



ADMIN DASHBOARD OVERVIEW & USER GUIDE

Tristate Union Benefits

Admin Dashboard

[Get Started >](#)

TUBC ADMIN ACCOUNT FEATURES

Admins are able to do the following:

- Logging In via email or Google
- Verify Email
- Change Password
- Change personal information
- Enable Two-Factor Authentication
- Forgot Password
- Delete Account



Sign in to your account



Sign in with Google

or continue with email

Email Address

your@email.com

Password

[Password forgotten?](#)

[Sign In](#)

Do not have an account yet? [Sign Up](#)



Chris

▼

Settings

Admin

C

▼



Dashboard

Settings

Add Union

Create User

User Search

Reports

Outgoing NY State

Admin

Upload Documents

Profile

Customers

Notes

My Details

Authentication

Email

Password

Connected Accounts

Manage your connected accounts

Connected Accounts

Below are the accounts linked to your profile

@ Connected with Password

Available Providers

Click on the providers below to link your profile to the provider



Connect with Google.com

Multi-Factor Authentication

Set up MFA via SMS

ⓘ Secure your account with Multi-Factor Authentication

Enable Multi-Factor Authentication to verify your identity for an extra layer of security to your account in case your password is stolen. In addition to entering your password, it requires you confirm your identity via SMS.

Setup Multi-Factor Authentication



Multi-Factor Authentication

X

Enter your Phone Number. We will send you a verification code by SMS.

Phone Number

+17023269861

Verify Phone Number



Multi-Factor Authentication

X

Enter the verification code we sent you by SMS

Verification Code

180058

Factor Name (optional)

Cell Phone

Assign a name that helps you remember the phone number used

Enter Verification Code



Chris



Settings



Dashboard

Settings

Add Union

Create User

User Search

Reports

Outgoing NY State

Admin

Upload Documents

A circular icon with a left-pointing arrow, used to collapse the sidebar.

Profile

My Details

Authentication

Email

Password

Password

Update your password

Current Password

New Password

Repeat New Password

Update Password

Admin



A circular icon with a left-pointing arrow, used to collapse the sidebar.

TUBC ADMIN SYSTEM CORE FEATURES

Admins dashboard features:

- User Search w/Filters: Name, User ID, Union, Active/Inactive
- View/Edit Customer Profiles
- Create New Customers
- Add New Unions
- Filter & Download Admin Reports
- Filter & Download Incoming Pay Files
- View Outgoing NY State data Que



[Admin](#)

[Users](#)

[Unions](#)

Admin

Users

1991

Active Customers

1417

Inactive

567

L831 Members

1790

COBA Members

193

[Back to Dashboard](#)



Chris

Add User

Admin

C



Dashboard

Settings

Add Union

Create User

User Search

Reports

Outgoing NY State

Admin

Upload Documents

Create New User

UID:

1818181

First Name:

test

Last Name:

user2

Create User

User created successfully!

Edit User

Create a User , click edit to fill in all user information



Chris ▼

Search

Welcome Back, chris@cbawebdesign.com

Heres whats happening across your business

Dashboard

Settings

Add Union

Create User

User Search

Reports

Outgoing NY State

Admin

Upload Documents

Collapse Sidebar

Admin ▼

C

Search users by name...

Search users by User ID...

Active

COBA

Last Name	First Name	User ID	Union	Current Total Premium	Status	Actions
Alexis	Corrin	0588146	COBA	26.79	Active	View user
Allen	Chris	1322213	COBA	61.96	Active	View user
Almond	Eric	1272239	COBA	25.73	Active	View user
Alsbrook	Darrell	1623909	COBA	11.32	Active	View user
Anthony	Andrew	1700588	COBA	37.73	Active	View user
Barionette	Ernest	1286526	COBA	46.18	Active	View user
Barnaby	Lisa	1025682	COBA	55.5	Active	View user
Bellino	Anthony	1557205	COBA	36.01	Active	View user



Chris

Search

Admin

C



Dashboard

Settings

Add Union

Create User

User Search

Reports

Outgoing NY State

Admin

Upload Documents

test user2

Search users by User ID...

