



MORE BENEFITS. FEWER ASTERISKS.



Enrollment Checklist

Have the following ready before enrolling

- Date of birth and social security number for yourself and all dependents who will be covered by your plan.
- Names of doctors, preferred clinics and other providers you want covered by your plan.
- Names and dosages of prescription drugs you need covered. Search for generic prescriptions to find even more affordable plan options.
- Ongoing and future medical procedures that you and your covered family members have planned for the upcoming plan year.

Gravie account creation

Create your account at member.gravie.com/login or sign in with your existing account credentials.

Create your profile

Create your Gravie profile using your personal information.

Get started

Answer questions about your household to see your personalized plan options. This information will also be used to complete your enrollment forms and applications.

Compare plans

Use filters at the top of the shopping page to narrow down the plan options to those that fit your needs. Click **Details & Enroll** to see additional plan information or to proceed with enrollment. Once you make your plan selection, begin your enrollment by selecting **Enroll with this plan** on the Plan Details page. You will then be prompted to answer additional questions for your enrollment.

Enroll

Complete the Final Review of your plan selection.

Easy Enroll

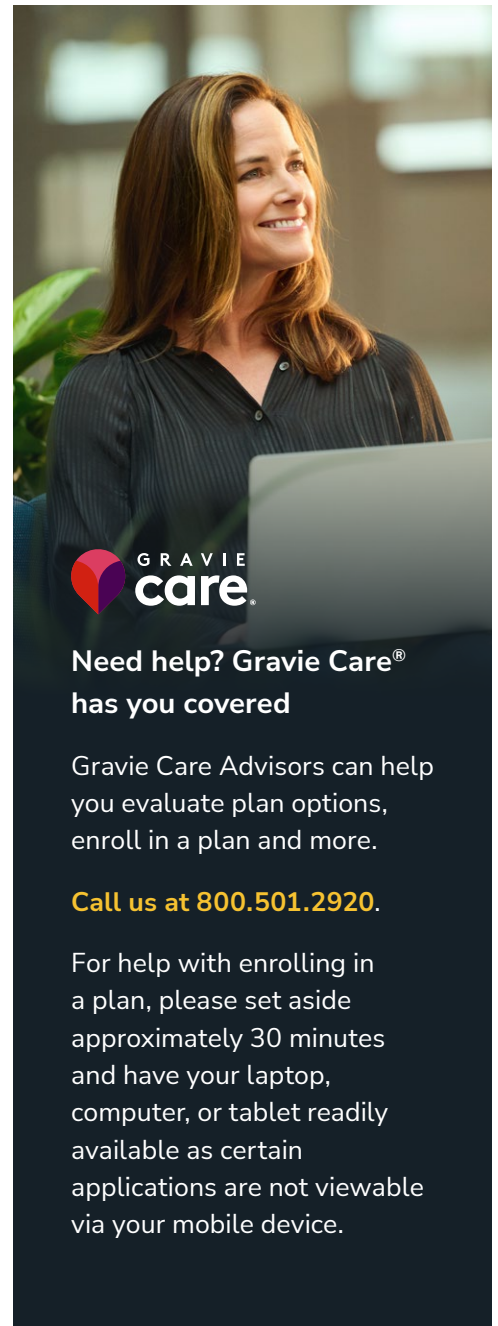
If you chose to enroll in an Easy Enroll plan, then you're all set! We'll send you a confirmation email within 24 hours of checkout confirming your enrollment.

- **Self-Enroll**

If you chose to enroll in an Self-Enroll plan, you will need to complete your enrollment outside of Gravie's shopping portal. Be sure to carefully review the personalized checklist provided at checkout for detailed instructions.

- **Go to Your Carrier's Website:** Finish your enrollment directly with them.
- **Set Up Payments:** You were assigned a Gravie ICHRA virtual funds account upon your enrollment through Gravie. This Gravie ICHRA virtual funds account is the account you will use to pay your carrier directly. This account is funded by your employer and will be used to pay your monthly plan premium to your carrier. In order to use the funds your employer contributes, you must use your assigned Gravie ICHRA virtual funds account when completing your health plan enrollment application, not a personal banking account.
- **Set Up Autopay:** Autopay must be set up before your carrier's deadline to keep your health plan effective.
- **Upload Proof of Insurance:** Once you have finished the enrollment process on your carrier's website or the Exchange, upload a screenshot of your coverage in the Gravie portal.
 - **To verify your enrollment,** please submit a document that confirms your coverage, such as a screenshot from your Carrier or Exchange member portal, or a copy of your 2025 invoice. It's important that your enrollment confirmation includes the following details:
 - Plan name
 - Premium amount
 - Effective date
 - Covered dependents (optional)

Note: If the plan premium shown on the carriers website matches the premium on the Gravie website, no further action is required. However, if the premiums do not match, Gravie will need additional information from you to confirm your enrollment. Discrepancies in the number of dependents are the most common mismatch.
- **Stop Other Coverage:** Cancel any other active health plan coverage you currently have before the start date of your new plan.



**GRAVIE
care**

**Need help? Gravie Care®
has you covered**

Gravie Care Advisors can help you evaluate plan options, enroll in a plan and more.

Call us at 800.501.2920.

For help with enrolling in a plan, please set aside approximately 30 minutes and have your laptop, computer, or tablet readily available as certain applications are not viewable via your mobile device.