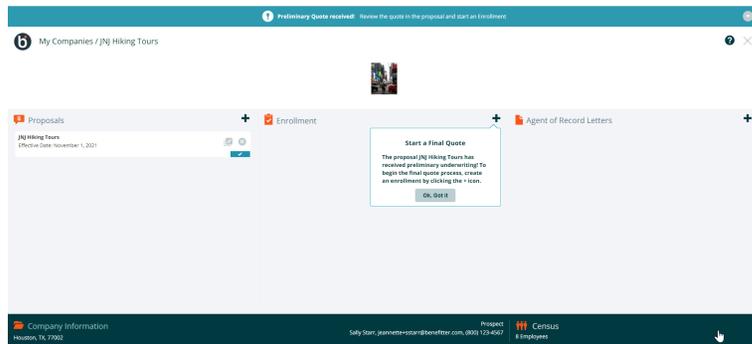


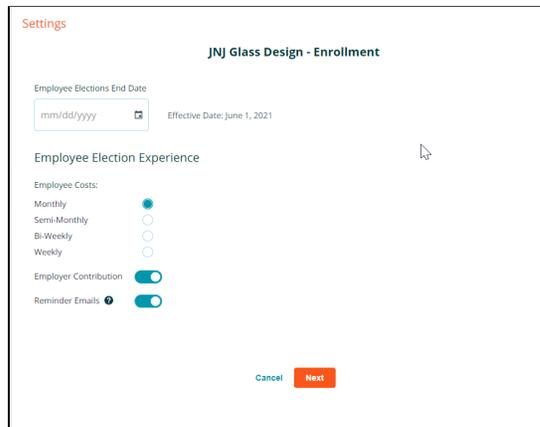
Let's jump-start your knowledge by walking you through Benefitter's functionality for employee elections, enrollment, and installation.

Quick Start Employee Elections



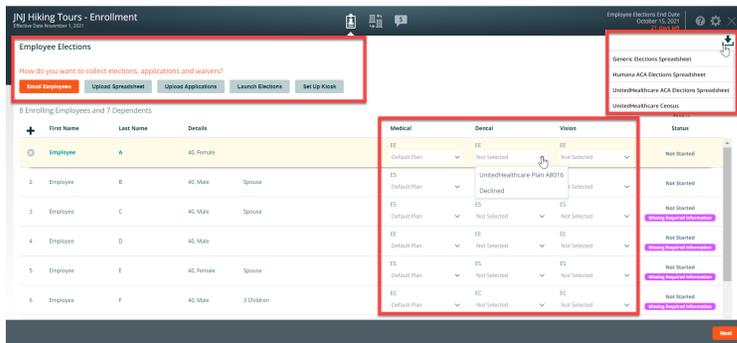
Create the Enrollment

- In the enrollment section on the company homepage, click on the + icon
- Select a proposal to use for the enrollment



Enrollment Settings

- Choose a deadline for employee elections
- Select the period for showing employee costs (monthly, semi-monthly, bi-weekly, weekly)
- If desired, turn off the Employer Contribution toggle to hide the contribution amount from employees
- Use the Reminder Emails toggle to activate follow up emails for employee elections

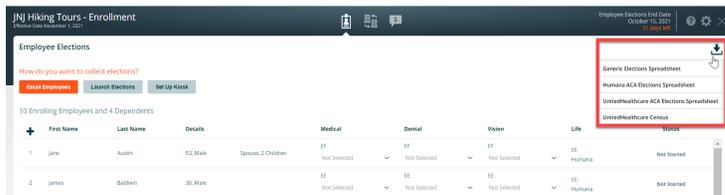


Collect Employee Elections

The process for managing employee elections closely mirrors the individual medical questionnaire steps. Choose the options below to collect elections, applications:

