

# ease

Make your company's first impression count. With Ease, online benefits enrollment does more than save you time, it sets the tone for a better first day for new employees—putting you ahead of your competitors as you create meaningful employee engagement right from the start. Watch these short videos to learn how to best utilize Ease for an employee's first day.

## New Hire Onboarding

Give your employees a flawless first day with online onboarding. Create and send offer letters, ensure that you have received completed and signed W-4s and I-9s, and securely store direct deposit information. See everything you can do with Ease's onboarding by watching this short video.

[Onboarding Video](#)

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## Terminating Employees and COBRA Enrollments

Watch this step-by-step tutorial to learn how to terminate an employee and what to do when they're eligible for COBRA.

[View Video](#)



**P.S. — Next week's email is the last one from this series. You'll learn about email templates and you can subscribe to The Ease Monthly if you want a helpful, once-a-month email to make the most of your Ease system.**

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.



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