



**Ease is a modern benefit administration and HR software platform that makes enrolling and managing benefits easier for both the employer and the employee.**

Ease provides you with the tools to streamline and simplify the benefits election process. Online enrollment enables you and your organization to strategically and efficiently manage benefits, save time during benefits enrollment, and ongoing management by eliminating paper forms, reducing errors, and creating digital files.

Your administration team can see real-time open enrollment progress and use pre-built reports to track new hires' onboarding and benefits elections.

### **Ease Benefits for a Group Administrators:**

- ✓ Eliminates extra paperwork or having to hunt people down to complete their elections, **saving you and your employees time.**
  - You no longer have to try and decipher individuals handwriting
  - The system will ensure all required areas get completed
- ✓ You can email employees from the site about annual open enrollment and view in a snapshot all employee enrollment progress.
- ✓ Onboarding new hires via ease can assist you and your team in gathering demographic, dependent and beneficiary information to insure you have the most up-to-date details for each of your team members.

### **Ease Benefits for Employees:**

- ✓ The ease site is accessible to employees throughout the year and not just during open enrollment
- ✓ Employees only enter their information once, are required to complete all fields, and can digitally sign their forms.
- ✓ Allows employees to log in to their Ease account to view benefits or complete elections anytime and anywhere.
  - Employees can access Ease via web, mobile, or iOS and Android mobile app
- ✓ Employees can compare unique plan details, like copays and deductibles, in a single view and see actual costs per pay period, helping them make better decisions.

# Year-Round Support from the Ease Benefit Platform

Open Enrollment

| Onboarding New Hires

| Qualifying Events

Ease allows employers to manage employee benefits and onboarding all in one central location. The Ease solution makes the process of communicating, managing and enrolling employees in benefits easy.

**Tracking:** Open enrollment and new hire elections can be easily monitored and tracked

- ◆ New hire employees can view and complete their required documents and enroll in all benefit plan options in one place.
- ◆ All Full Time, Part-Time, Seasonal, and COBRA employees can be housed and tracked all within the system.

**Reporting:** Ease has a variety of available reports that can be easily pulled from the system. Below is a high-level overview of the report available:

- ◆ Enrollment & Demographic census
- ◆ Payroll Deductions
- ◆ Beneficiaries
- ◆ Enrollment forms and summary sheets
- ◆ Benefit Election Status and Changes
- ◆ Profile Changes/Updates

**Communication:** Email notifications can be easily pushed out to all employees

- ◆ Standard template emails are available to be used or you can create new or customize the standard templates to verbiage of your choosing.

Managing your organization can be difficult, so let ease alleviate some of your daily challenges

<https://www.ease.com/>

