

ease

Taking your benefits administration online is a huge time saver. And by having in-depth reporting and the ability to add and manage company documents at your fingertips, you have greater visibility into all things related to your company's benefits.

Reports in Ease

Generate the reports you want, when you want them to get the information you need. You're only a click away from generating several different reports within Ease, including (but not limited to):

- **Payroll Deductions** (generates a payroll deduction report for selected plans)
- **Consolidated Billing** (generates a consolidated billing report for selected plans)
- **Enrollment Census** (contains demographic and election information for employees and their dependents)
- **Enrollment Progress** (shows the progress of employees going through enrollment)
- **Open Enrollment Changes** (contains election change information for employees related to current and previous plan years)
- **Enrollment Forms** (generates enrollment forms)

Take a deeper dive into the reporting functionality within Ease by watching this step-by-step video.

[View Video](#)




How to: Add and Manage Company Documents

From employee handbook acknowledgements to new hire checklists, adding and managing documents is an important early step to getting the most from the Ease system. Get started off on the right foot by making sure you have an organized document library.

The Document Library contains documents you want to make sure all employees see. This library is accessible to employees when they log in to Ease. Documents can be organized into folders, and you can notify employees of new documents that require review and/or signatures, and employees can review and/or e-sign those documents directly in Ease. Watch a short video to see how you can add and manage company documents in your library.

[View Video](#)



P.S. — We get personal in next week's email by discussing how your employees can add a Qualifying Life Event (QLE). Plus, we'll provide a video you can share with your employees to get them excited about using Ease.

Want to learn more about Ease's features and functionality? Looking to set your employees up for success? Access the [Ease help desk](#) through your Ease login, 24/7.



500 Treat Ave. Suite 200
San Francisco, CA 94110

ease

[Click here to unsubscribe](#)