Select Active Status

Select Union

Last Name	First Name	User ID	Union	Current Total Premium	Status	Actions
user2	test	1818181		0	Inactive	View user

CUSTOMER PROFILES

- First, Last Name
- Deduction Status
- Spouse
- Start Date
- Current Total Premium
- Change Date
- LM
- Previous Total Premium
- Case Notes
- MM
- Current NY State Deduction
- Union
- Status
- Policy Effective Date
- Premium History
- CTP(Current Total Premium) History
- Case Notes History
- Change Date History
- Start Date History
- Uploaded Files



Unions

Choose File new.txt

Upload

Upload successful!

Active Active

First Name

test

Spouse

Change Date

Case Notes

new notes

Union

COBA

Last Name

user2

Start Date

LM

MM

0

Status

Select a status

Deduction Status

WE

Current Total Premium

0

Previous Total Premium

Current NY Deduction

0

Policy Effective Date

Premium History

CTP History

Case Notes History

Change Date History

Start Date History

Date: 3/17/2024, Note: test notes

Uploaded Files

Update User

Collapse Sidebar



test

Spouse

Change Date

Case Notes

new

Union

COBA

Premium History

CTP History

user2

Start Date

LM

MM

0

Status

Select a status

Case Notes History

Date: 3/17/2024, Note: test notes

Show More

Uploaded Files

Title:

new.txt

Date:

2024-03-18T05:02:10.494Z

URL: [Download File](#)

WE

Current Total Premium

0

Previous Total Premium

Current NY Deduction

0

Policy Effective Date

Update User

User updated successfully!

REPORTS

- PAYFILE_RAW
 - Decrypted Pay-File from NY as is. TXT File(if using Notepad on Windows: user must click File, Open the file from downloads and make sure encoding is set to UTF-8)
- PAYFILE_EXTRACTED
 - Pay-File from NY extracting User ID, Customer Name, Current Deduction
- MISMATCHED_PREMIUMS
 - Report that checks CurrentTotalPremium from database vs CurrentDeduction from the incoming NY File
- USERS_NOT_IN_DATABASE
 - Report that checks any users that are in the incoming Pay File that are not in the database

REPORTS

- DEDUCTION_STATUS_CHANGES
 - Report that checks incoming Pay Files for users who switched from WE to BW or vice versa based on current DB status
- ACTIVE_USERS_MISSING
 - Report that checks any Active Users from the database that are missing from corresponding Pay File
- PREMIUM_MISMATCHES_ALL
 - Pay-File from NY extracting User ID, Customer Name, Current Deduction
- PREMIUM_HISTORY_ALL
 - Report that prints out all user NY State Premium History



Chris ▾ Search

Admin

C ▾



- Dashboard
- Settings
- Add Union
- Create User
- User Search
- Reports
- Outgoing NY State
- Admin
- Upload Documents

PAYFILE_RAW

PAYFILE_EXTRACTED

MISMATCHED_PREMIUMS

USERS_NOT_IN_DATABASE

ACTIVE_USERS_MISSING

DEDUCTION_STATUS_CHANGES

PREMIUM_MISMATCHES_ALL

PREMIUM_HISTORY_ALL

■2024

■2025

■2026

■2027

■2028

■2029

■2030

■2031

■2032

■2033

■2034

■2035

■January

■February

■March

■April

■May

■June

■July

■August

■September

■October

■November

■December

Clear selected months

Document Queue:

