

BrokerSuite™



My Benefits Count™

A powerful, web based, customizable portal for benefit and employer to employee communication.

Online Enrollment

Easy to implement and to use, our Online Enrollment module is a turn-key solution that saves clients time and money.

Total Compensation

A web-based view of the entire value of an employee's compensation: salary, benefits, taxes and more.

Total Census™

Access all employee demographics, benefit elections, plus 15 customized fields in this centralized tracking tool.

Employment Guide

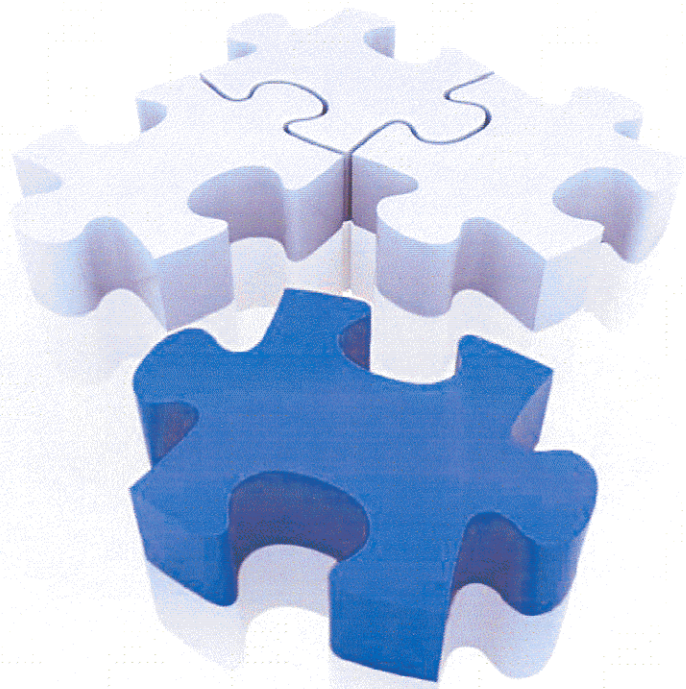
An online library that includes everything from HR Policies and Forms, to Regulatory & Benefits News and Comparison Charts.

BrokerSuite™

We have the missing pieces to
your benefits communication
strategy.

BrokerSuite provides integrated
benefits communication solutions
that connect Brokers, Employers,
Employees, and Insurance Carriers.

Our seamless merger of service,
experience, knowledge, process,
and technology bring these
elements together with ease.





BrokerSuite Online Enrollment Module

Product Sheet: Online Enrollment Module

Online Enrollment is designed to simplify and organize benefit selections and enrollment. Online Enrollment allows employees to enroll in available benefit plans during open enrollment and view a 1 page benefit summary statement of elected benefits throughout the year. Employers dramatically reduce the amount of paper required and work associated with traditional paper-based open enrollment. Employers are able to track each employee's enrollment status during the open enrollment period while having year-round access to an employee census database and reporting module.

Employee Self-Service Features:

- Allows private and secure access to online enrollment via employee benefit portal
- Employee questionnaire captures standard employment profile related data
- Select or waive available benefit plans during open enrollment period
- Enroll in selected benefit plans during open enrollment
- View, print and sign medical enrollment form
- Handle year-round new hire enrollment
- View real-time year-round benefit summary statement via employee benefit portal

Employer Administration Features:

- Allows private and secure access to online enrollment via employer admin portal
- View standard employee profile and questionnaire
- Manage employee census and enrollment: track updates and changes
- Full census report
- Medical enrollment form pre-population (print or save)
- Custom data capture availability

Customization Options: (customization available on case-by case basis)

- Rate-based calculations
- Additional form pre-population (as needed)
- Interfaces to carriers
- Data imports
- Custom field validation
- Custom error handling
- Custom reports

BrokerSuite™

We have the tool to help you
tame COBRA compliance.
Introducing Total COBRA.

BrokerSuite provides an advanced
COBRA administration solution
called Total COBRA.

Total COBRA is a turnkey solution,
assuring that your COBRA
compliance is consistent,
accessible and affordable.



Employee Tracking

Total COBRA maintains all employee information required for COBRA compliance in one convenient system. Take advantage of reliable and accurate access to employee benefits data, census information, dependents and life events, and proof of mailing to establish your compliance with COBRA.



Notifications & Ongoing Administration

Qualifying event notifications and election forms with verification help avoid unnecessary claim payments. Total COBRA Administration Services include data from participants as required by law, as well as features designed to keep you up to date on qualified beneficiaries, timelines, and more.



COBRA Compliance Services

Stay compliant with monthly tracking of your COBRA participation status, maintenance free implementation, and easy access to our knowledgeable customer service representatives. Total COBRA assures consistent adjudication of your employees' COBRA eligibility and participation. Total COBRA maintains your records in compliance with the law, so that you can focus on your business.



Total COBRA™

BrokerSuite proudly offers Total COBRA, a product designed to add COBRA expertise to companies that normally wouldn't have access to a COBRA expert.

Let BrokerSuite Total COBRA do the work for you: Access employee tracking & eligibility information as required by COBRA law. Total COBRA ensures compliance through processes built around set COBRA regulations. Take full advantage of notifications set to specific schedules, as well as robust administrative services for managing qualified beneficiaries and timelines.

Employee Tracking of:

- All employee information required for COBRA compliance
- Employee benefits data
- Census information
- Dependents and life events, and
- Proof of mailing to establish your compliance with COBRA

COBRA Notification Services include:

- Automated mail services
- Compliance required notifications
- Qualifying event notifications
- Election forms with verification

COBRA Administration Services include:

- Data from participants as required by law
- HIPAA Certificates of Creditable Coverage mailed to participants upon termination of coverage and upon termination of continuation coverage
- Provides full-service administration of COBRA qualified beneficiaries
- Complete elections and premium payment services
- Timely receipt of elections and premium payment
- Management of timelines and requirements for continued participation

COBRA Compliance Services:

- Maintenance and Installation-Free – Total COBRA is an outsourced solution, so there's no software to install
- Monthly Reporting – Total COBRA informs you monthly of your COBRA participation status
- Access to Support - You're always within easy contact of our knowledgeable customer service staff
- Risk Management – Total COBRA assures consistent adjudication of your employees' COBRA eligibility and participation. Total COBRA maintains your records in compliance with the law

BrokerSuite™

The Human Resources Tab

~~Every broker I have ever heard of has a website. Did you know that your BrokerSuite™~~ An intranet is an internal web based resource that is only accessible by employees of the company which allows Human Resource to communicate company information.

The intranet that you are now offering is not only a means of communication from HR to the employees at work, but also for the employees at home, on the road, at the doctors office or even on their travels. Now HR can communicate the following information regardless of an employee's location....

- Ability to communicate all internal policies and procedures: Employee Handbook, Sexual Harassment, Dress Code, Safety Regulations, OSHA regulations, Vacation Schedule, Holiday Schedule, Employee of the Month or Fundraising drives.
- Article or websites that are industry related
- Newsletters
- Company Outings
- Form Pre-Population for New Hire & Enrollment forms (On-line enrollment)
- Excellent recruitment tool: Ability to post applications as well as give username and password to potential candidate.
- Ability to post available opportunities for employment
- Employee biographies
- Employee promotions
- Electronic Compliance Sign-off Policy
- Direct Deposit Authorization document
- Expense sheet document
- Human Resource guide for HR provided by the Bureau of National Affairs
- Ability for HR to store unlimited forms & create forms library
- Ability for HR to have private access to any material
- Excellent training platform for multiple locations by having the ability to put guides/manuals on the site.