

# We have a new Enrollment Checklist Item to add to our ORE/OE process this year, how do we add it?

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

To add a new ORE or OE Checklist Item navigate to the Online Enrollment homepage and on the top right hand side you will see the "+ Add" drop-down. Select **Enrollment Checklist** and then populate the record with the applicable data/configuration.

The screenshot displays the Online Enrollment homepage interface. At the top, a search bar contains the text "Online Enrollment". Below the search bar, the page title "Online Enrollment" is visible. The main content area is divided into three columns: "General", "Data Integrity", and "Status". The "Data Integrity" column is highlighted with a yellow background and contains a section titled "Online Enrollment Setup" with three warning icons and text: "Missing User Accounts", "Missing System Checklist Items", and "Missing Household Profile Update Permission". The "Status" column lists various enrollment statuses: "Done", "Recently Completed", "In Progress or Pending", and "Not (Re-)Enrolled". On the right side of the page, a "+ Add" dropdown menu is open, showing a list of options: "Amounts", "Enrollment Checklist" (highlighted with an orange box), "Fee Types", "Health Change Request Update Type", "Policy Forms", "Policy Library", "Policy Responses", and "Add an Application". An orange arrow points from the "Data Integrity" column to the "+ Add" dropdown menu.