L831

Toggle ▾

COBA

Toggle ▾

MISC

Toggle ▾



TUBC Document Hub



Dashboard

Settings

Add Union

Create User

User Search

Reports

Outgoing NY State

Admin

Upload Documents

PAYFILE_RAW

PAYFILE_EXTRACTED

MISMATCHED_PREMIUMS

USERS_NOT_IN_DATABASE

ACTIVE_USERS_MISSING

DEDUCTION_STATUS_CHANGES

PREMIUM_MISMATCHES_ALL

PREMIUM_HISTORY_ALL

✓2024

■2025

■2026

■2027

■2028

■2029

■2030

■2031

■2032

■2033

■2034

■2035

■January

■February

✓March

■April

■May

■June

■July

■August

■September

■October

■November

■December

Clear selected months

✓PAYFILE_EXTRACTED

Selected Subcategories:

✓PAYFILE_EXTRACTED

Document Queue:

L831

Toggle ▾

SubCategory: PAYFILE_EXTRACTED

Decrypted image title: L831 WE 03-15-24 PAYFILE_EXTRACTED.xlsx

Download

SubCategory: PAYFILE_EXTRACTED

Decrypted image title: L831 BW 03-15-24 PAYFILE_EXTRACTED.xlsx

Collapse Sidebar



Dashboard

Settings

Add Union

Create User

User Search

Reports

Outgoing NY State

Admin

Upload Documents

Collapse Sidebar

SubCategory: PAYFILE_EXTRACTED

Decrypted image title: L831 WE 03-08-24 PAYFILE_EXTRACTED.xlsx

Download

SubCategory: PAYFILE_EXTRACTED

Decrypted image title: L831 BW 03-01-24 PAYFILE_EXTRACTED.xlsx

Download

SubCategory: PAYFILE_EXTRACTED

Decrypted image title: L831 WE 03-01-24 PAYFILE_EXTRACTED.xlsx

Download

COBA

Toggle ▾

SubCategory: PAYFILE_EXTRACTED

Decrypted data for ID :

Document title: COBA BW 03-15-24 PAYFILE_EXTRACTED.xlsx

Download

SubCategory: PAYFILE_EXTRACTED

Decrypted data for ID :

Document title: COBA BW 03-01-24 PAYFILE_EXTRACTED.xlsx

Download

OUTGOING NY STATE DATA

- Once Weekly a script is ran to collect any of the following:
 - Any Customer Premium Changes
 - Any Customer Status Changes(Active/Inactive)
 - Any new Customers added
- The data is then processed and translated to the NY Code
- Data is scheduled to send to NY every Thursday



Chris

Outgoing

Admin

C



Dashboard

Settings

Add Union

Create User

User Search

Reports

Outgoing NY State

Admin

Upload Documents

Changes Week of 2024-03-14

User ID: 1070427, Current Total Premium: 14.66, Union: L831, Created within a week: False, Premium Change
User ID: 1077752, Current Total Premium: 73.85, Union: COBA, Created within a week: False, Premium Change
User ID: 1478869, Current Total Premium: 21.81, Union: L831, Created within a week: False, Premium Change
User ID: 1601146, Current Total Premium: 8.31, Union: COBA, Created within a week: False, Premium Change
User ID: 1625106, Current Total Premium: 44.66, Union: COBA, Created within a week: False, Premium Change
User ID: 1700610, Current Total Premium: 26.65, Union: COBA, Created within a week: False, Premium Change
User ID: 1700610, Current Total Premium: 26.65, Union: COBA, Status: True, Status Change
User ID: 1625106, Current Total Premium: 44.66, Union: COBA, Status: True, Status Change
User ID: 1601146, Current Total Premium: 8.31, Union: COBA, Status: True, Status Change
User ID: 1478869, Current Total Premium: 21.81, Union: L831, Status: True, Status Change
User ID: 1077752, Current Total Premium: 73.85, Union: COBA, Status: True, Status Change
User ID: 1070427, Current Total Premium: 14.66, Union: L831, Status: True, Status Change

Weekly Changes:

