**Benefits Enrollment - Pending Approval**

An employee has completed their benefits enrollment:

* Employee Name: ﻿{EE Name}﻿
* Employee Number: ﻿{EE Number}﻿
* Company: ﻿{DBA Name}﻿
* Enrollment Period: ﻿{Period Name}﻿

Please complete the following steps to process their elections:

1. Log in to iSolved with your client user account: [employdrive.myisolved.com/default.aspx](https://employdrive.myisolved.com/default.aspx)
2. Navigate to the "Enrollments - Pending Approval" tab on "Enrollment Management"
   * Employee Admin Tools >> Employee Administration >> Enrollment Management
3. Select the Filter Options:
   * Enrollment Period: ﻿{Period Name}﻿
   * Benefit Plan Type: All
4. Select "Approve," "Reject," or an option from the drop-down menu
5. Click "Process"
6. Approve or reject any "Pending EOI Requests" if applicable

If you’re having trouble approving pending elections, please follow along with the article below or contact EmployDrive for assistance at [benefits@employdrive.com](mailto:benefits@employdrive.com)

* [Open Enrollment Management](https://employdrive.helpjuice.com/en_US/open-enrollment/open-enrollment-management)