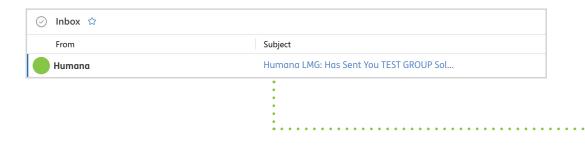
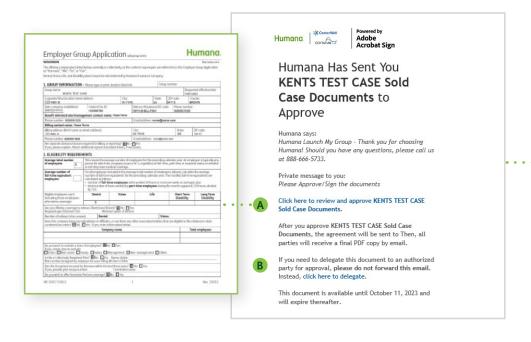
Launch My Group Adobe Sign instructions





The agent will receive an email prompting them to review and approve their paperwork. Only when it is approved will the paperwork move on to the employer. Both approvals are necessary to process the paperwork.

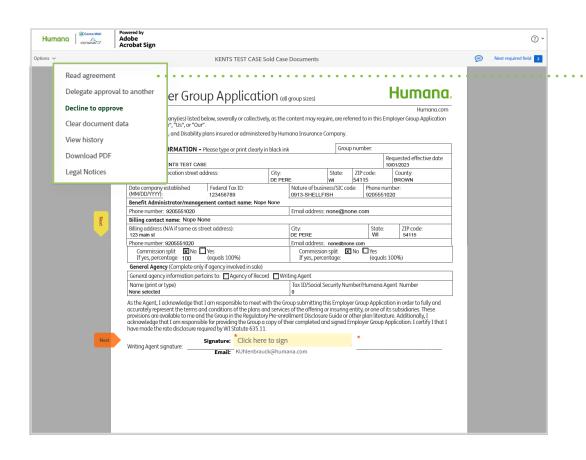


Open the email.

- **A** Link A leads to the paperwork.
- **B** If someone other than the email recipient needs to sign, use link B for the delegate option. You'll be asked to enter the email address and a brief message when you delegate. Forwarding the email will not allow the next person to complete the signature process.



If you need help, call a Launch My Group Specialist, Monday – Friday, at **855-330-5920** from 9:00 a.m. – 6:00 p.m., Eastern time, or email launchmygroup@humana.com. Launch My Group Specialists are standing by to assist you.



Review the paperwork.

If you find any errors, go to "Options" in the top left corner of the email, select "Decline to approve" and include the information below in the comments.

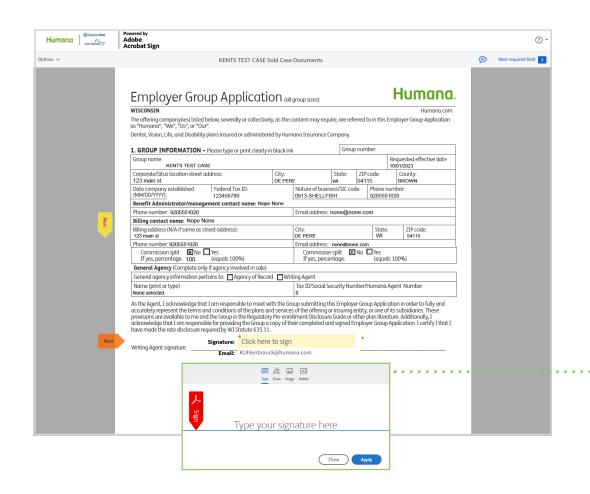
- 1. Reason for declining to approve
- 2. The correct information, if necessary
- 3. If you will be resubmitting the group in LMG or you would like the LMG team to resubmit for you

Humana will receive a notification that the documents have not been approved, make the updates, and resend updated paperwork through the Adobe Acrobat Sign electronic process again, starting it over.

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Sign the paperwork.

If the paperwork is approved, scroll to "Click here to sign" and select.

Type your signature in the screen that appears.

Then select "Click to approve." This finalizes the signature and moves the paperwork to the next step.

If you need help, call **855-330-5920**.

IMPORTANT!

After the agent approves the paperwork, the same email will be sent to the employer, who must follow the same process. Both the agent and the employer must approve the paperwork to keep the process moving.



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