Changes Week of 2024-03-14

1070427 F459270010704270000002024-03-14827C2024-03-14605BM68419999-12-310000000001466
1077752 F459270010777520000002024-03-14721C2024-03-14605BM70449999-12-310000000007385
1478869 F459270014788690000002024-03-14827C2024-03-14605BM68419999-12-310000000002181
1601146 F459270016011460000002024-03-14721C2024-03-14605BM70449999-12-310000000000831
1625106 F459270016251060000002024-03-14721C2024-03-14605BM70449999-12-310000000004466
1700610 F459270017006100000002024-03-14721C2024-03-14605BM70449999-12-310000000002665
1700610 F459270017006100000002024-03-147211C2024-03-14605BM70449999-12-310000000002665
1625106 F459270016251060000002024-03-147211C2024-03-14605BM70449999-12-310000000004466
1601146 F459270016011460000002024-03-147211C2024-03-14605BM70449999-12-310000000000831
1478869 F459270014788690000002024-03-148271C2024-03-14605BM68419999-12-310000000002181
1077752 F459270010777520000002024-03-147211C2024-03-14605BM70449999-12-310000000007385
1070427 F459270010704270000002024-03-148271C2024-03-14605BM68419999-12-310000000001466

NY Output Files Que:

Sent NY Files:

TECH STACK

Firebase

- Firestore (Database used to store user data, user documents, admin documents)
- Storage (Firebase Cloud Storage to store documents uploaded by admin)
- Authentication: Email Login, Reset Pass, Two Factor Authentication
- Cloud Functions:
Generate Jason Web Token function to generate unique ID token for each user/user group

IronCore Encryption SDK

- Standard Development Kit that uses IronCore proprietary Transform Encryption technology to encrypt all user data and decrypt on the client side

Cloud Flare

- DDOS attack prevention
- Firewall

Github

- Used to store code base for both User & Admin Dashboards

SECURITY

- Two Factor Authentication
- Database Hard-Coded Permissions/Security Rules
- End to End Transform Encryption all uploaded Admin files
- Cloudflare Firewall and DDOS Prevention
- Vercel at the Edge Hosting Bot detection

Edit rules

Monitor rules

Rules Playground

Simulation type

get

Location

/b/lp-dashboard-5f8a6.appspot.com/o

path/to/resource

Authenticated



Run

```
1 rules_version = '2';
2 service firebase.storage {
3     match /b/{bucket}/o {
4         match /{allPaths=**} {
5             allow read, write: if request.auth != null;
6         }
7     }
8 }
9 }
```

Storage Rules

Hard-coded set of rules to restrict access to Firebase Document Storage to unauthenticated users/entities.

