# Employer Services Portal Quick Guide

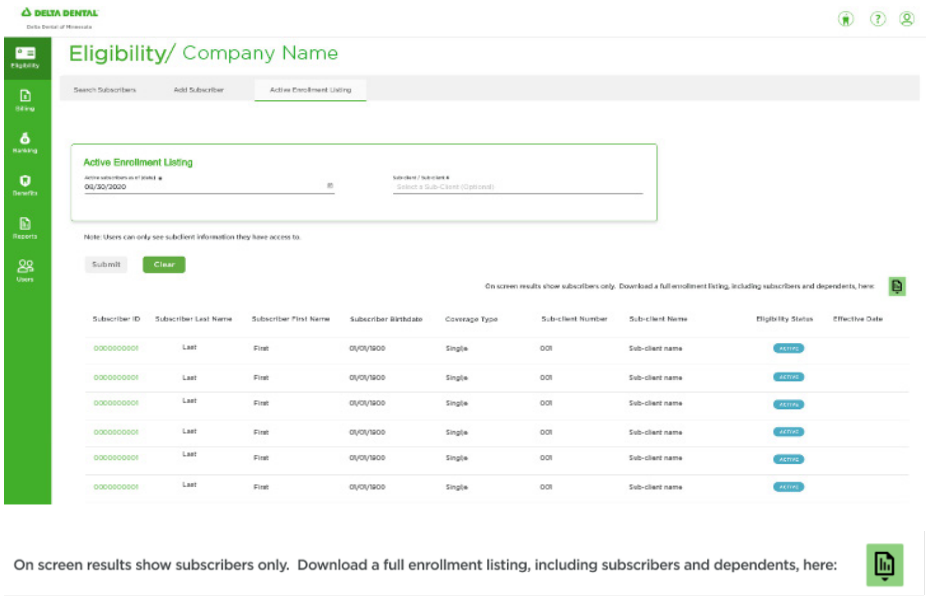
## How to Access Active Enrollment Listing

1. Select a Client form the top navigation drop-down menu.

2. On the left menu bar, click **Eligibility.**

3. Click **Active Enrollment Listing.**
   - Confirm Active Subscribers As of Date selected

4. Click **Submit.**
   - View all active employees based on the date chosen.

5. From the on-screen results, you can click on **Subscriber ID** to be taken to the subscriber overview page for access to the full subscriber record.

6. Download full listing of subscribers and dependents. Dependent information such as address or ID numbers will only display if different than the subscriber's.