

Census Instructions

Download Blank Census

Download a blank census to your computer by clicking the downward arrow on the top right of our census document.

Column A/B:

First and last name of employee only. Do not add a separate line for spouse or children. Simply enter requested information for spouse and/or children under columns J,K,L.

Column C:

If emails are unknown we can gather this information later but if the group decides to move forward it is the first thing we will need.

Column D:

Mandatory field. Select the correct drop down: EE=Employee Only EC=Employee Child ES=Employee Spouse EF=Employee Family W=Employee Waiving Coverage

Column E:

Salary does not need to be exact but needs to be as close as possible. This is a major factor in cost of plan.

Column F/G/H:

All are mandatory fields. Again, these are major criteria when calculating tax credits. There is variance by county and state in plan offerings as well.

Column I/J:

Mandatory fields. We only need a spouse's birthdate if the plan is Employee spouse or Employee family.

Column K/L:

These two columns are only to be used if the plan is Employee Child or Employee Family. We only need the number of children. Birthdate is not required.

Column M/N:

Under M enter the amount of the premium that the employee pays and under N the amount of the premium the employer pays. These are mandatory fields and is ultimately what we will base their new plan savings on. If they currently do not have a plan please leave blank and let us know at time of submission.

Column O:

This column prefills based on what you entered in columns M and N.

Submit Your Census

Submit your census to us using the form in Step Five on <https://www.grouphealthalternative.com/>