

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:

<b>Profile</b>	<a href="#">Company Admin</a> (Profile > Access)
<b>Employees</b>	<a href="#">Hire Dates</a> (Employees)
	<a href="#">Pay-Cycle</a> (Employee profile > Employment > Compensation)
	<i>You can generate a census for quick access to employee details. See “Quick Tips” below.</i>
<b>Benefits</b>	<a href="#">Open Enrollment Dates</a> (Benefits > Open Enrollment)
	<a href="#">Plan Waiting Period</a> (Benefits > Plans > Plan in question > Eligibility)
	<a href="#">Plan Rates and Rating Area</a> (Benefits > Plans > Plan in question > Rates)
	<a href="#">Plan Contributions</a> (Benefits > Plans > Plan in question > Contributions)
<b>Settings</b>	<a href="#">Default Pay-Cycle</a> (Settings > Optional Fields)
	<a href="#">Email Templates</a> (Settings > Email Templates)
<b>Quick Tips</b>	<p><a href="#">How to Generate a Census</a></p> <p><a href="#">How to Add a Test Employee</a></p> <p>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 <a href="mailto:accountmanagement@wordandbrown.com">accountmanagement@wordandbrown.com</a> and the next available team member will assist you.</p>