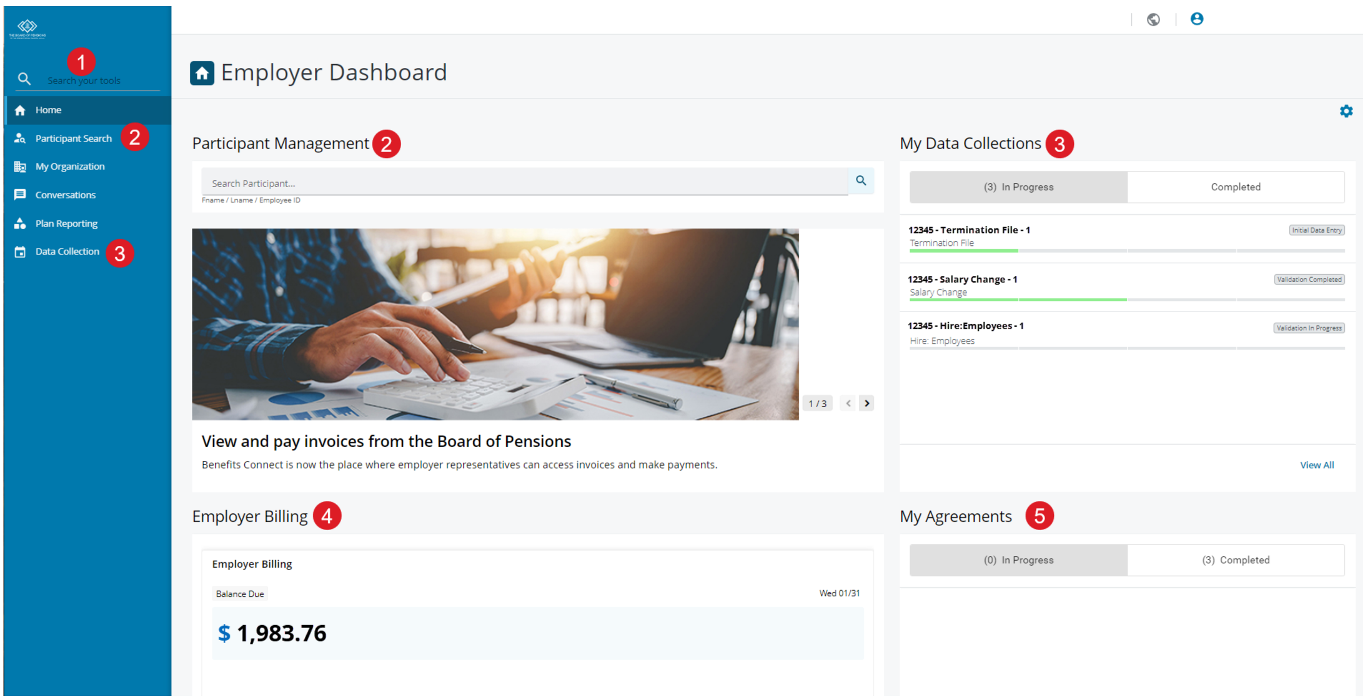
Benefits Connect Employer Quick Start Guide

This guide will walk you through the various features and tools available to you on the Benefits Connect website. Whether you are looking to access employee data and reporting, view and pay invoices, contact the Board, or report new employment or employment changes, **Benefits Connect** is your one stop for managing your organization's benefits offerings.

