Enroller Portal Sprint 2 Release Notes

Automated Email to Primary Contact When Downline is Certified

Impact: Entity and Navigator users

Primary Contacts will now receive an automated email when a downline user is certified by Covered California.

The email will include the following information:

- Name
- Role
- Certification number

From: Do Not Reply Covered California <do-not-reply@covered.ca.gov>
Sent: Monday, February 19, 2024 6:59 AM
To:
Subject: Authorized Contact is Approved for your Entity

 PC First Name,

A team member has been Approved for your Entity.

Name:
Role: Authorized Contact
Certification Number:

Questions? Visit coveredca.com/resources/ or contact CEC/PBE Helpline at (855) 324-3147 or email CommunityPartnerCertSupport@covered.ca.gov.
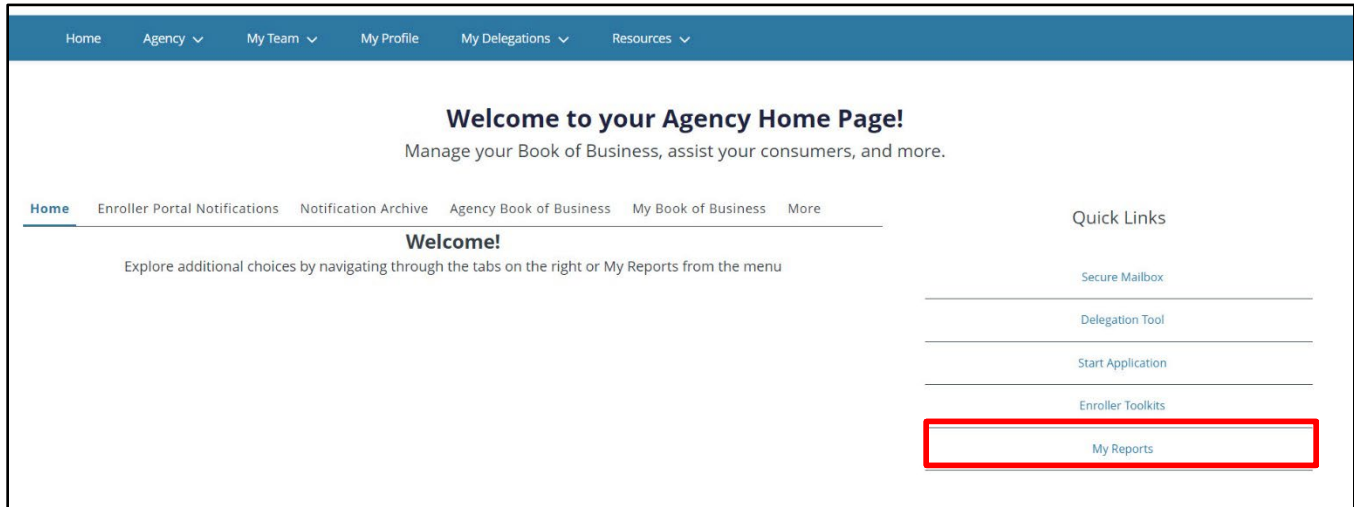
Sincerely,

Covered California

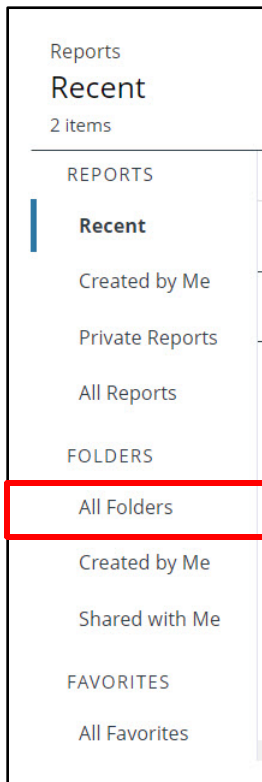## Export List of Staff for Enrollers

Impact: Agency and Entity users

Enroller Portal users will now be able to export the list of staff.

1. Login to the Enroller Portal

2. Navigate to *My Reports* under *Quick Links*

3. Under Reports, select *All Folders*

4. Select *My Agency's Enrollers* or *My Entity's Enrollers* folder

5. From the upper right dropdown, select *Export*