

# QuoteNow renewals

Thank you for doing business with Fallon Health.  
Follow the steps below to review renewals in QuoteNow:

## 1. Review renewals

### Step 1 | Review

- From the Menu on the left, select “Renewals”

### Step 2 | Review Active Renewals

- You will see a list of Renewal Quotes assigned to you by customer name
- Click on the “Quote” link

### Step 3 | Review Small Group Renewal

- The renewal information will appear for the group selected
- The following information will appear:
  - Number of Subscribers
    - Numbers per Coverage Type
  - Total Premium Percent Change
  - Current Plan selection and rates
  - Proposed Plan selection and rates
  - All Proposed plans for the upcoming year and rates
- Create a PDF Renewal by selecting “Generate Renewal” button

### Step 4 | Details

- The Details section will provide important renewal and account information
  - Opportunity – this is the Renewal Name
  - Effective Date
  - Owner – the name of the Broker
  - Account – link to the Account Information
  - Opportunity – Renewal Information
  - Census ID – link to the Census used for the renewal
    - Click Census ID link
    - Click Members link
      - To download census data, click “Actions” button, then export to Excel

### Step 5 | Submit Renewal

- Once you are finished reviewing the renewal, click “Submit” to remove it from Active Renewals Basket

## 2. Past renewals

### Step 1 | Review Past Renewals

- To review Past Renewals:
  - Click on “QR-xxx” link
  - Review details
  - Generate renewal

### Questions?

Call Fallon’s dedicated broker line at 1-888-746-4823, or visit our website at [fallonhealth.org/brokers](http://fallonhealth.org/brokers)

