "Save" button at the bottom of the page to confirm these entries to your plan. If there are any problems with the uploads, the problem entries will be highlighted in red. Please adjust the highlighted entry so that it is correct — do this for all problem entries and then hit "Save" at the bottom of this page.

CAUTION

Please wait for the page to completely finish processing before hitting submit or leaving the page. Leaving the page while it is partially processed will result in a partially saved spreadsheet.

Participant 1

First Name *

Maria

Middle Name

A

Last Name *

Finney

Home Country Name *

Brazil

Internal ID

1

Email *

maria@finney.com

CC Email

Telephone

555-5349

Gender *

Female

Date of Birth *

1991-09-19

Address Line 1

1234 Main St.

Address Line 2

Door Two

City

Anywhere

Postal Code

12551

Country Name

United States

State Name

Florida

Note

sample notes

Please enter any internal notes or reference numbers you need for this participant

Labels

US Citizen *

Yes

No

US Destination *

Yes

No

Start Date *

2016-11-20

End Date *

2016-12-20

Coverage is for 31 days.

Courtesy Date

The future end date to remind you this participant needs more than 729 days of coverage. You can renew 90 days prior to the expiration.

Items to process: 100% Complete

Upload Information

Total Participants: 3

Participants With Errors: 0

Participants Displayed: 0

Participants Processed: 3

Your form submission is now being processed! Please wait...

As each participant is processed, it will either be saved or you will be presented with the person's form a second time to correct their information. Please do not resubmit the page until the first submission has completed, or you will have incompletely saved data.

CAUTION

Please wait for the page to completely finish processing before hitting submit or leaving the page. Leaving the page while it is partially processed will result in a partially saved spreadsheet.

The following were saved successfully:

347704

Alfred D Butler

ID Card

Visa Letter

347703

Maria A Finney

ID Card

Visa Letter

347702

Jim D Harry

ID Card

Visa Letter

Return to Plan

Email ID Cards

Email Visa Letters

Email ID & Visa

NOTE: You will not be able to send documents for Flagged participants.















The bulk upload process is a 2-Step process, so once you upload you can review the uploads to confirm everything is correct.

- If you find any errors, you can directly adjust them here
- Make sure the “Items to process” is at 100%, especially if you have a large list.
- The upload can take up to 1,000 participants at one time.
- To complete an upload, click “Save”

You will then receive this confirmation on screen showing you the process is 100% complete and the ability to email or download plan documents.


Editing a Participant

Showing 1-20 of 92 items.

<input type="checkbox"/>	First Name	Last Name	Date of Birth	Start Date	End Date	Age	Courtesy Date	Travel Days	Created	Updated	Status	
<input type="checkbox"/>	Betty	Mangrove	1998-11-30	2016-11-14	2016-11-29	17	(not set)	16	2016-11-14	2016-11-14	Active	
<input type="checkbox"/>	James	Jones	1998-11-17	2016-11-14	2016-11-30	17	(not set)	17	2016-11-14	2016-11-14	Active	
<input type="checkbox"/>	Jim	Doe	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Grace	Doe	1992-04-24	2015-12-01	2016-03-01	23	(not set)	92	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Becky	Sue	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	John	Smith	1990-12-08	2015-12-01	2016-03-01	24	(not set)	92	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Albert	Smith	1991-03-31	2015-12-10	2016-03-01	24	(not set)	83	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	John	Doe	1990-04-23	2015-11-15	2016-03-01	25	(not set)	108	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Grace	Doe	1990-10-09	2015-11-28	2016-03-01	25	(not set)	95	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Jane	Smith	1990-07-11	2015-12-20	2016-03-01	25	(not set)	73	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	John	Smith	1991-08-21	2015-11-10	2016-03-01	24	(not set)	113	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Albert	Doe	1990-09-13	2015-12-01	2016-03-01	25	(not set)	92	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	John	Doe	1992-04-23	2015-11-25	2016-03-01	23	(not set)	98	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Jim	Doe	1989-07-15	2015-12-30	2016-03-01	26	(not set)	63	2016-11-02	2016-11-02	Expired	

Edits or updates to a participants details is possible through the system - simply locate the participant and either click on the “pencil” icon in the plan view, or in the participant view click on the “Update” link in the dropdown menu.

