

To schedule an Enroller Assisted (telephonic) appointment:

1. Go to <https://www.usenrollmentservices.com/employer/ccpsappointments/>
2. Click **Call Center Appointments**
3. Under “Appointment Locator” Select the date and time for your appointment (Monday through Friday, 10AM to 7 PM)
4. Enter your name and contact information (You will receive an email confirmation and appointment reminder)
5. Select whether you would like to receive a SMS appointment reminder by text
6. Click **Finalize Appointment**

To cancel or reschedule your appointment:

- Call 800-282-0732 ext. 0
OR
- Go to the email confirmation you received when you scheduled the appointment and click on “*click here to confirm or cancel your appointment*”