



## DocuSign Tip Sheet for Employees – Enrollment Application

1. You will receive an email from your employer containing the hyperlink button below which will connect you to Independent Health’s Electronic Enrollment tool powered by DocuSign. Press Ctrl and click to access access your document.



2. Complete the “PowerForm Signer Information”:
  - a. Enter your name and email address in the “Applicant” section.
  - b. In the “Group Admin” section, you will enter the contact information provided by your employer group.

**Name: Patricia Divirgilio**  
**Email: pdivirgilio@ntschoools.org**

- c. Click “BEGIN SIGNING”

3. DocuSign will present you with a note advising you how to begin the process now and finish later, if desired. Read the note and click “GOT IT” and then click “CONTINUE”.

4. The Enrollment Application form is set up to highlight the most critical pieces of information for enrollment. Each critical field is outlined in red. You can also use the yellow guide box on the left to step you through the most critical fields. The yellow guide box will navigate you through the enrollment application, using directional instructions. For example – “fill in” when you are required to type in a response, “choose” when you need to select a radial button. Click on “START” to go to the first required field.

- a. Group Number: **22891**

**\*\*Please note, while the form highlights the most critical information needed, you must review and complete all applicable fields to ensure your enrollment is processed accurately and efficiently.**



- 5. Mobile Phone Number and Email Address are required fields for the subscriber (employee). The request for this information is to ensure we have the most appropriate contact information on file in order to be able to communicate with our members as needed. Once you are enrolled, you can always update your contact preferences in your online account or in the MyIH app.
- 6. At the end of the Enrollment Application, you will need to complete your electronic signature. Click on the "Sign" box with the down facing arrow.


- 7. DocuSign will present you with a recommended electronic signature and initials. If you accept the recommended signature, click "ADOPT AND SIGN". If you want to view alternative signatures, click "Change Style" and browse the list. Click on the signature of your choice then click "ADOPT AND SIGN", then click "FINISH".



- You will be presented with the opportunity to “Download” or “Print” a copy of your documents at this point. You will have another opportunity once your Group Admin reviews and initials the forms. If you want to wait, click “Close” now.

**Save a Copy of Your Document**

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**Your document has been signed**


If you would like a copy for your records, select Download or Print and save.

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**DOWNLOAD**    PRINT    CLOSE

- You will receive an email notifying you when your Group Admin has finished reviewing and initialling your paperwork. You may now view and “Download” or “Print” the final document. Simply click “VIEW COMPLETED DOCUMENTS”.





Your document has been completed



VIEW COMPLETED DOCUMENTS

**Sales Department**  
[Sales.Administration@independenthealth.com](mailto:Sales.Administration@independenthealth.com)

All parties have completed IH Group Market Enrollment Application and HSA Eligibility Form.

- When you access the form, the download and print icons will be at the top in the gray area. When you are done, click “CLOSE”.

This document is now complete. **CLOSE**    OTHER ACTIONS ▾

  
DocuSign Envelope ID: B04F721D-8DE8-4DA4-8BEB-ABC7656191  
 **Enrollment Application/Change Form**  
Please clearly PRINT all information  
P.O. Box 710, Buffalo, NY 14231-0710    independenthealth.com  

Employer Admin, Initials	OK	Date:	10/13/2020
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**KEY**  
1 Supporting documentation required  
2 If allowed by plan, supporting documentation may be required  
3 When include date of qualifying event