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NAVIGATOR PRODUCTIVITY REPORT

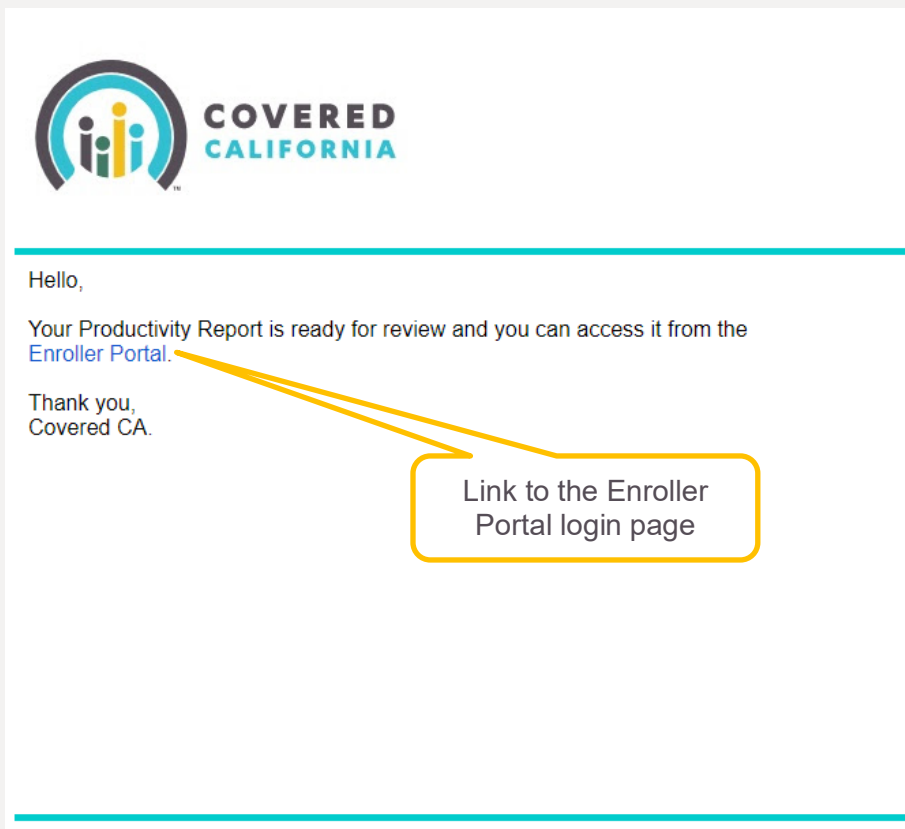
This document outlines all features and functions available to reviewing a Productivity Report in the Enroller Portal.

PRODUCTIVITY REPORT NOTIFICATION

The Primary or Authorized Contact listed on the Entity is responsible for reviewing a productivity report. The Account Manager will send an email to the Entity business contacts when the Productivity Report file is uploaded.

Email Subject: Productivity Report Available for [YOUR ENTITY NAME]

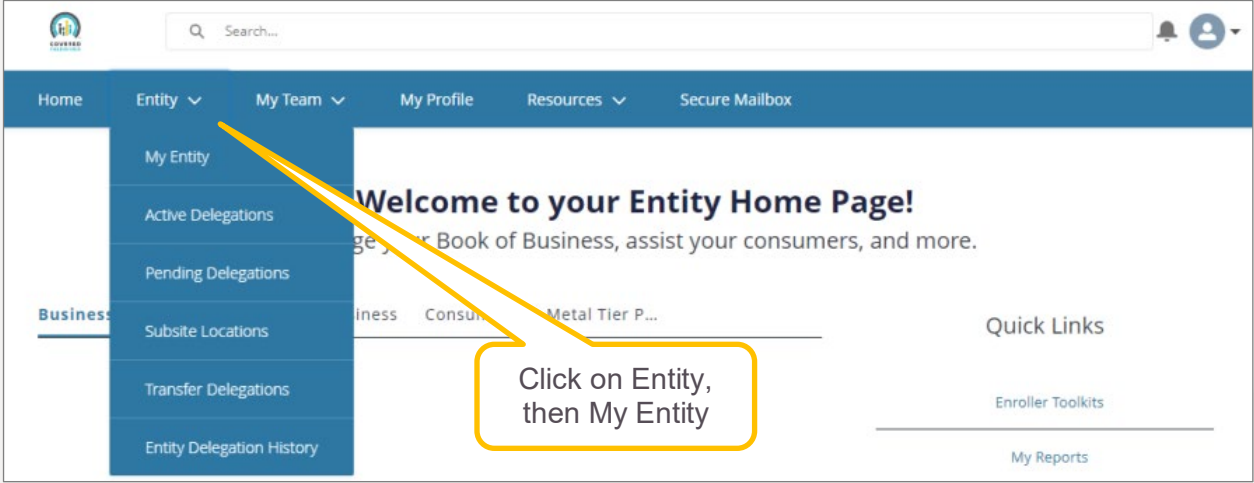
Email Body:



