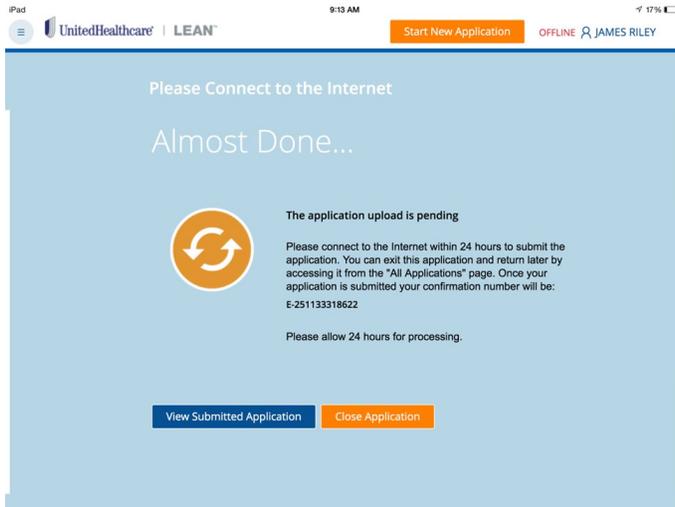


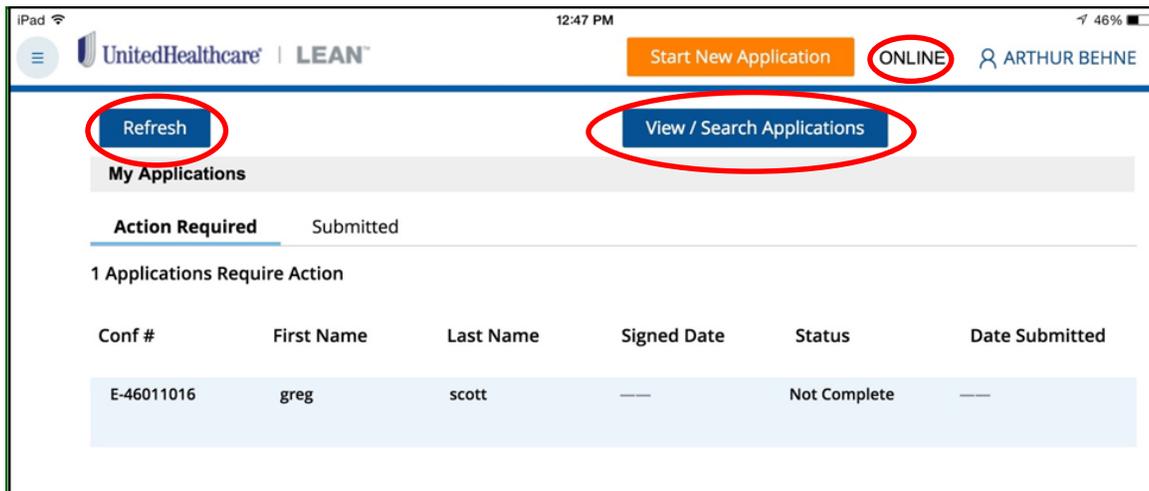
Landmark Electronic Application Navigator (LEAN) Offline Changes

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.



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

Refresh Button: 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.

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**.

The screenshot shows the app interface at 9:13 AM. The status is 'OFFLINE'. The 'Action Required' tab is selected, and a table lists one application with the status 'Not Submitted'.

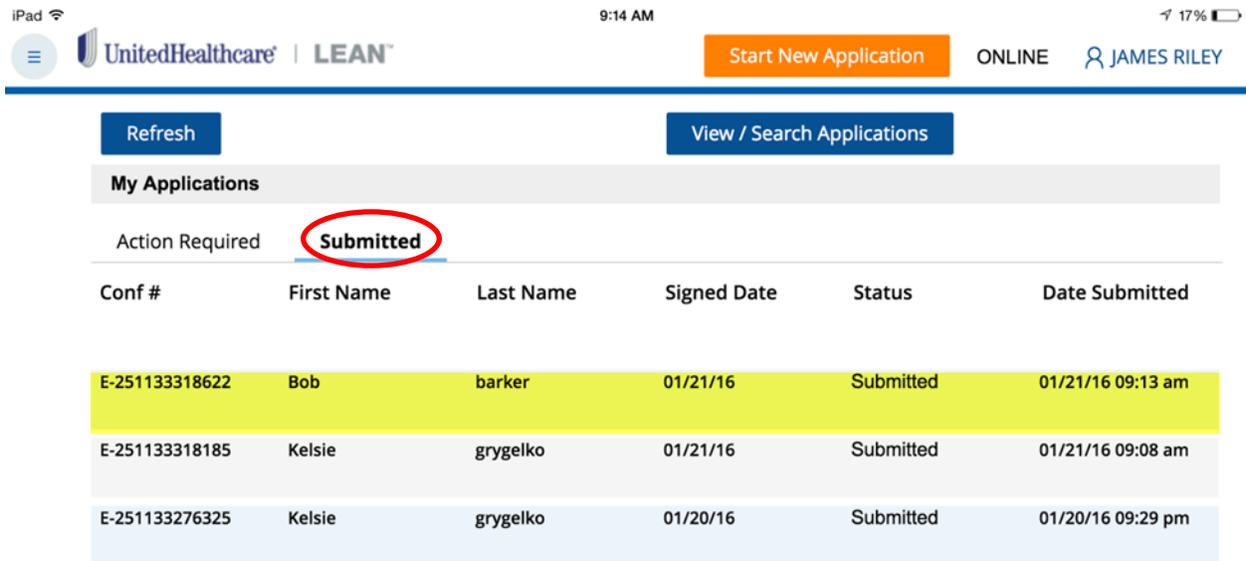
Conf #	First Name	Last Name	Signed Date	Status	Date Submitted
E-251133318622	Bob	barker	01/21/16	Not Submitted	---

Step Two: 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.

The screenshot shows the app interface at 9:14 AM. The status has changed to 'ONLINE'. The application status remains 'Not Submitted'.

Conf #	First Name	Last Name	Signed Date	Status	Date Submitted
E-251133318622	Bob	barker	01/21/16	Not Submitted	---

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**.



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