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Good news – your group is set up on EASE and is now ready for your use! Before you open the portal to members and begin the enrollment process, we recommend you take a minute to quickly check the items listed below. Feel free to click the links for further instructions:

Profile		Company Admin (Profile > Access)
Employees		Hire Dates (Employees)
		Pay-Cycle (Employee profile > Employment > Compensation)
		You can generate a census for quick access to employee details. See "Quick Tips" below.
Benefits		Open Enrollment Dates (Benefits > Open Enrollment)
		Plan Waiting Period (Benefits > Plans > Plan in question > Eligibility)
		Plan Rates and Rating Area (Benefits > Plans > Plan in question > Rates)
		Plan Contributions (Benefits > Plans > Plan in question > Contributions)
Settings		Default Pay-Cycle (Settings > Optional Fields)
		Email Templates (Settings > Email Templates)
Quick Tips	How to Generate a Census How to Add a Test Employee Thank you for taking the time to review. Now is the time to enroll using a test employee. If you have any questions regarding your build, please reach out to accountmanagement@wordandbrown.com and the next available team member will assist you.	

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