

# SHOP Process Flow

**Employer Enrollment**

**Create Account  
Employer Eligibility  
Plan Shopping  
Plan Comparison  
Plan Cost  
Plan Selection  
Employee Roster  
Full time/Part Time  
Contribution %  
Open Enrollment  
Data to Carriers**

**Initial Employee and Dependent Enrollment**

**Create Account  
Employee detail  
Dependents  
Plan Shopping  
Plan Comparison  
Plan Cost  
Plan Selection  
Waive options**

**Contract Effectuation**

**Participation Reqs  
Initial Invoice  
Payment Receipt  
Data to Carriers  
Group Contracts  
Policies  
ID cards**

**Billing and Mid year Changes**

**Monthly Invoice  
Payment Receipt  
Mid year changes**

**Renewal**

**Open enrollment**