Email Employees

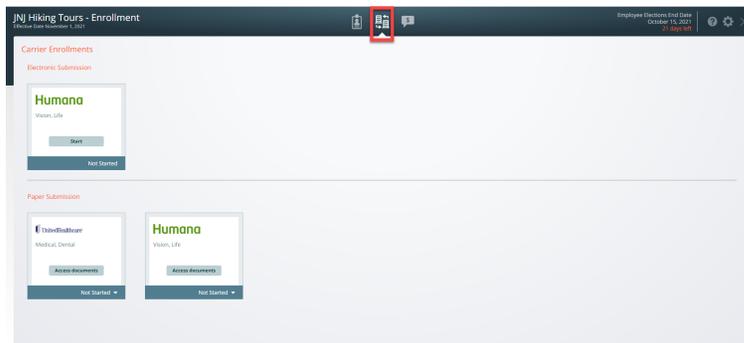
- Send employees an invite to complete a mobile-friendly enrollment
 - On the employee notification page, check the names of employees that you are inviting to complete their Questionnaires electronically.
- **Upload Spreadsheet - (All Savers groups only)**
 - Download the enrollment spreadsheet by clicking Download Enrollment Spreadsheet
 - This spreadsheet is pre-populated with the census data you have already collected. All of the employees on the census are included in this file
 - Fill in each employee's selected tiers, plans, and additional enrollment information. Then click the Upload Enrollment Spreadsheet button, and upload the file.
 - Please do not upload medical questionnaires or any other enrollment spreadsheet here. Fill in plan selections and missing information on the provided spreadsheet and upload the document
- **Upload Applications - (All Savers groups only)** Download a blank employee application by clicking on the download icon. Attach a copy of the application to an email and send it to the employer/employees. When you receive the completed documents. Click on the upload application button and upload the completed applications.
- **Launch Elections** - on the Launch Employee Questionnaire page access an employee's enrollment directly to walk them through completing it, or to complete the enrollment.
- **Kiosk** - Download access codes and set up a kiosk
- **Select plans/enroll group** on the enrollment page.



Export Completed Employee Elections

After the employees have completed their enrollments, the following documents are available for download, when applicable:

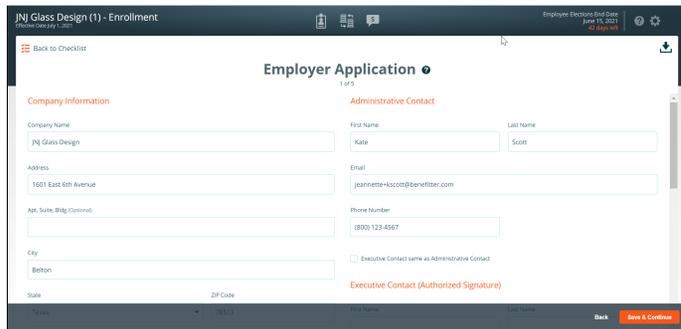
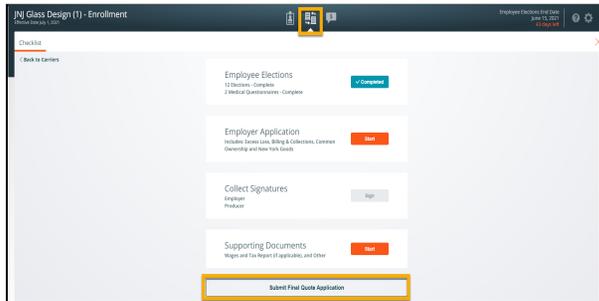
- Generic elections Spreadsheet
- UHC SAM (ACA) Employee Elections Spreadsheet
- UHC Census
- UHC Employee Applications



Process Carrier Enrollment(s)

- Paper Submissions
 - Export employee information
 - Elections spreadsheet download (UHC, etc.)
 - UHC Census pdf
 - UHC Employee Applications
 - Download Enrollment (Employer Group Application, etc.)
- Electronic Submission - Humana
 - Start Group Application
 - Receive Group id
 - Confirm Final Quote
 - Application Confirmation
 - Enrollment Processing
 - Group Installation
 - Post Installation (Download Member ID spreadsheet, Employer Group Application)

All Savers Underwriting & Submission



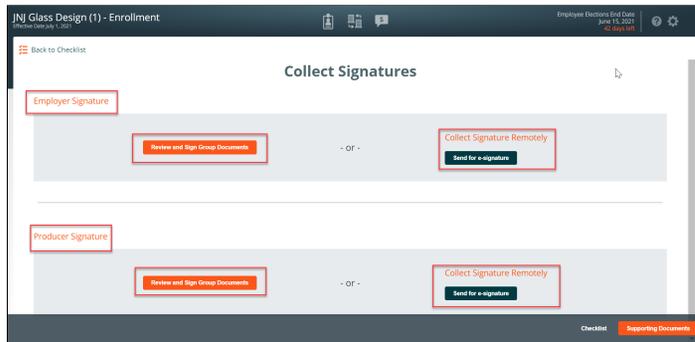
Access All Savers Checklist

The checklist guides you through the All Savers enrollment process and shows the status of each step (completed, in progress, and not started).

