McMANAMON
INSURANCE

Welcome to ExpressLink Quick-N-Roll!

Getting Started Guide for Employees

Ceres Development, LLC is now using ExpressLink Quick-N-Roll

ExpressLink Quick-N-Roll is an online medical enrollment service that makes applying for medical coverage easier than ever. You'll enter your information online, and your broker, McManamon Insurance, will handle everything else for you. Next time, you'll only have to login to your ExpressLink Quick-N-Roll account and verify information already saved, and make any needed updates, or adjustments. With ExpressLink Quick-N-Roll, you'll never need to fill out another medical application!

To get started, visit http://www.formfire.com and click "Sign Up." At the new user page, please enter Ceres Development's unique Employer Code **79FAAFC**.

Once you have created your personal ExpressLink Quick-N-Roll account, you'll need to click "Medical Enrollment" from the start page to begin the enrollment process. **Before you begin, please review the information below so that you will have an idea of what information will be asked during our online interview.**

If you'd like more information about ExpressLink Quick-N-Roll, please visit http://www.formfire.com , or speak with Jennifer Lewis. Additional contact information is provided below.

Please have the following information ready before you begin

In order to provide coverage information to all Medical Carriers, ExpressLink Quick-N-Roll must collect quite a bit of information. While you can save your progress and stop at any time, having the following information readily available will help you to get through the ExpressLink Quick-N-Roll Interview quickly and easily.

Who will be covered by your insurance:

- Just you, you and your spouse, you and your dependent children, or your family
- If you plan to waive coverage, please explain why and have information about which carrier provides your current coverage

Information about yourself:

- Date of birth (please use MM/DD/YYYY format)
- Date of marriage, if married
- Home address and phone number
- Height and weight
- Name and phone number of your primary care physician
- Your employer's name, your occupation, date of hire, and number of hours worked per week
- If electing Life Insurance coverage, whether your income is reported by W2 or 1099

Information about your spouse and dependents

- Full legal name of individuals
- Dates of birth
- Social Security Numbers
- Heights and Weights
- Names and phone numbers of primary care physicians

If you have prior or existing medical coverage:

- Policy holder's name and Social Security Number
- If the coverage is current, whether or not it will expire or continue when the new coverage becomes effective
- Name, address, and telephone of insurance carrier
- Policy number
- Effective/End dates of coverage
- Coverage type (medical, dental, etc.) and who is covered (e.g., employee only, employee and spouse, etc.)
- Names of covered individuals (e.g., you and your dependents)

If you or one of your dependents is eligible for Medicare:

- Policy holder's name
- Medicare number
- Effective dates for Part A and Part B (if applicable)
- Reason for eligibility (Age, ESRD, or Disability)

If applying for Life Insurance:

- Full legal names and Social Security Numbers of beneficiaries
- Date of birth for each beneficiary
- The beneficiary's relationship to you

Information about you and your dependents' medical history

ExpressLink Quick-N-Roll will walk you through a series of questions designed to gather any required information. To provide details, you will need the following:

- Name of Medical Conditions
- Any medications taken, including dosage levels and frequency
- Treatment dates
- Details about any past or anticipated hospitalizations or surgeries
- You'll also have the opportunity to provide specific information about the condition's description, diagnosis, prognosis and treatment.

Additional Instructions you may find helpful

ExpressLink Quick-N-Roll is designed to be as simple to use as possible and where ever necessary, instructions are provided to help you complete the ExpressLink Quick-N-Roll interview. Additionally, you may find the following helpful:

Saving your data

Your data is saved automatically as you complete the ExpressLink Quick-N-Roll interview. Should you need to finish later, simply click "Logout". When you log in again later, your data will have been saved securely in your account and you'll pick back up where you left off.

Reviewing your application

You will have opportunities to review and edit your data throughout the ExpressLink Quick-N-Roll Interview. At such time, you may also print a complete summary of all information you've entered.

While ExpressLink Quick-N-Roll is designed to work with all Medical Insurance Carriers, some require that you review their specific application. In this case, you will be prompted automatically to review the application prior to signing. Software such as Adobe Acrobat (c) is necessary to review carrier applications.

Regardless of Medical Carrier requirements, completed versions of your application is available upon request.

Electronically signing your application

ExpressLink Quick-N-Roll uses special software designed to capture your signature. It works just like the electronic signature tablet you may already use at your grocery store or department store.

At the signature page, please click once with the left mouse button in the black rectangle on the screen. This will activate the signature capture software

Next, click and hold the left mouse button in the white rectangle inside of the black rectangle and move your mouse cursor. You'll notice that as you move the mouse that the screen is tracing your mouse movements.

If you're not satisfied with the quality of your signature, you may click "Clear" to try again.

Once you are comfortable with the signature, please click the "Sign" button and wait for the box that says "Congratulations!" Your application will now be marked as complete, and you may logout of ExpressLink

Updating your application

If you need to make any changes or updates to your account, you may do so by visiting
http://www.formfire.com and clicking Login. To access your information, you'll then need to provide the
username and password you originally established. After making the updates, please be sure to re-sign your
application

If you have questions or require assistance

We're here to help! ExpressLink Quick-N-Roll is designed to make applying and maintaining your coverage as
easy as possible. However, everyone could use some assistance at some points. If you have any questions or
comments, please do not hesitate to contact us.

For questions about your Medical Benefits:

Service Representative: Jennifer Lewis , jennifer@mcmanamoninsurance.com, 440-892-8308, 866-892-8306

For questions about ExpressLink Quick-N-Roll or for Technical Support:

Additionally, if you have any technical questions about ExpressLink Quick-N-Roll, please email
support@formfire.com or call ExpressLink Quick-N-Roll support at 866-448-2302. Our normal service hours
are 8:30 AM to 5:00 PM EST Monday through Friday. Attached to this packet you will find a series of Frequently
Asked Questions that you may find helpful as well.