First Name	Last Name	Date of Birth	Age	Status (EE,ES,EC or EF)	Zip	Gender (M,F)	COBRA (Y/N)	Email	1. Enter infomation for employees.
			0	TXT					DO NOT DELETE THIS ROW!!!!!!
									2. Enter Age or Date of Birth
									3. Save the Excel (*.xls) file to your system
									4. Close this window or Exit Excel.
									5. Go back to upload the saved file.