Landmark Electronic Application Navigator (LEAN) Offline Changes

## Submitting Applications Taken Offline

The latest version of LEAN allows you to take applications offline without internet access. You will then need to upload your applications when you have internet access.



You should note the new buttons/indicators on the LEAN dashboard you will use to upload your application taken offline.

iPad 훅	-1		12:47	РМ		7 46% 🔳			
Ξ	UnitedHealthcare	E LEAN		Start New App	olication	A ARTHUR BEHNE			
	Refresh			View / Search Applications					
	My Applications								
	Action Required	Submitted							
	1 Applications Requ	1 Applications Require Action							
	Conf #	First Name	Last Name	Signed Date	Status	Date Submitted			
	E-46011016	greg	scott		Not Complete				

Online/Offline indicator: The Online/Offline indicator shows you whether you are using the Online mode or the Offline mode.

**<u>Refresh Button</u>**: In the Action Required tab, the Refresh button moves a Not Submitted application you took offline to the Submitted tab in *a real time refresh.* 

**View/Search Applications:** When you are connected to the internet, use the View/Search Application button to search previously submitted applications as well as view entire submitted applications

**NOTE:** After tapping the View/Search Application button, you will need to log in using your Writing ID and Password.



## **UnitedHealthcare® LEAN™**

After completing an enrollment application offline, you will need to continue with the following steps to submit the application for processing.

**Step One:** When you submit your LEAN application offline, the application will appear in the Action Required tab of My Applications. The status is **Not Submitted.** 

iPad	1		9:13 AM			<i>√</i> 17%		
	United Healthcare	LEAN		Start Ne	w Application	OFFLINE & JAMES RILEY		
	Refresh			View / Search	Applications			
	My Applications							
	Action Required	Submitted						
,	1 Applications Require Action							
	Conf #	First Name	Last Name	Signed Date	Status	Date Submitted		
	E-251133318622	Bob	barker	01/21/16	Not Submitted			

**<u>Step Two:</u>** Connect to the internet. Once the indicator changes to **Online** in the top right hand corner of the screen, you are ready to refresh the page and see the submission occur.

iPad 🗢	<b>1</b>		9:14 AM			7 17% 🕞			
	UnitedHealthcare	LEAN		Start New Application	ONL	NE R JAMES RILEY			
	Refresh			View / Search Applications					
	My Applications								
	Action Required	Submitted							
	1 Applications Require Action								
	Conf #	First Name	Last Name	Signed Date	Status	Date Submitted			
	E-251133318622	Bob	barker	01/21/16	Not Submitted				

UnitedHealthCare<sup>®</sup> Confidential property of UnitedHealth Group. For Agent use only. Not intended for use as marketing materials for the general public. Do not distribute, reproduce, edit or delete any portion without express permission of UnitedHealth Group. 3.15.2016

## **UnitedHealthcare® LEAN™**

Step Three: After tapping the refresh button, you should navigate to the Submitted tab and find the last application submitted at the top of the list. Notice the status is now **Submitted**.

iPad 중 ≡	UnitedHealthcare   LEAN			9:14 AM	Start New Application			≉ 17% ा A JAMES RILEY
	Refresh		View / Search Applications					
	My Applications							
	Action Required	Submitted						
	Conf #	First Name	Last Name	Sigr	ned Date	Status	Da	te Submitted
	E-251133318622	Bob	barker	01/2	1/16	Submitted	01/2	21/16 09:13 am
	E-251133318185	Kelsie	grygelko	01/2	1/16	Submitted	01/2	21/16 09:08 am
	E-251133276325	Kelsie	grygelko	01/2	0/16	Submitted	01/2	20/16 09:29 pm

Note: To check the status of your submitted application, check United Distribution Portal (UDP) Applications & Enrollments > Applicant Search.

If you have questions not answered in this guide, please contact the Producer Help Desk (PHD):

## phd@uhc.com

1-888-381-8581

**Option 5** 



UnitedHealthCare<sup>®</sup> Confidential property of UnitedHealth Group. For Agent use only. Not intended for use as marketing materials for the general public. Do not distribute, reproduce, edit or delete any portion without express permission of UnitedHealth Group. 3.15.2016