

## Group Info Update

From the dashboard, for groups that are currently renewing, click the group name. From the group's renewal dashboard, click Change Group Information. Or, for groups that are outside of the renewal cycle, click Your Clients, click Book of Business, and click the group name. Click Renewals to go to the group's renewal dashboard and click Change Group Information. On the triage screen, select one or more options you would like to update and click Next. Based on your selections, the preference options will be listed. Make the needed changes. Once complete, enter your first and last name and title, sign the agreement, and click Accept Signature. Click Submit. You'll see a confirmation screen. You can also download the confirmation. Click Close to return to the dashboard. The transaction will be listed in the transaction history. You will receive an email when the changes have been completed.