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## JOB AID: APPLY FOR 2014

November 7, 2014

This Job Aid highlights the **Apply Now** functionality for the two benefit years, 2014 and 2015, displaying on the *Individual Landing* page, and is intended for Certified Enrollment Counselors, County Eligibility Workers, Certified Insurance Agents and Service Center Representatives.

### Apply for 2015

The *Individual Landing* page displays the **Apply Now** button to enable the Consumer to complete an application for 2015 during the Open Enrollment period when:

- The Consumer has not yet created an application or does not have an eligibility determination for the upcoming benefit year
- The Consumer opted out of Renewal and must reapply for the next benefit year

Clicking on the **Apply Now** button navigates the consumer to the *Overview* page to begin the application.

**Note:** Prior to the the Open Enrollment period (11/15/2014), the **Apply Now** button will initiate an application for 2014.

### Apply for 2014

The *Individual Landing* page displays the **Apply Now\_2014** link during Open Enrollment only for Admin roles (County Eligibility Workers and Service Center Representatives), and Certified Insurance Agents to enable the Consumer to complete an application for 2014 when:

- The Consumer has not yet created an application or does not have an active case for the 2014 benefit year.

Clicking on the **Apply Now\_2014** link navigates the user to the *Overview* page to begin the application.