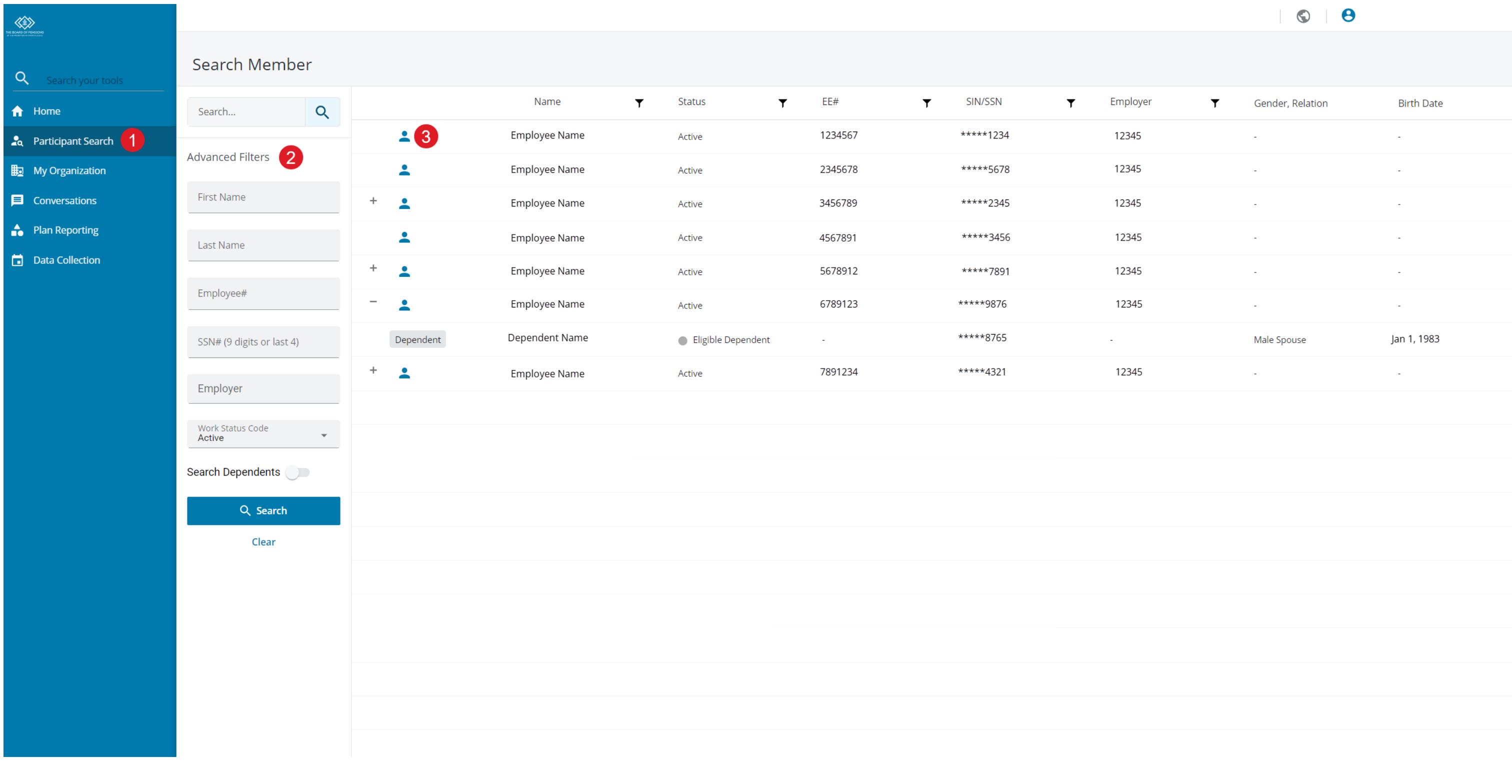
HOMEPAGE OVERVIEW



1. **Blue Navigation Menu.** Quickly access participant search, organization information, secure message conversations with the Board, and data collection.
2. **Participant Management.** Search to see employees' personal information, coverage, and employment information.
3. **My Data Collections.** View in-progress and complete data collections. Use data collections to submit updates to employment information, like new hires, salary changes, and terminations.
4. **Employer Billing.** Review invoices and invoice history, and manage one-time or recurring payments.
5. **My Agreements.** Access Employer Agreement information, view your Employer Agreement statuses, and submit your annual Employer Agreement.

