Maintaining Company Site

Details

In order to maintain your account in support of your clients' sites, you may need to:

- Modify Payment Details
    - Broker Administrator Add Bank Account
    - Broker Administrator Add Credit Card
- Review Subscription/Invoice Information

While in general, Company Administrators maintain their company site, the following may require additions, deletions or edits after initial site creation and be completed by a broker:

- Employer Update Company
- Employer Location
- Employer Organization - class changes may be updated to assist with eligibility
- Employer Employees - employee's total benefit amounts may require updates based on approvals over GI
- Employer Marketplace - enabling partners may be required
- Carrier Connections - additional connections setup may be required

To review details about managing key functions of Ease for your clients, see the following:

- Open Enrollment Overview
- ACA Overview
- EaseHR
- Connections and Integrations - connections and integration setup/maintenance may be required

You may need to perform the following for company site administrators/users:

- Employer Reset Locked User Account

- Employer Reset User Password
- Employer Remove 2-Factor Authentication