Group benefits

Simplify the employee benefit enrollment experience

A step-by-step guide for using Principal® Easy Elect

For many employees, enrolling in benefits can be a little overwhelming. The Easy Elect online enrollment tool makes enrollment quick and simple for your employees. It’s different than other enrollment experiences because it’s personalized for each employee based on a brief diagnostic questionnaire early in the process.

This handy step-by-step guide helps explain how Easy Elect works.

**Step 1: We'll guide you through the process**
Setting up your enrollment is easy. We have a team of people ready to help. We'll reach out to gather some information from you to get the ball rolling:

- Enrollment and benefit details
- Employee data, including employee email addresses

**Step 2: We’ll set up your enrollment site**
When we have everything we need from you, we can quickly set up your enrollment site. What are your next steps?

- Prepare employees for enrollment
- Send out the enrollment email to your employees with a link to the site
- Contact us if you have questions

**Step 3: Your enrollment period begins**
Your employees access the site via the link included in the enrollment email they’ll receive.

- Employees receive an enrollment confirmation or reminder, if needed
- You’ll receive an enrollment update to help you manage the process
- When the enrollment period is over, we’ll send you final reports that show enrollment and payroll deduction information

**How do I prepare my employees for enrollment?**

We have resources available to help you prepare your employees for the enrollment experience. Some key information for you to communicate:

- It’s important that all employees access the site, either to enroll in or waive their benefits.
- Employees will log in to the site using basic data, and will then need to verify their identity with answers to specific questions.
- When they’re logged in, employees will answer diagnostic questions that help customize their experience based on their needs.
This is an overview of the Principal® Easy Elect enrollment experience. For additional details, contact a Principal representative.

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