FINDING EMPLOYEE DATA

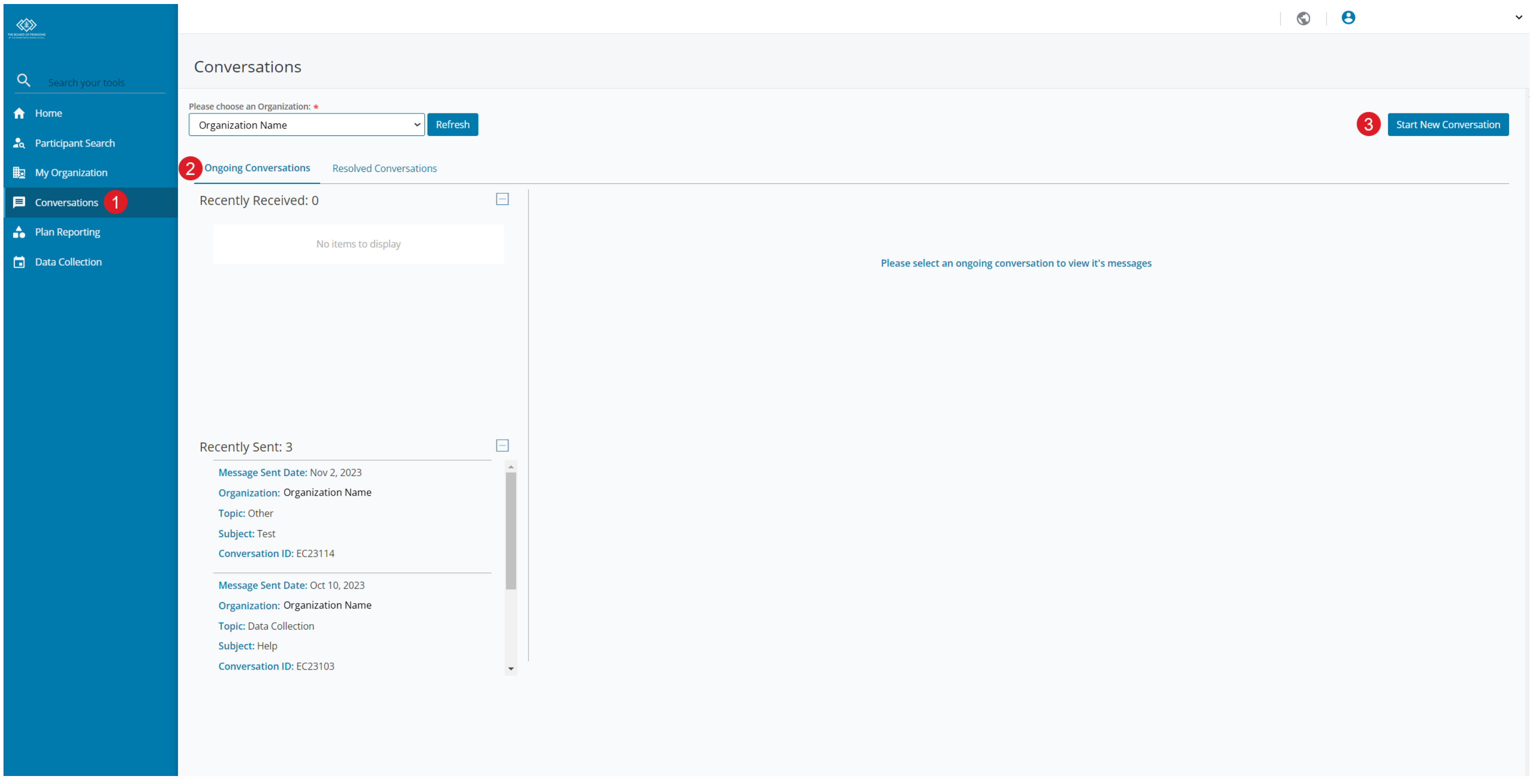
Benefits Connect has a streamlined interface to access employee data.



1. **Participant Search.** In addition to the employee search function on the homepage, use the Participant Seach function found on the navigation menu.
2. **Advanced Filters.** Using the Participant Search function, find and look up employee data with one or many category filters. To view a full list of employees, select Active from the Work Status Group.
3. Select the blue icon to view employees' personal information, coverage, and employment information.

