

EMPLOYEE PORTAL AND ENROLLMENT



MyWorkplace provides employees a 24/7 accessible benefit information, enrollment, and management portal. The portal is rules driven and offers employers the ability to configure the system to meet various benefit management requirements including open enrollment periods, qualifying life event (QLE) verification and corresponding mid-year changes, new hire, rehire, and employment class change event enrollment windows, etc.

SYSTEMS CAPABILITIES INCLUDE:

- Annual open enrollment management and employee engagement
- Mobile App Enabled
- QLE requests, documentation upload, communication, and mid-year benefit change elections.
- Dependent verification
- Admin event enrollment window for new hires, rehires, and eligibility class changes.
- Beneficiary Management
- HSA contribution management and change requests
- Unlimited benefits related documentation and resources posting. Documents and resources can be filtered by employee classes so that employees only have access to the items that pertain to them
- Unlimited compliance and company level documentation posting. As with benefit resources, compliance and company resources can be limited to specified employee classes
- Multi-media resources support
- Confirmation statements produced and emailed to employees upon each completed enrollment session. Confirmation statements kept on file and accessible by benefits administrator in the admin portal
- Employees may review current benefits and pending benefit changes
- Employees may review benefits held pending Evidence of Insurability (EOI) requirements
- Multi-plan year enrollment capable for enrollment windows that cross plan years, i.e. employees can enroll in current plan year and subsequent plan year benefit options when available in a benefit category

MyWorkplace also offers a call center/benefit counsel interface that allows enrollment firms and call center personnel to access the same interface employees are using to assist employees with system usage, benefit questions, and their benefits enrollment.