NAVIGATOR PRODUCTIVITY REPORT OVERVIEW

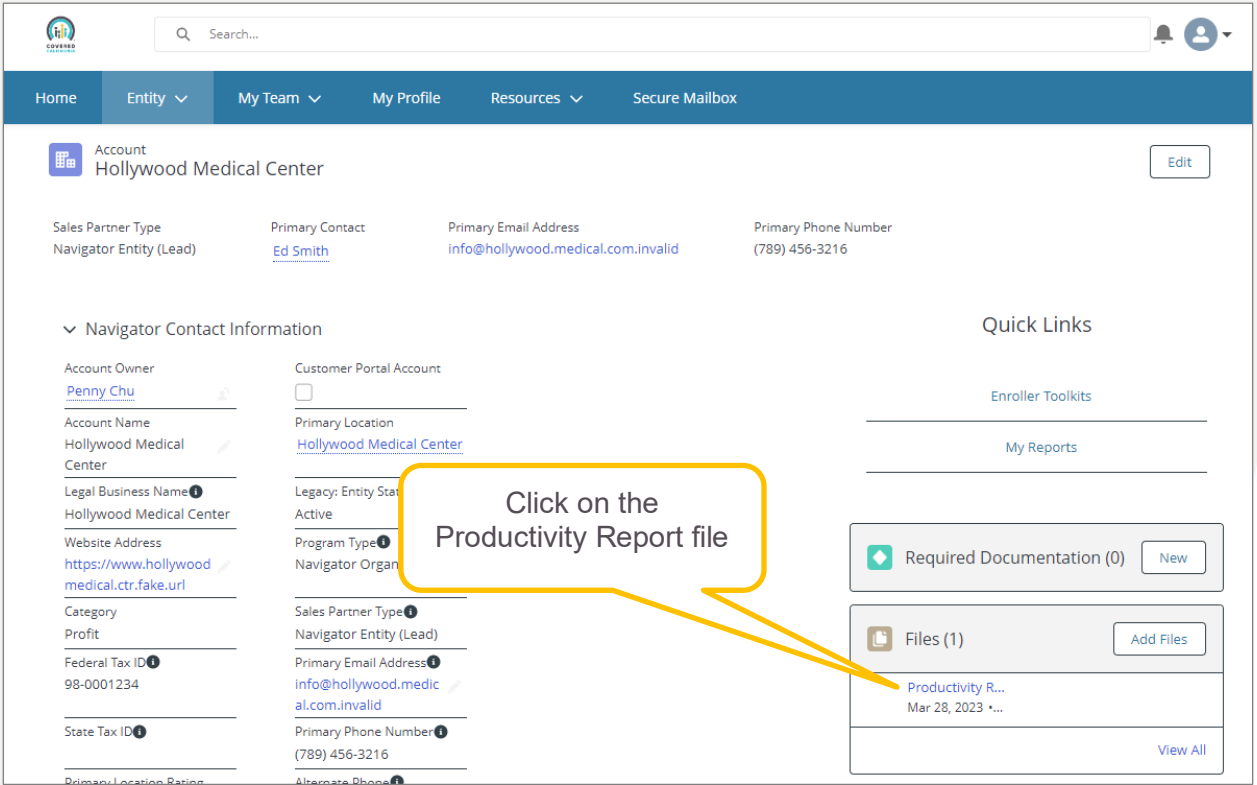
ACCESS YOUR PRODUCTIVITY REPORTS

To access the Productivity Report, log into the Enroller Portal and click on Entity, then My Entity.



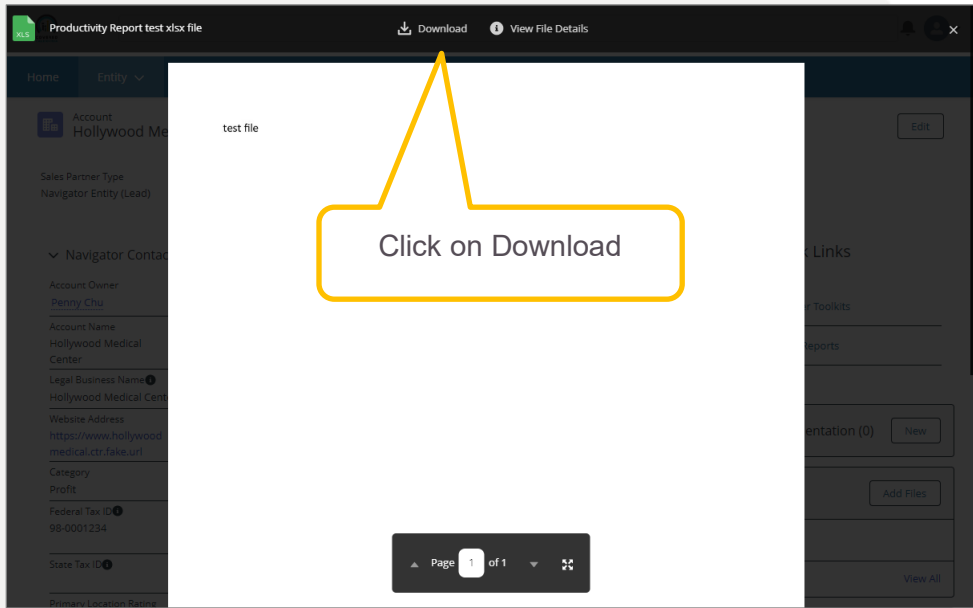
Click on the Productivity Report file under Files and download the report.

Note: Files will be used for the Productivity Reports, My Files will no longer be used.



NAVIGATOR PRODUCTIVITY REPORT OVERVIEW

Click on Download.



Review the Productivity Report (excel file) that opens.

Once you've completed your initially review, your Account Manager will reach out for a collaborative review.