

# BenefitsApp Client Checklist

Use this checklist to work with your clients to develop their BenefitsApp.

## Benefits Information Sections

### Benefits

- Welcome - PDF
- Full Benefit Guide - PDF
- Open Enrollment
  - Enrollment Process - PDF
  - Eligibility - PDF
  - Enroll Online - Link to Web

### Medical

- Medical Overview - PDF
- Medical Summary - PDF
- Find a Doctor - Link to Web
- Prescription Information
- Supplemental Information

### Dental

- Dental Plan Overview - PDF
- Find a Dentist - Link to Web

### Vision

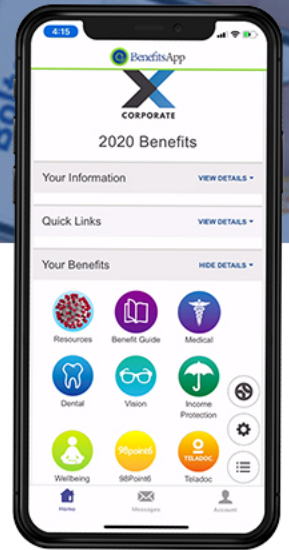
- Vision Plan Overview - PDF
- Contact Vision Provider - Link to Web

### Income Protection

- Life and AD&D - PDF
- Disability - PDF

### My Benefits

- Outlines all of an employees benefit elections - Plan name, plan type and coverage level.



## QuickLinks Section

### Contact Plan Admin

Please supply full name, email, and phone number for contact.

### Benefits Contacts

This is a list of all contacts found throughout the benefit guide and any other contact you would like to give quick access to.

### My ID Cards

Employees can upload digital versions of their ID cards for quick access.

### National Day Calendar

Calendar included in every app that includes nationally celebrated days.

## Next Steps

Email all benefits information PDF files to [production@benefitsapp.com](mailto:production@benefitsapp.com)

Follow FTP directions to send secure census data.

Send high resolution logo file to [production@benefitsapp.com](mailto:production@benefitsapp.com)

Work with BenefitsApp to customize the app to meet the needs of your clients.