Update the record and click “Save”



Admin Home Your Plans Logout

Viewing Betty Mangrove - Sample Plan Premium Plan Active

Manage Participant Documents View History Back to Plan

Update

Cancel

First Name

Betty

Middle Name

Last Name

Mangrove

Gender

F

Date of Birth

1998-11-30

Email

betty@mangrove.com

CC Email

Status

Active

Home Country Name

Germany

Address Line 1

Address Line 2

City

State Name

Country Name

Postal Code

Telephone

Start Date

2016-11-14

End Date

2016-11-29

Travel Days

16

US Citizen

No

US Destination

Yes

Underwriter

Sample Underwriter

Note















Labels

Created: 2016-11-14 08:58:29 Updated: 2016-11-14 08:58:29

Note - in some cases the edit or update button might not be available, or the actual fields of the record greyed out. This is because the update could not be made, for example on an expired record.

Cancelling a Participant

Showing 1-20 of 92 items.

<input type="checkbox"/>	First Name	Last Name	Date of Birth	Start Date	End Date	Age	Courtesy Date	Travel Days	Created	Updated	Status	
<input type="checkbox"/>	Betty	Mangrove	1998-11-30	2016-11-14	2016-11-29	17	(not set)	16	2016-11-14	2016-11-14	Active	
<input type="checkbox"/>	James	Jones	1998-11-17	2016-11-14	2016-11-30	17	(not set)	17	2016-11-14	2016-11-14	Active	
<input type="checkbox"/>	Jim	Doe	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Grace	Doe	1992-04-24	2015-12-01	2016-03-01	23	(not set)	92	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Becky	Sue	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	John	Smith	1990-12-08	2015-12-01	2016-03-01	24	(not set)	92	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Albert	Smith	1991-03-31	2015-12-10	2016-03-01	24	(not set)	83	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	John	Doe	1990-04-23	2015-11-15	2016-03-01	25	(not set)	108	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Grace	Doe	1990-10-09	2015-11-28	2016-03-01	25	(not set)	95	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Jane	Smith	1990-07-11	2015-12-20	2016-03-01	25	(not set)	73	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	John	Smith	1991-08-21	2015-11-10	2016-03-01	24	(not set)	113	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Albert	Doe	1990-09-13	2015-12-01	2016-03-01	25	(not set)	92	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	John	Doe	1992-04-23	2015-11-25	2016-03-01	23	(not set)	98	2016-11-02	2016-11-02	Expired	
<input type="checkbox"/>	Jim	Doe	1989-07-15	2015-12-30	2016-03-01	26	(not set)	63	2016-11-02	2016-11-02	Expired	

Cancelling a participants coverage entirely is possible through the system - simply locate the participant and either click on the “cancel” icon in the plan view, or in the participant view click on the “Cancel” link in the dropdown menu.

Confirm the cancellation, and hit submit.

International Student Insurance

Admin Home Your Plans Logout

Viewing Betty Mangrove - Sample Plan Premium Plan Active

Manage Participant Documents View History Back to Plan

This participant is currently active.

First Name

Betty

Middle Name

Last Name

Mangrove

Gender

F

Date of Birth

1998-11-30

Email

betty@mangrove.com

CC Email

Status

Active

Home Country Name

Germany

Address Line 1

Address Line 2

City

State Name

Country Name

Postal Code

Telephone

Start Date

2016-11-14

End Date

2016-11-29

Travel Days

16

US Citizen

No

US Destination

Yes

Underwriter

Sample Underwriter

Note

Labels

Update

Cancel

Created: 2016-11-14 08:58:29 Updated: 2016-11-14 08:58:29

Note - cancellations are only possible before coverage has become effective. If coverage has started, you can end coverage early simply by editing the records end date to shorten the coverage period.