CONTACTING THE BOARD

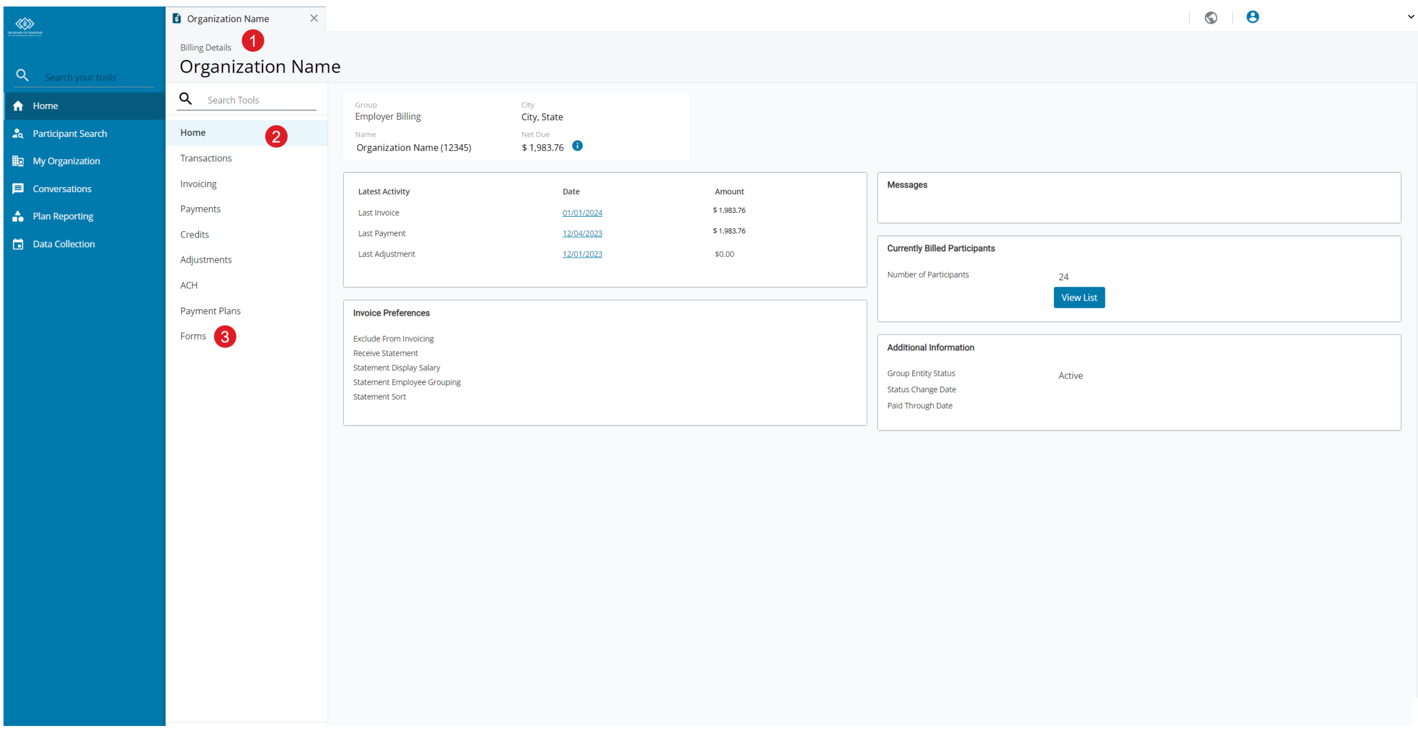
Through the Conversations feature in Benefits Connect, you can manage and initiate secure conversations with the Board.



1. **Conversations.** Use the Conversations function on the navigation menu to send secure messages to the Board.
2. **Ongoing Conversations.** See recently sent and respond to recently received communications with the Board.
3. **Start New Conversation.** Send a new secure message to the Board.

