

Prominence[®] Health Plan

5500 REPORTING INSTRUCTIONS

Login to www.myagentworld.com

1. Click on the Menu item on the left titled “5500 Report”
2. Click on either the Report Name or the three dots that appear on the right

The screenshot shows a web interface with a sidebar menu on the left and a table of reports on the right. The sidebar menu includes items: Dashboard, Book of Business, Statements, Transactions, Overrides, and 5500 Report. The table has columns: Report Name, Created By, Created Date, Frequency, and Delivery Method. One row is visible with the report name '5500 Schedule A' and a created date of '9/20/2022'. Blue circles highlight the '5500 Report' menu item, the '5500 Schedule A' report name, and the three dots in the Delivery Method column.

Report Name	Created By	Created Date	Frequency	Delivery Method
5500 Schedule A		9/20/2022		

3. If there are any existing reports, they can be viewed here. You can also click on “Create” to create a new report.

The screenshot shows a modal window titled '5500 Schedule A'. It contains a search bar with a magnifying glass icon, a 'Start Date' field with a calendar icon, an 'End Date' field with a calendar icon, a 'Show 10' dropdown menu, and a blue 'Create' button. Below these fields, the text 'No Data to Display' is centered.

The screenshot shows a modal window titled 'Create new 5500A report'. It has two input fields: 'Group Name' with the placeholder text 'Start typing...' and 'Group ID' with the placeholder text 'Start typing...'.

The screenshot shows a modal window titled 'Create new 5500A report'. It has several input fields: 'Group Name' with the value 'CENTER OF HOPE - DNU', 'Group ID' with the value 'GRP0003091', 'Start Date' with the value '9/21/2023', 'End Date' with the value '9/21/2023', and 'Benefit & Contract Type' with the value '(a) Health'. There are 'Create' and 'Cancel' buttons at the bottom.

4. Enter applicable information. Note! You do not need to know the full name or group ID, just begin to type either of those fields and select from a drop down. Once either the Name or ID is entered, the other box will automatically populate.
5. Click the “Create” button at the bottom of pop-up and the report will be generated. Once created, this report will be made available to the user as mentioned in Step 3.

NOTE!

It can take up to a minute to generate a report depending on the user’s computer and internet connection.

Please contact PHPCommissions@uhsinc.com with any questions.