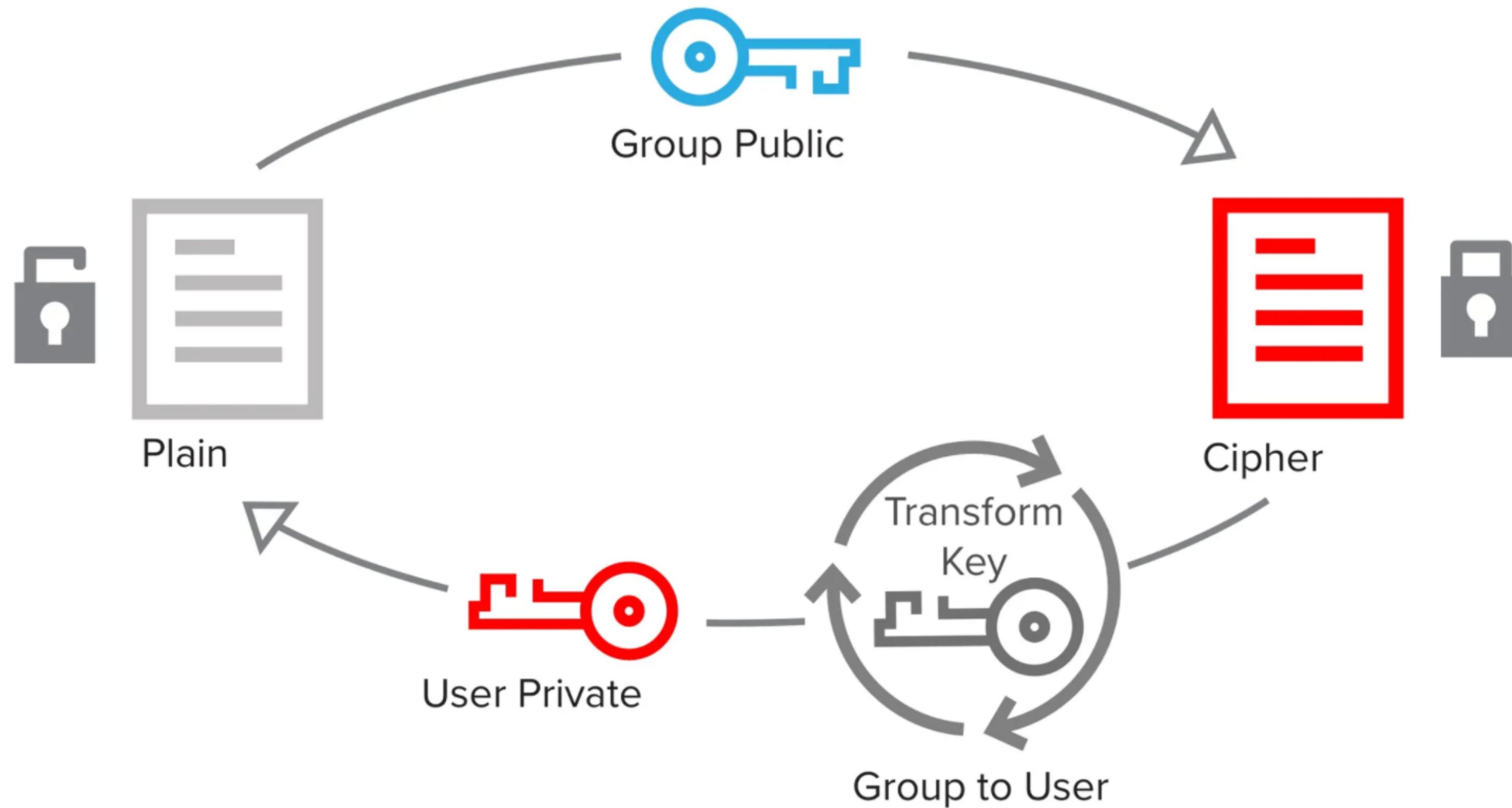
Transform encryption

Academic circles have long discussed transform encryption as proxy re-encryption (PRE). IronCore is the first commercialization of PRE. The word transformation is more descriptive of the process, so you will see the term transform encryption instead of proxy re-encryption.

