Benefitsolver Administrator Access

Name of Company:

_____
Name   *FEIN Number*

Address:

_____
Street Address   *Unit #*

_____
City   *State*   *ZIP Code*

Region/Service Co-op:

_____

Person Invoice Addressed to:

_____

Email:

_____

Eff. Date:

_____

New Hire Waiting Period

_____

Benefitsolver Administrator Rights

Name of Admin: _____

Email: _____

Admin Access:
(check all that apply)

☐ **Billing Access:** view and download monthly invoices

☐ **Enrollment Access:** make changes to member records and benefits

☐ **View Only Access:** view member records, cannot make changes

Name of Admin: _____

Email: _____

Admin Access:
(check all that apply)

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Name of Admin: _____

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Additional Setup Questions

Billing Structure: Employee classification categories (optional)

A categorized billing structure can be set up within the BenefitSolver platform. If you would like to have your premium invoice divided up into sub-groups, please tell us which categories you need. We have provided some examples for you below, but this can be customized to meet your needs. This optional categorizing of staff is for billing purposes only. Please let us know if you have questions.

Administration   Paraprofessionals

Janitorial   Bus Drivers

COBRA   Divorced Spouse

Teachers   Retirees

Other (please enter):   _____

Open Enrollment

Do you have an Open Enrollment period scheduled?   Yes   No

If yes, please enter the dates: _____

If no, please reference the dates listed above when scheduling. Please contact your service cooperative with questions.

Group Name: