

The Ease Monthly

In today's business landscape you need to get the most from your Ease system—and we'll show you how. This edition of The Ease Monthly gives you step-by-step instructions on how to access and utilize critical things like email templates, custom documents, and the Ease Help Desk. The "new normal" is digital, and when you have Ease, you're ready to take on benefits administration and onboarding more effectively than ever before—let's get started!



Email Templates for You

Don't have the luxury of communicating with your employees at an all-staff meeting about important topics like employee benefits, ACA, and new policies? Don't worry. Utilize Ease's email templates and customize them to your liking to communicate important information about benefits enrollment, ACA, important documents, and logins. You can create and save templates for the messages you send to your employees frequently, as well as notify them about any new politics or upcoming deadlines.

Here's how you can access existing (or create new) email templates:

1. Log in to your Ease account
2. Click on "Settings"
3. Click on "Email Templates"
4. Click on the blue "Actions" button and choose to "Create From Blank" or "Create From Default"

[Learn More](#)



Custom Documents

Need to gather employee signatures without having a face-to-face meeting? Custom Documents allows you to upload any document to your company's Document Library in Ease. From WFH policies and performance review templates to employee handbooks, these documents can be signed by employees digitally, and as the name suggests, Custom Documents can be customized to

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As employees are slowly making their way back into the workforce, Ease has several features to help you as you prepare to help them. Your Ease system is designed to help onboard new employees and assist employees through benefits enrollment—and you can even see exactly what new hires see, even if they are working remotely.



Onboarding with Ease

Give new employees a flawless first day with Onboarding with Ease. Digital onboarding allows you to quickly and securely gather new employee information without having to meet in person. When you enable Onboarding with Ease, you have the power to:

- create and send offer letters.
- show applicants their benefits eligibility.
- sync benefits so employees only have to enter their information once.
- store completed and e-signed W-4 forms and I-9 information.
- collect direct deposit information.

Talk with your broker about enabling Onboarding with Ease today!

[Enrollment and Onboarding Video](#)



See What Your Employees See

It doesn't matter where you or your employees are located, you can still guide them through the benefits enrollment process with Ease. You can see exactly what an employee sees during benefits enrollment with "Employee View from Company Admin" from your Ease dashboard. Log in to your Ease account to explore this feature!

[Learn More](#)

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As temperatures remain high, so does the pressure to prepare for—and deliver—a successful open enrollment. Learn how to send employee logins ahead of time, share a video with your employees to set the expectation around their enrollment experience, and sign up for a webinar to refamiliarize yourself with Ease!



How To: Send Logins Ahead of Open Enrollment

Now is a good time to begin preparing for open enrollment. Get a head start by sending logins to your employees ahead of open enrollment. View a short video for tips and best practices to ensure employees have their login credentials on time.

[Watch The Tutorial](#)



Give Your Employees Peace of Mind

Benefits enrollment can be a complicated task for employees—even more so when they're working remotely. Show your employees how online enrollment streamlines the process, making enrolling in benefits more seamless than ever.

[Share This Video](#)



Get an Ease Refresher

Good news! We've added three more sessions for the "Streamline Enrollment with Ease" webinar. This webinar is a great refresher on how to use Ease—from adding new employees to the onboarding and enrollment experience, and everything in-between. Prepare yourself for the upcoming open enrollment season by attending this educational webinar.

[Register Now](#)