Documents - Plan View

Showing 1-20 of 92 items.

<input type="checkbox"/>	First Name	Last Name	Date of Birth	Start Date	End Date	Age	Courtesy Date	Travel Days	Created	Updated	Status	
<input type="checkbox"/>	Betty	Mangrove	1998-11-30	2016-11-14	2016-11-29	17	(not set)	16	2016-11-14	2016-11-14	Active	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	James	Jones	1998-11-17	2016-11-14	2016-11-30	17	(not set)	17	2016-11-14	2016-11-14	Active	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Jim	Doe	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Grace	Doe	1992-04-24	2015-12-01	2016-03-01	23	(not set)	92	2016-11-02	2016-11-02	Expired	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Becky	Sue	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	John	Smith	1990-12-08	2015-12-01	2016-03-01	24	(not set)	92	2016-11-02	2016-11-02	Expired	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Albert	Smith	1991-03-31	2015-12-10	2016-03-01	24	(not set)	83	2016-11-02	2016-11-02	Expired	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	John	Doe	1990-04-23	2015-11-15	2016-03-01	25	(not set)	108	2016-11-02	2016-11-02	Expired	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Grace	Doe	1990-10-09	2015-11-28	2016-03-01	25	(not set)	95	2016-11-02	2016-11-02	Expired	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Jane	Smith	1990-07-11									
<input type="checkbox"/>	John	Smith	1991-08-21									
<input type="checkbox"/>	Albert	Doe	1990-09-13									
<input type="checkbox"/>	John	Doe	1992-04-23									
<input type="checkbox"/>	Jim	Doe	1989-07-15									
<input type="checkbox"/>	Frank	Smith	1991-10-28									
<input type="checkbox"/>	Grace	Smith	1989-04-18									
<input type="checkbox"/>	Jim	Smith	1992-11-16									
<input type="checkbox"/>	Jane	Doe	1991-08-10									
<input type="checkbox"/>	Albert	Smith	1991-09-23									
<input type="checkbox"/>	Jane	Smith	1989-02-19									

« 1 2 3 4 5 »

With Selected Rows: [Export to XLS](#) [Cancel](#) [Edit](#) [Bulk Labels](#) [Email ID](#)

Rows: 20

Visa Letter and ID Card Documents

To download or send documents to the participant's email on file, please select the corresponding button below:

ID Card

Visa Letter

ID Card

Visa Letter

If you would like to combine their documents, and/or send them to an alternate email address, please select the options below and hit submit:

Combine, Email, and/or Download Documents

Selected Options

☐ Email ID Card

☐ Download ID Card

☐ Email Visa Letter

☐ Download Visa Letter

Alternate Recipient

Recipient Name

Recipient Email

If you leave the alternate recipient information blank, the documents will be sent to the name and address on file for the participant.

Close

Submit

When adding a participant into the system, you can download or email their documents as part of that process.

If you wish to access those documents again, you can do this from the plan view by clicking on the “paper” icon to bring up the documents view:

- Download or email ID Card
- Download or email Visa Letter
- Combine documents to send
- Send documents to an alternative recipient such as a host family

Documents - Participant View

Viewing Mace Fred - Sample Plan Premium Plan Active

[Manage Participant](#) [Documents](#) [View History](#) [Back to Plan](#)

This participant is currently active.

First Name	Mace	Home Country Name	Japan	Start Date	
Middle Name	A	Address Line 1	1234 Main St.	End Date	
Last Name	Fred	Address Line 2	Door Two	Travel Days	
Gender	F	City	Anywhere	US Citizen	
Date of Birth	1991-09-19	State Name	Florida	US Destination	Yes
Email	mace@fred.com	Country Name	United States	Underwriter	Sample Underwriter
CC Email		Postal Code	12551	Note	
Status	Active	Telephone	555-5349	Labels	

This participant can be extended to: 2019-11-28 within the current policy period.