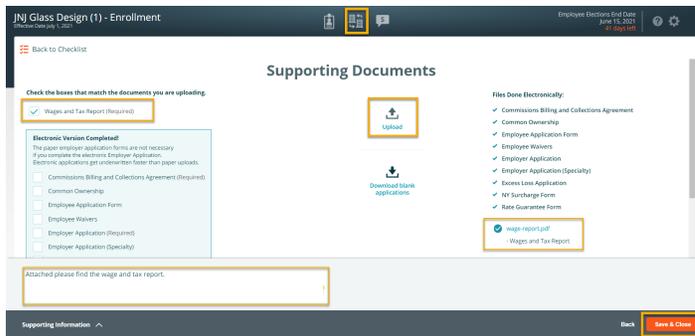
- On the Enrollment page, click on the All Savers Home icon
- Click on the checklist items to access them.
- The Submit Final Quote Application button will be disabled until all of the required steps are completed

Complete Employer Application & Collect Signatures

- On the Enrollment Checklist page, click on the Employer Application Start button to access the application
- The Employer Application streamlines four All Savers® enrollment documents (Employer Application, Excess Loss Application, Commissions Billing and Collections Agreement, New York Surcharge Form) into five screens:
 - Employer and Agent Information
 - Eligibility and Plan Selection
 - Eligibility for Medical Coverage
 - Payment
 - New York Public Goods Pool



- The Collect Signatures section can be accessed once the Employer Application section is completed.
- You can collect signatures in person (in the Benefitter interface) or by sending an email to collect them remotely

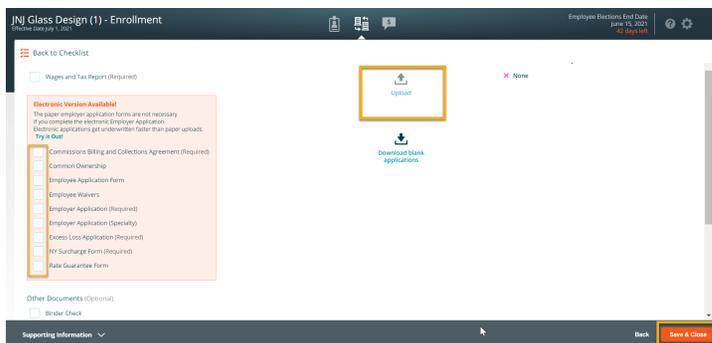


Upload Supporting Documents

Use the Upload Supporting documents section to:

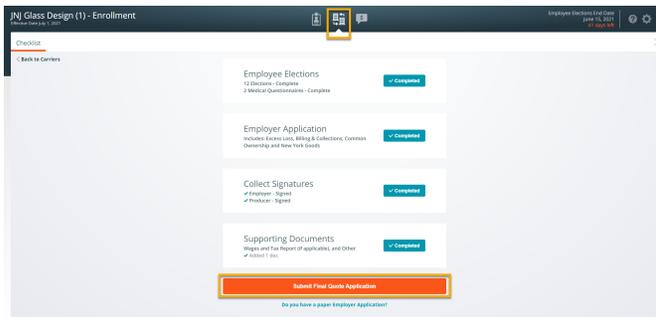
- Upload additional required documents (binder check, image of binder check, wage and tax form)
- Download blank copies of All Savers® enrollment documents

Override the All Savers® documents completed in Benefitter by uploading versions that were completed offline.



