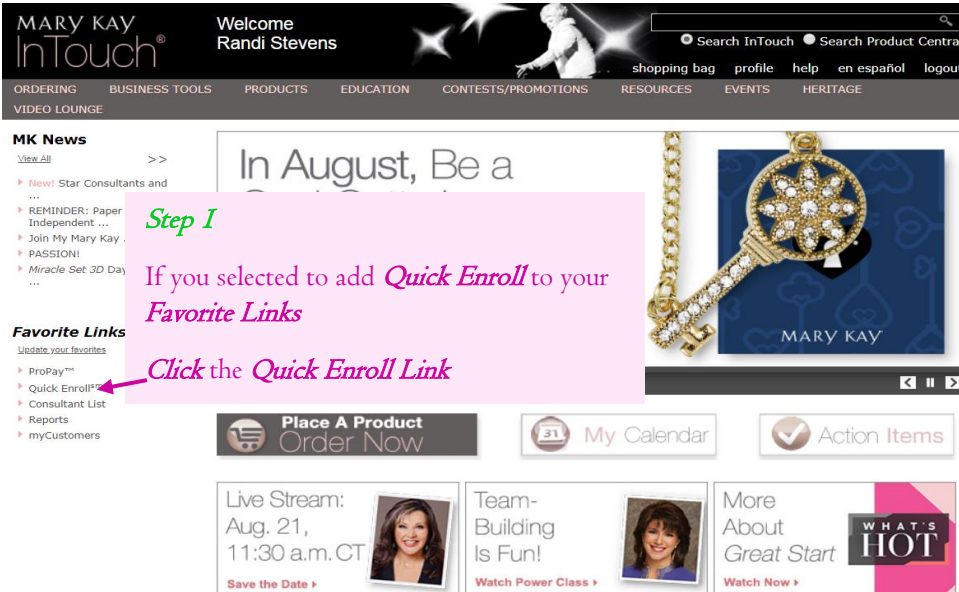


# HOW TO SET UP YOUR QUICK ENROLL PCP



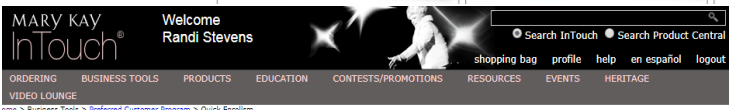
**NOTE**

Make sure the CUSTOMER YOU ARE ADDING IS IN YOUR *myCustomer* if not please start there before proceeding with this walk through. Make sure you have accurate and UpToDate contact information for them

**Step 1**

If you selected to add *Quick Enroll* to your *Favorite Links*

Click the *Quick Enroll* Link



**Step 2**

Make sure your drop-down menu is on *All Customers*

**Step 3**

Scroll down or look up by the first letter of their last name for each *myCustomer* you want to place in the *PREFERRED CUSTOMER PROGRAM* or (*PCP*) STATUS.

Add a Customer	Language Preference	Comments	The Look
<a href="#">Christine Winkler</a>	English		<input checked="" type="checkbox"/>
<a href="#">Mary Witte</a>	English		<input type="checkbox"/>
<a href="#">Mary Witte</a>	English		<input checked="" type="checkbox"/>
<a href="#">Enolie Wolf</a>	English		<input type="checkbox"/>
<a href="#">Lisa Wolfe</a>	English		<input type="checkbox"/>
<a href="#">Jane Wolford</a>	English		<input checked="" type="checkbox"/>
<a href="#">Christine wood</a>	English		<input type="checkbox"/>
<a href="#">Stacy Woodrow</a>	English		<input type="checkbox"/>
<a href="#">Marcia Wright</a>	English	Incomplete Address	<input type="checkbox"/>

**Step 4**

Place a check mark in the box under *THE LOOK* column

**Step 5**

Click *REFRESH* note the total will update for each Preferred Customer Program you add each *PCP* is *\$.70*

**Step 6**

Review your information regularly to remove a customer from the Preferred Customer Program simply uncheck the customer in question and click *REFRESH* note the total will adjust for each Preferred Customer Program you remove

