# **Online Enrollment System**



AMWINS

CONNECT ADMINISTRATORS

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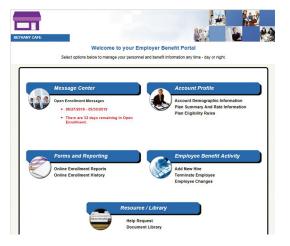
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Our online enrollment system is designed to offer you access to a variety of eligibility management tools to assist you in managing your employee benefits program. Our Online Enrollment System streamlines time-consuming tasks of benefits enrollment, billing and reporting requirements, and allows you to review benefit options, compare benefit summaries and complete final benefit elections.

## **Employer access features**

- Access to manage personnel an benefit information with ease and convenience, anytime day or night.
- Message Center that displays important messages for you employees regarding New Hire an Open Enrollment Periods, Mid-Year Qualifying Event activities, missing information, etc.



- Document Library for access to Carrier Benefit Summaries as well as Carrier and Amwins Connect Administrators forms
- Various report options such as Custom Census, Enrollment Alerts, Benefit Summary Reports and Beneficiary Reports, to assist in managing employee benefits and enrollment.
- A system designed to walk you through the steps that are required to complete each enrollment process, (New Hire, Employee Changes or Employee Terminations) after selecting the employee.
- View all transactions processed through Online Enrollment.
- Email notifications of all employee online transactions.
- Employee Election Forms for print and signature.

## **Employee access features**

- Employee ability to make changes, update information and add dependents to benefits.
- Benefit Summary reflecting their plan elections, payroll deductions and coverage levels as of the date and time shown.
- An email link to your dedicated Account Administrator.



- Employee Election Form which reflects transactions performed.