

Employer Self-Service Renewal



We are excited to announce updates to our Employer Portal to make COBRA plan rate renewals easier. These updates are designed with your convenience in mind.

Now, you can conveniently enter:

- New plans and rates, plan rate renewals, and open enrollment periods
- Adjust user permissions
- Check plan renewal status
- Map participants
- And access renewal reminders and reporting

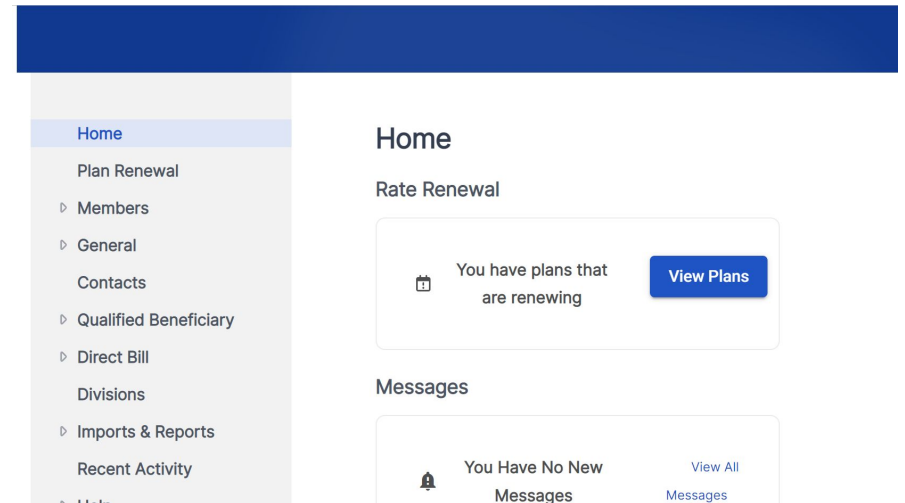
... all from the Employer Portal.

Employer Self-Service Renewal

Employer Portal Self-Service Plan Renewal

Employer Portal Self-Service

- Homepage
 - Message that plan are available for renewal



Employer Self-Service Renewal

Employer Portal Self-Service Plan Renewal

Employer Portal Self-Service

- Plan Renewal Page
 - Status of Plans (QB & DB)
 - View Plans to Renew or Submitted
 - Choose plans “Ready to Submit”

Home

Plan Renewal

- Members
- General
- Contacts
- Qualified Beneficiary
- Direct Bill
- Divisions
- Imports & Reports
- Recent Activity
- Help

Plan Renewal

Plans to Renew Submitted

Qualified Beneficiary

Effective Date - 01/01/2024

<input type="checkbox"/>	STATUS ↑	LAST DAY TO SUBMIT	INSURANCE TYPE	PLAN NAME	CARRIER NAME	
<input type="checkbox"/>	Ready to Submit	01/21/2024	DENTAL	ACME Great Dental	ACME Insurance	⋮
<input type="checkbox"/>	In Progress	01/21/2024	MEDICAL	Flat Rate Medical Plan	ACME Insurance	⋮
<input type="checkbox"/>	Not Started	01/21/2024	MEDICAL	Coverage Level Plan	ACME Insurance	⋮

Direct Bill

Effective Date - 01/01/2024

<input type="checkbox"/>	STATUS ↑	LAST DAY TO SUBMIT	INSURANCE TYPE	PLAN NAME	CARRIER NAME	
<input type="checkbox"/>	Not Started	01/21/2024	MEDICAL	Bayside Bronze Medical	ACME Insurance	⋮

Employer Self-Service Renewal

Employer Portal Self-Service Plan Renewal

Employer Portal Self-Service

- Renewing Plans Step 1
 - Click : next to plan
 - Review current rates
 - Reuse or Add new rates
- Member Specific Rates cannot be renewed through ER portal

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Plan Renewal

Plans to Renew Submitted

Qualified Beneficiary

Effective Date - 01/01/2024

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<input type="checkbox"/>	Ready to Submit	01/21/2024	DENTAL	ACME Great Dental	ACME Insurance
<input type="checkbox"/>	In Progress	01/21/2024	MEDICAL	Flat Rate Medical Plan	ACME Insurance
<input type="checkbox"/>	Not Started	01/21/2024	MEDICAL	Coverage Level Plan	ACME Insurance

Direct Bill

Effective Date - 01/01/2024

STATUS ↑	LAST DAY TO SUBMIT	INSURANCE TYPE	PLAN NAME	CARRIER NAME
Not Started	01/21/2024	MEDICAL	Bayside Bronze Medical	ACME Insurance

Employer Self-Service Renewal

Employer Portal Self-Service Plan Renewal

Employer Portal Self-Service

- Renewing Plans Step 2
 - Review General plan information
 - Edit fields if applicable

ACME
HEALTH FUND SERVICES

Edit Flat Rate Medical Plan

Plan Rate Renewal - Step 2 of 2

General Plan Information

Plan Name *
Flat Rate Medical Plan

Carrier Plan Identification

Insurance Type
Medical

Rate Type
Flat rate for plan

Carrier Information

Carrier *
ACME Insurance

Carrier Enrollment Contact *
Member Eligibility

Carrier Customer Service Contact

Carrier Remittance Contact

Carrier Email Contacts

Carriers

ACME Email Eligibility - FL

ACME Email Eligibility

Employers

Jerry Young

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Plan Settings

Benefit Termination Type
End of Month

Insured Type *
Fully Insured

Waiting Period
0

FSA Renewal Month
January

Conversion to Individual Plan Allowed

Monthly Update Required

Use Coverage Level Name for Member

Carrier Remit

Suppress Carrier Notification Delivery

Open Enrollment Settings

Plan Year Start Date

Plan Year End Date

Plan Category

Employer Self-Service Renewal

Employer Portal Self-Service Plan Renewal

Employer Portal Self-Service

- Reporting
 - Standard Report - Employer Plan Renewal
 - Available in Admin & Client Portal
 - Run by Member Type

Client Name:	Bayside Resorts					
Effective Date:	01/01/2024					
Plan Member Type:	QB					
Status	Last Day To Submit	Insurance Type	Plan Name	Carrier Name	Submit Date	Hold Plan Change Notice
Ready to Submit	01/21/2024	Dental	ACME Great Dental	ACME Insurance		False
In Progress	01/21/2024	Medical	Flat Rate Medical Plan	ACME Insurance		False
Not Started	01/21/2024	Medical	Coverage Level Plan	ACME Insurance		False
Submitted	01/21/2024	Medical	Flat Rate Plan	ACME Insurance	07/12/2023	False

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