**Census Upload Help**

Follow the instructions below to upload a group census.

* Click the "Download a Sample file" to download a template.
* The Header row within the spreadsheet must match the template exactly.
* For the "Type" column, the allowed values are: primary, spouse and child.
* The start and end date must be entered for every primary insured.
* A “Start Date” and “End Date” cannot be specified for a child or spouse. If the spreadsheet contains a value for the child or spouse, then the value must be the same as the corresponding value for the primary.
* The following date formats are allowed: "mm/dd/yyyy", "MM-DD-YYYY" and "dd-mon-yyyy".
* When entering a spouse or child, they must be listed directly after their primary insured.
* Please use the 3-digit ISO abbreviations for the countries. Click on the "Country abbreviation list" for a list of abbreviations.
* Only valid characters are allowed along with the following special characters: comma, period, hyphen.
* Complete the spreadsheet by entering all insureds.
* Save your spreadsheet as a Comma Separated Value type (.csv).
* The maximum file size is 40 KB (approximately 500 insureds).
* If this plan does not have special pricing for Spouses or dependents, then everyone will be loaded as a primary insured.
* When complete, click the "Upload" button and browse to your census spreadsheet to upload your census.
* Click on the "Clear" button to remove a previously loaded census.