**Getting Started Guide**

*for* **Employees**

**Welcome to FormFire!**

Your employer is now using FormFire to ensure that you are getting the best medical coverage at the best price!

FormFire is an online medical enrollment service that makes applying for medical coverage easy. Create an account, enter your information online, and McGohan Brabender will handle everything else for you. For updates or changes, you’ll only have to login to your FormFire account, make any needed updates and sign. With FormFire, you’ll never need to fill out another medical application!

To get started, visit www.formfire.com and click ***“Sign Up.”*** At the new user page, please enter your employer’s unique Employer Code: **(**EEC0F86**)**

Once you have created your personal FormFire account, you’ll be automatically guided through the enrollment application. **Before getting started, please review this letter so that you are prepared for what information will be asked during your online interview.**

If you would like more information about FormFire, please visit www.formfire.com, or contact your McGohan Brabender Service Representative. Contact information is provided below.

**Have the Following Information Ready Before You Begin**

In order to provide coverage information to carriers, FormFire must collect personal information. While you can stop at any time and save your progress, having the following information at your fingertips will help you to get through the interview quickly and easily.

***Who will be covered by your insurance:***

* You only, you and a spouse, you and your dependent children, or you and family
* If you plan to waive coverage, you will need to explain why and have information about which carrier provides your current coverage

***Information about yourself:***

* Date of birth (MM/DD/YYYY format)
* Date of marriage (if married)
* Home address and phone number
* Height and weight
* Name and phone number of your primary care physician
* Your employer’s name, job title, date of hire, and the number of hours you work per week
* If electing life insurance coverage, you will need to indicate whether your income is reported via W-2 or 1099

***Information about your spouse and dependents:***

* Full legal name of individuals
* Dates of birth
* Social Security Numbers
* Heights and weights
* Names and phone numbers of primary care physicians

***If you have prior or existing medical coverage:***

* Policy holder’s name and Social Security Number
* If the coverage is current, you will need to indicate whether the coverage will expire or continue when the new coverage becomes effective
* Name, address, and telephone of insurance carrier
* Policy number
* Effective and end dates of coverage
* Coverage type (ex. medical, dental, etc.) and who is covered (ex. employee only, employee and spouse, etc.)
* Names of covered individuals (ex. you and your dependents’ names)

***If you or one of your dependents is eligible for Medicare:***

* Policy holder’s name
* Medicare number
* Effective dates for Part A and Part B (if applicable)
* Reason for eligibility (ex. age, ESRD, disability, etc.)

***If applying for life insurance:***

* Full names and Social Security Numbers of beneficiaries
* Date of birth for each beneficiary
* Each beneficiary’s relationship to you
* Whether the beneficiary is a primary or contingent beneficiary and his/her split percentage

***Information about you and your dependents’ medical history:***

FormFire will walk you through a series of questions designed to gather the required medical information. To provide details, you will need the following:

* Name of medical conditions
* Any medications taken, including dosage levels and frequency for each medication
* Treatment dates
* Details about any past or anticipated, upcoming hospitalizations or surgeries

You’ll also have the opportunity to provide specific information about the description, diagnosis, prognosis, and treatment of each medical condition.

**Additional Instructions**

FormFire is designed to be very user-friendly and instructions are provided within the system to help you complete your FormFire interview. Additionally, you may find the following instructions to be helpful.

***Saving your data:***

Your data is saved automatically as you complete the FormFire interview. Should you need to stop in the middle of your interview and finish later, simply click ***“Logout.”*** When you log in again later, your data will have been saved securely in your account and you can pick up where you left off.

***Reviewing your application:***

You will have opportunities to review and edit your data throughout the FormFire interview. You may also print a complete summary of all the information you have entered.

While FormFire is designed to work with all Medical Insurance Carriers, some require that you review their specific application. In this case, you will be prompted to review the application prior to signing. Adobe Acrobat© software is necessary to review carrier applications.

Regardless of Medical Insurance Carrier requirements, completed versions of your application are available upon request.

***Electronically signing your application:***

FormFire uses special software designed to capture your signature. It works just like the electronic signature tablet you may already use at your grocery store or department store.

When at the signature page, click once with the left mouse button in the black rectangle on the screen. This will activate the signature capture software.

You will use the mouse as a pen. Put cursor in white area inside black rectangle. Click and hold the left mouse button and write with your mouse cursor. You’ll notice that as you move the mouse, the screen is tracing your movements.

If you’re not satisfied with the quality of your signature, you may click ***“Clear”*** to try again. Once you are comfortable with the signature, please click the ***“Sign”*** button and wait for the box that says “Congratulations!” Your application will now be marked as complete, and you may log out of FormFire. You are also offered the option to type in your signature.

***Updating your application:***

If you need to make any changes or updates to your account, you may do so at any time by visiting www.formfire.com and clicking ***“Login.”***  To access your information, you’ll then need to sign in with your username and password. **After making any updates, please be sure to re-sign your application.**

**If You Have Additional Questions**

We’re here to help! FormFire is designed to be very user-friendly. However, if you do have questions, please do not hesitate to contact us.

***For questions about your Medical Benefits:***

Contact your McGohan Brabender Service Representative at (937) 293-1600.

***For questions about FormFire or for Technical Support:***

If you have technical questions about FormFire, please send an email support@formfire.com or call FormFire Support at 216-367-9730. FormFire’s normal service hours are 8:30 AM to 6:00 PM ET Monday through Friday.

 