BILLING HOME AND VIEW INVOICES

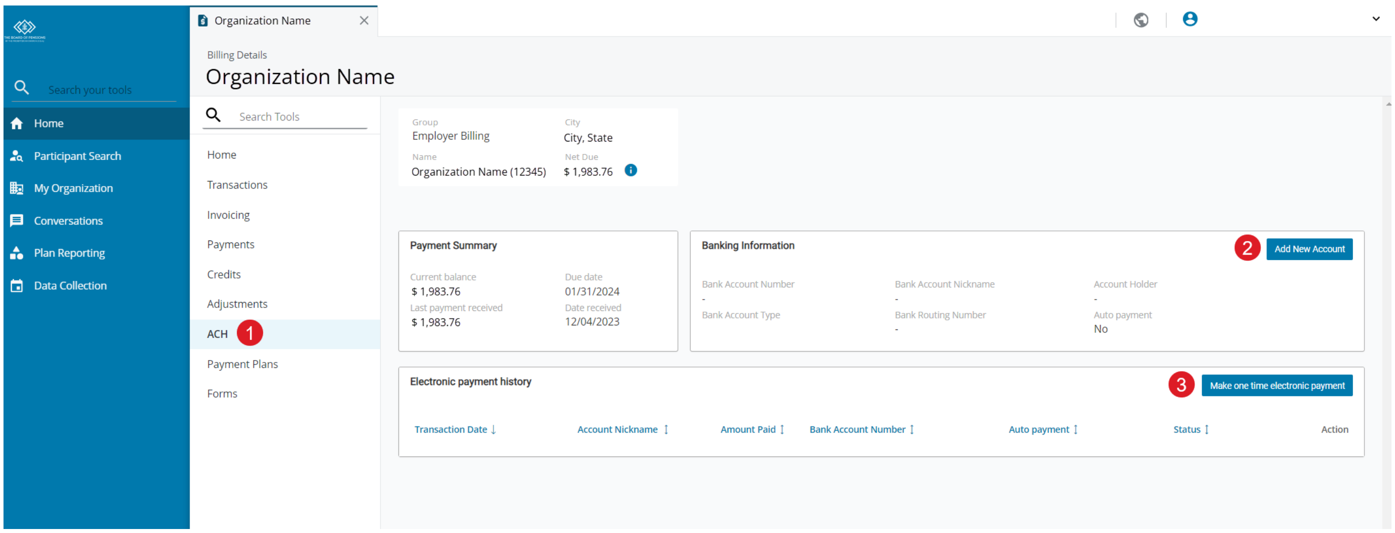
See and manage your organization's invoices using Benefits Connect's easy-to-use interface, and view robust reporting and invoice details.



1. **Billing Details.** View snapshot of your latest activity, invoice preferences, currently billed participants, and more from your Billing Details home page.
2. **Billing Navigation.** Access several tools to help manage invoices and payments, and view transaction reports.
3. **Download invoice.** Select Forms, then click Employer Billing Invoice to download a PDF of your monthly invoice.