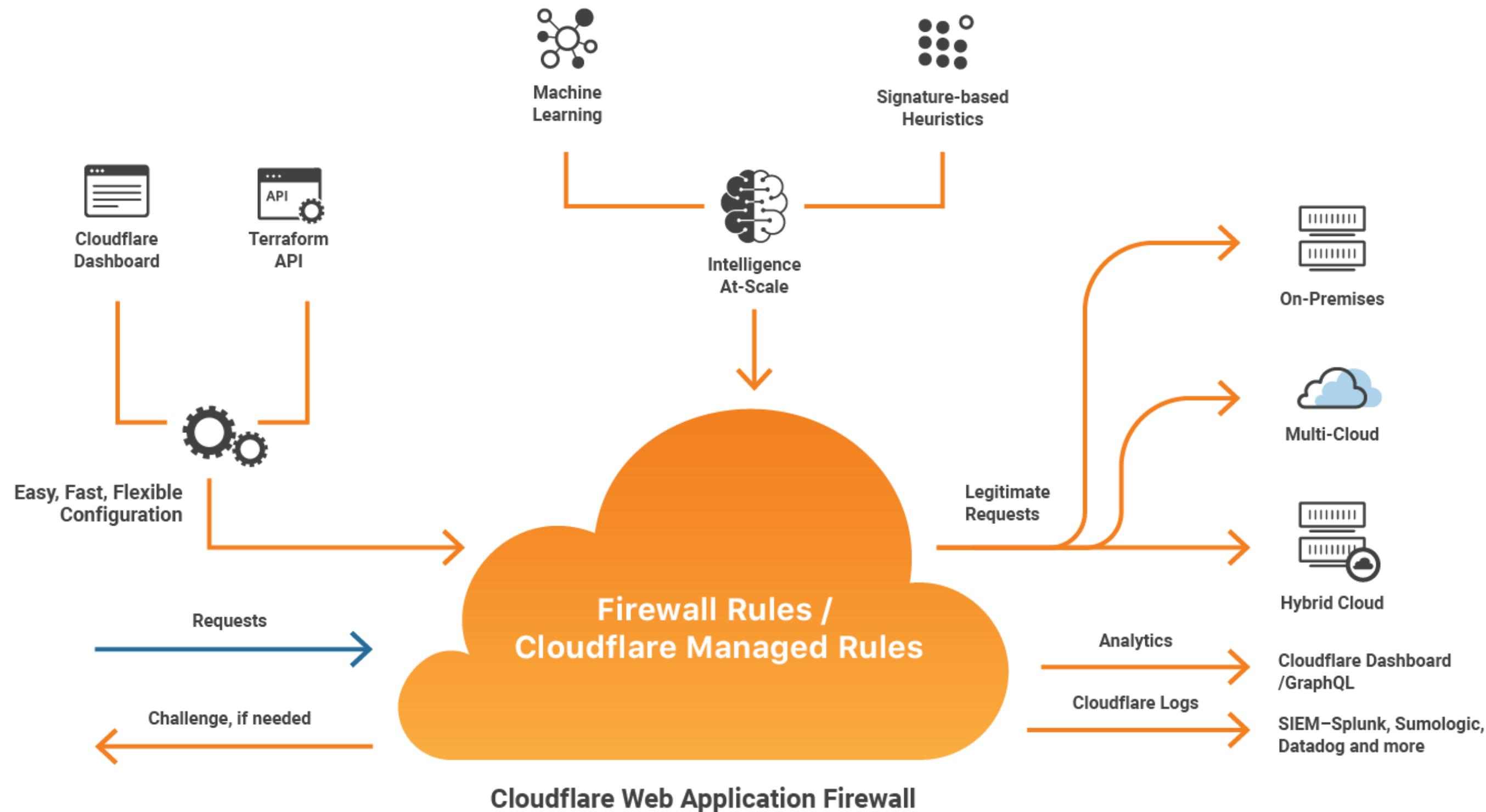
Transform encryption uses three keys that are mathematically related: one to encrypt plaintext to a recipient, a second to decrypt the ciphertext, and a third to transform ciphertext encrypted to one recipient so it can be decrypted by a different recipient. The first and second keys are the same pieces of a key pair that are used in asymmetric encryption.

IronCore uses transform encryption to create access control groups. A plaintext is encrypted using a **group public key**, a **transform key** converts the **group ciphertext** to **member ciphertext**, and the **member private key** decrypts the member ciphertext on the member's client device, recovering the plaintext.

A key aspect of the transformation process is that it does not require (or allow) the party doing the transformation to decrypt the ciphertext while transforming it. This allows transforms to be done by a semi-trusted service. The server never gains access to the plaintext and cannot get any information about the private key of either the group or the member.



CLOUDFLARE FIREWALL & DDOS PREVENTION



Developer Contact Information

**Christopher Arce
chris@cbawebdesign.com
702-326-9861**