



Welcome to eBenefits

We look forward to working with you in developing your app.

1. Review the timeline and let us know if you have any questions.
2. Review the App checklist.
3. Review the additional icons information to see if you would like to include those in your app.
4. Complete the new app set up form and send us your benefit guide along with any other supplemental documents you would like to include in your app.

Your Client Engagement Manager is:

Madeleine Wiklund

Contact Information: production@benefitsapp.com

Phone Number: 800-631-9268

App Setup Timeline

Timeline is subject to change based on client approval timing and complexity of the app.

Week 1

Client reviews the app checklist to determine what to include in the app.

Client sends benefit guide, supplemental documents and the app set up form to the eBenefits team.

Client sends census file if needed.

eBenefits develops the App and creates a test user.

Week 2

Client reviews the App and notifies eBenefits of any changes.

eBenefits develops launch materials – poster and launch email.

eBenefits releases the App to the client for final review.

App approval and launch.

App Setup Checklist

Use this checklist to consider the information you want to feature in your eBenefits app...

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
- HSA - PDF
- Retirement - PDF
- FSA - PDF

Wellness

- Health & Wellness Info
- Health & Wellness Coach
- Click to call Health Coach

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**

Follow FTP directions to send secure census data.

Send high resolution logo file to **production@benefitsapp.com**

Work with your engagement manager to see which features will benefit your company, and customize your eBenefits app to be exactly what you need.

eBenefits Icons

Additional icons you may want to include in your app.



Benefit Guide



My Benefits



Medical



Dental



Vision



Income Protection



Employee Assistance Program



Life Insurance



Accident Insurance



Prescriptions



Wellness



Retirement



Identity Theft



Flexible Spending Account



Health Reimbursement Account



401k



Pet Insurance



Telehealth



Company Website



Legal Insurance



Commuter Insurance



Employee Handbook



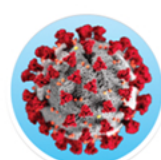
Open Enrollment Videos



ID Cards
Medical, Vision, Dental



Payroll / PTO



Covid Survey



Vaccine Cards



Covid Test Results



Authorization Forms



HIPAA Forms



Benefit Rates



Surveys



Travel Insurance

Eastern Engage Partners

Icons you may want to include in your app.



Doctor's Choice



ed X



Family First



Find Help



Maven



Motivosity



Oasis Connect



Peanut Butter
Student Loan



Pet Benefit



PTO Exchange



Teledoc



Vigoroom



Wellbeing @
Work

New App Setup Form

Complete the following for each new eBenefits App.

Company Name/ Logo: _____

Note: For logo please link to the website with the company logo, or attach a screenshot or a .jpg file.

Contact Plan Administrator:

Name: _____

Phone Number: _____

Email: _____

Company Website: _____

Note: This can be your website or company specific.

Files To Send:

PDF Benefits Guide

ID Cards:

Use Upload link for members to upload themselves

Send Sample ID card (Census will populate fields)

**Please attach a PDF of the ID cards you would like to have included in the app.*

Please note: the name you will use on your census to identify ID cards.

Icons to Include:

Medical Dental Vision

Life & Disability

Additional Benefits i.e. 401K, Travel, Pet Insurance (See BenefitsApp Checklist and Icon flyer)

Census File

Timing of ongoing census file: Weekly Monthly Other: _____

Upload census here: <https://benefitsapp.com/sftp/>

Note: Please ensure company name is in the census file name when uploading.