

## To schedule an Enroller Assisted (telephonic) appointment:

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