PAY INVOICES

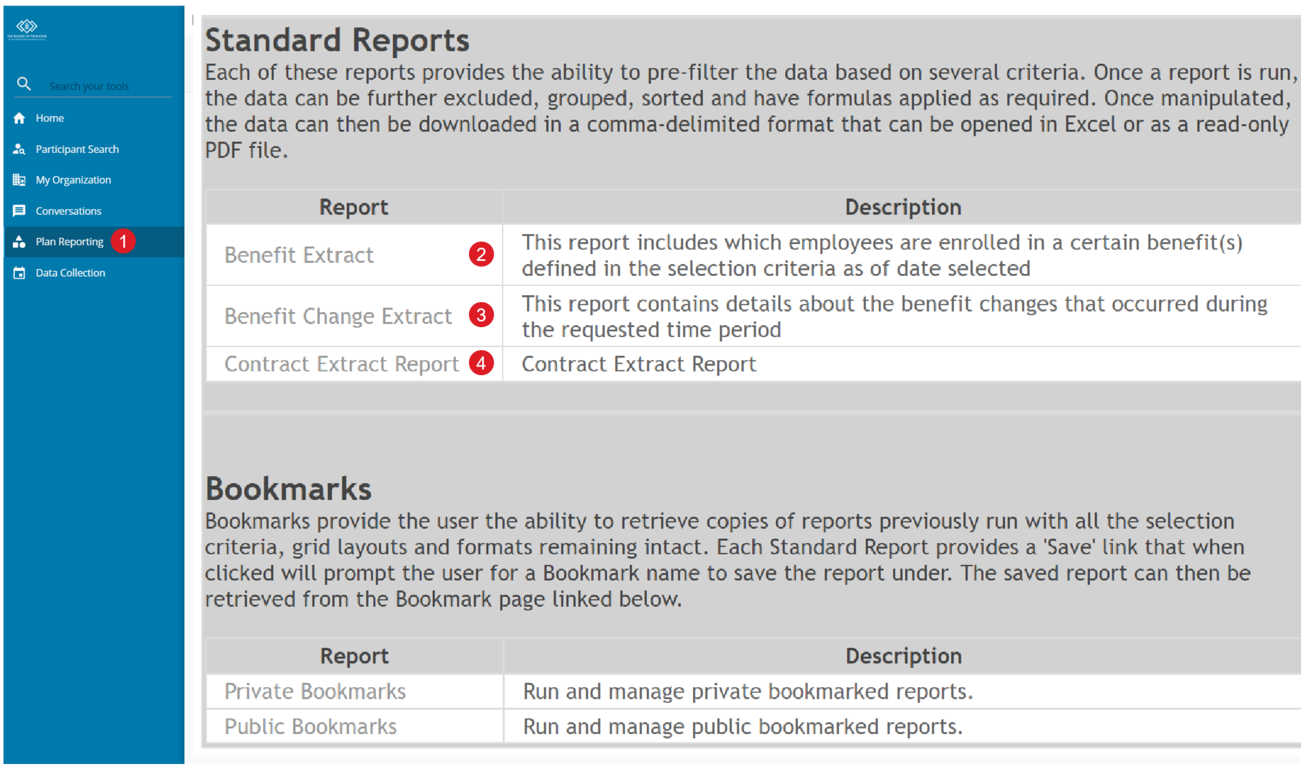
Pay invoices quickly and efficiently through a one-time electronic payment or by setting a recurring payment.



1. **ACH.** Manage payment information by selecting ACH.
2. **Add New Account.** Input payment details and set automatic payments.
3. **Make one-time electronic payment.** Pay your invoice and conveniently save your banking information for future payments. Note: Saving your banking information will not set a recurring payment.

