

Data entry Notes

Yellow cells indicate required data

Green or White cells are optional. Green cells answer a Yes/No question and will accept Y, N, Yes, No, True, False, T, F, 1, 0.

Gender: M or F

Birth date: mm/dd/yyyy

Either Age or DOB is needed

If you leave a particular cell blank, we will supply the following default values

Column	Default
Name	EE 1, EE 2, etc
Gender	M
Age or Birth Date	Blank
Zip Code	Blank
Spouse	No
Children	0 (zero)
Cobra	No
Quote HMO	Yes
Quote PPO	Yes
Quote POS	Yes
Quote Dental	Yes
Quote Life	Yes
Annual Salary	0 (zero)