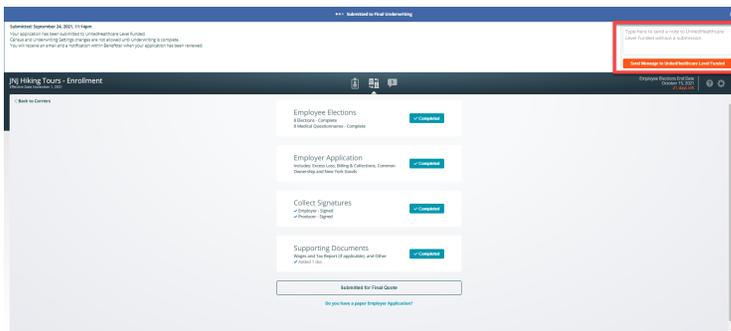
Upload Paper Employer Application

- You can upload a completed Employer Application PDF instead of completing it online
- To upload the paper documents select the applicable checkboxes
- Click on the upload icon to choose the document from your computer



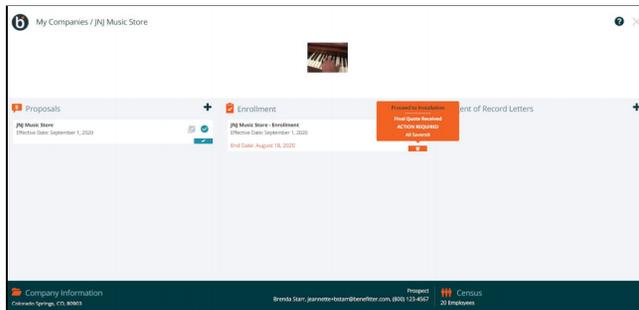
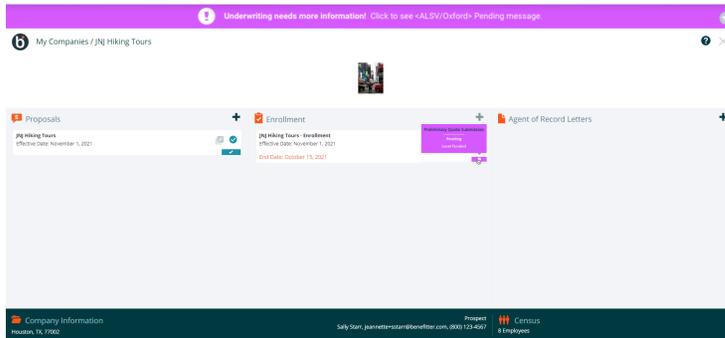
Submit Final Quote Application

When the items are set to completed click the **Submit For Final Quote** button at the bottom of the checklist page.



Persistent Header-Preliminary Underwriting Request Submitted

- Messages at the top of the page will alert you of where you are in the underwriting process, and what steps to take next
- You can enter a note in the message box to communicate with the UnitedHealthcare Level Funded Team
- At this stage, census and underwriting settings changes are not allowed until underwriting is complete.
- You will receive an email and a notification within Benefitter when your application has been reviewed



Resolve Underwriting Questions

- As with the preliminary underwriting request, the All Savers® underwriting team may identify issues that need resolving before they can provide final rates. In this case, you will receive an email alerting you that the final quote submission requires your attention. You will also see a pending status indicator on the client's homepage
- A message on the Enrollment Checklist page will provide information about the issues that need to be addressed. Once you have entered the required information, click on **Resubmit for Final Quote Application** to have the All Savers® underwriting team review the new information

Receive and Approve Final Underwritten Rates

- You will receive an email when final rates are available
- To review the rates:
 - Open the enrollment in Benefitter and navigate to the Enrollment Checklist, then select the Final Quote section, or
 - Access the final quote by clicking on the Quotes icon in the Enrollment module header.
- The Quotes page displays a comparison between the preliminary and final underwritten rates
- Click on the download icon to save a copy of the preliminary and final quotes
- Accept the final quote and install the group by clicking Install - Approve & Accept Quote.

Fences and Corrals - Enrollment
Effective Date December 1, 2021

Employee Elections End Date
November 22, 2021
Expired

Employee Elections

All Savers® POLICY ID: 1234-56789

5 Enrolling Employees and 9 Dependents

	First Name	Last Name	Details	Medical	Dental	Vision	Status
1	Sam	Darling	39, Male Spouse, 3 Children	EF HE6350ES Choice #001001	EF Plan A8016 #001001	EF Plan V1012 #001001	Completed by Spreadsheet

- Generic Elections Spreadsheet
- Download Blank Employee Application
- Download Member ID Spreadsheet
- Download Completed Employee Applications

Confirmation of Successful Installation

- You will receive an email when the group has been installed
- From this point forward, you can review any part of the enrollment but can no longer make changes to it in Benefitter
- The group will now appear in myAllSavers.com, where you can submit any needed adjustments
- The Member IDs will be added to the employee elections page
- Download Member ID spreadsheet