VIEW EMPLOYEE ENROLLMENT REPORTING

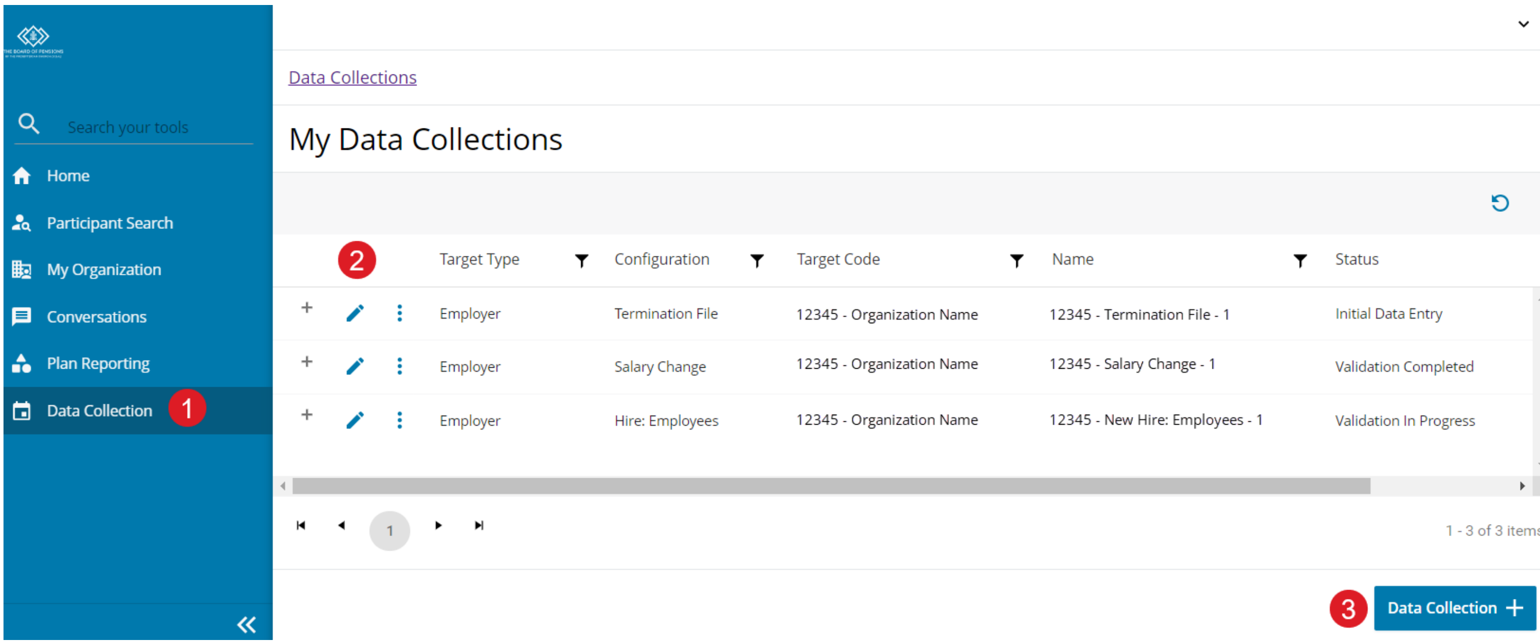
Download PDF, Excel, or CSV reports to gain insight into your employees' benefits participation with Benefits Connect's plan reporting tools.



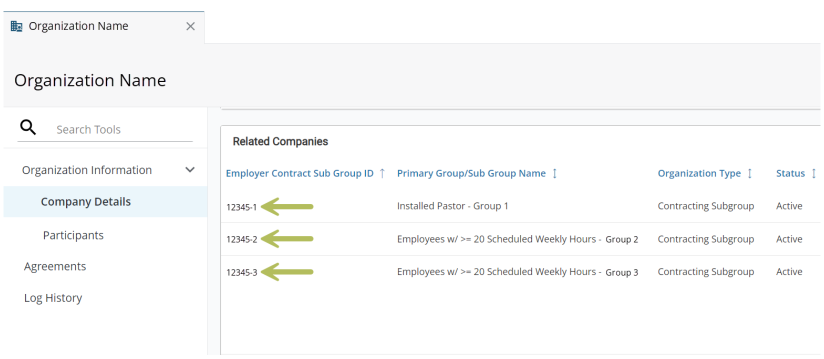
1. **Plan Reporting.** View your employees' benefits participation and reports that support payroll deduction management.
2. **Benefit Extract.** This report includes which employees are enrolled in certain benefit(s) and related employee and employer monthly and annual costs.
3. **Benefit Change Extract.** This report contains details about the benefit changes that occurred for enrolled employees during the requested time period.
4. **Contract Extract Report.** View your Employer Agreement benefit groups, sub groups, and employer contributions for each coverage level of benefits offered.

REPORT NEW EMPLOYMENT AND CHANGES

If you need to report new employment or employment changes, Benefits Connect offers a streamlined data collections feature.



1. **Data Collection.** Update employment information quickly by clicking Data Collection from the left blue menu. You will need to know an existing employee's SSN (via Participant Search) or a new employee's benefit group and sub group ID (via Organization Details).



2. **Data Collection Details.** Manage and view data collections by selecting the following icons: +

3. **New Data Collection.** Start a New Data Collection by selecting the blue Data Collection button found at the bottom of the page. Follow a data collection timeline of (1) Definition, (2) Data Entry, (3) Validation, and (4) Review to enter, check, and submit changes.