[Student Zone](#)

Created: 2017-12-21 15:08:40 Updated: 2017-12-21 15:08:40

Download ID Card

Download Apple ID Card

Download Visa Letter

Email ID Card

















































































Email Visa Letter

Email ID and Visa

You can also access a participant's documents directly from the participant view and clicking on the documents dropdown menu.

Exporting Participant Lists

Showing 1-20 of 92 items.

<input type="checkbox"/>	First Name	Last Name	Date of Birth	Start Date	End Date	Age	Courtesy Date	Travel Days	Created	Updated	Status	
<input type="checkbox"/>	Betty	Mangrove	1998-11-30	2016-11-14	2016-11-29	17	(not set)	16	2016-11-14	2016-11-14	Active	   
<input type="checkbox"/>	James	Jones	1998-11-17	2016-11-14	2016-11-30	17	(not set)	17	2016-11-14	2016-11-14	Active	   
<input type="checkbox"/>	Jim	Doe	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Grace	Doe	1992-04-24	2015-12-01	2016-03-01	23	(not set)	92	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Becky	Sue	1993-04-10	2015-12-30	2016-03-01	22	(not set)	63	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	John	Smith	1990-12-08	2015-12-01	2016-03-01	24	(not set)	92	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Albert	Smith	1991-03-31	2015-12-10	2016-03-01	24	(not set)	83	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	John	Doe	1990-04-23	2015-11-15	2016-03-01	25	(not set)	108	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Grace	Doe	1990-10-09	2015-11-28	2016-03-01	25	(not set)	95	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Jane	Smith	1990-07-11	2015-12-20	2016-03-01	25	(not set)	73	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	John	Smith	1991-08-21	2015-11-10	2016-03-01	24	(not set)	113	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Albert	Doe	1990-09-13	2015-12-01	2016-03-01	25	(not set)	92	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	John	Doe	1992-04-23	2015-11-25	2016-03-01	23	(not set)	98	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Jim	Doe	1989-07-15	2015-12-30	2016-03-01	26	(not set)	63	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Frank	Smith	1991-10-28	2015-11-18	2016-03-01	24	(not set)	105	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Grace	Smith	1989-04-18	2015-12-10	2016-03-01	26	(not set)	83	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Jim	Smith	1992-11-16	2015-12-01	2016-03-01	23	(not set)	92	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Jane	Doe	1991-08-10	2015-12-12	2016-03-01	24	(not set)	81	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Albert	Smith	1991-09-23	2015-12-01	2016-03-01	24	(not set)	92	2016-11-02	2016-11-02	Expired	   
<input type="checkbox"/>	Jane	Smith	1989-02-19	2015-12-10	2016-03-01	26	(not set)	83	2016-11-02	2016-11-02	Expired	   

« 1 2 3 4 5 »

With Selected Rows: [Export to XLS](#) [Cancel](#) [Edit](#) [Bulk Labels](#) [Email ID cards](#) [Download ID cards](#) [Email Visa Letters](#) [Download Visa Letters](#) [export XLS](#)

If you would like to export your list of participants, you can do this from the plan list view by clicking on the “export XLS” link at the bottom of the page.

Note - if you want to only export a certain group of participants, you can use the filter and advanced search sections to modify your data and just export that subset.

Key System Features:

- Developed in-house, specifically for our clients needs
- Ability to back-date coverage
- Add, edit and cancel enrollments
- Bulk uploads via excel, or direct input from your system via API
- Email, download and print ID cards and visa letters
- Full search capabilities, including labeling groups of participants
- Comprehensive history tracking for each participant

We also offer further customization through:

- API Functionality - if you wish to send enrollments electronically directly from your system, we have a dedicated API that has been built to facilitate that.
- Email Customization - Email template customization for initial enrollment emails, welcome emails and renewal emails.

Please contact your account manager for more details on these features and implementing them.



Enrollment System Overview

Thank you for your time, if you would like a live demo
please contact us directly and we would be happy to assist you

info@InternationalStudentInsurance.com

<http://www.InternationalStudentInsurance.com>

Toll Free (888) 247-1387

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