

BAS/MYENROLL QUICKSTEPS

Homepage/Navigation

March 2021

The "waffle" takes you to a full menu of options

Archdiocese of Boston
009769-0000-000

User: Master Administrator

Menu Favorites

Kerri Shorter

Status	Active
Added	07/29/2019
Work Phone	(617)746-5671 Edit
Work Email	kerri_shorter@rcab.org Edit

Quick Links

- Add Employee
- Transfer Employee
- Manage Pending Life Event
- Reports
- Manage Administrators

System Generated Tasks

Personal Tasks

Boom! Nothing due today.

Show Dashboard

Favorites = You can designate "Favorites" by clicking the star next to a line

Reports = Access listing of available reports

Employees = Access transactions available related to employee records

Billing = Access location billing PDFs and invoice details

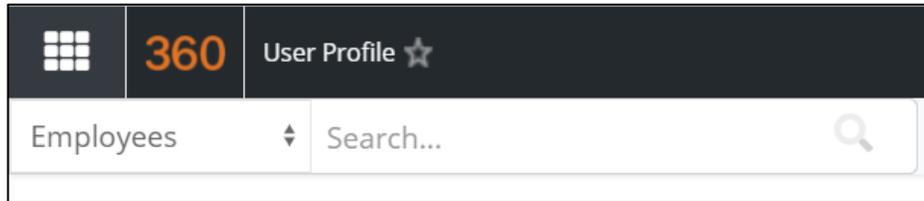
Compliance = PPACA Reporting

Administrators = Various other tasks

The screenshot shows a user menu for Kerri Shorter (kerri_shorter@rcab.org). The menu is divided into several sections:

- Menu:** Shows the user's name and email, and a list of menu items: Favorites (highlighted with a red bracket), Reports, Employees, Billing, Compliance, and Administrators.
- Favorite Menus:** A list of 10 items, each with a star icon:
 - Select HMO Doctor
 - View Benefit Statement
 - Manage Benefit Plans
 - Manage Pending New Hires
 - Manage HR Data
 - Send Secure Files
 - View Transaction History
 - View Signature History
 - Assign Beneficiaries
 - Receive Secure Files
 - View Employee Changes
- Favorite Reports:** A list of 10 items, each with a star icon:
 - Census Report
 - Coverage New or Term. Report
 - All Coverage Report for active employees
 - Arch of Boston - List of All Location Administrators
 - LIFE Insurance Termination Report
 - Employees with null or Invalid Dependent SSN
 - Census Report - RCAB Hire Dates
 - RCAB 1095C Data Export
 - RCAB 1095C Line 14-16 Report
 - W2 Reporting For Account in a Calendar Year (with er/ee split) - Active & Cobra - (RCAB)

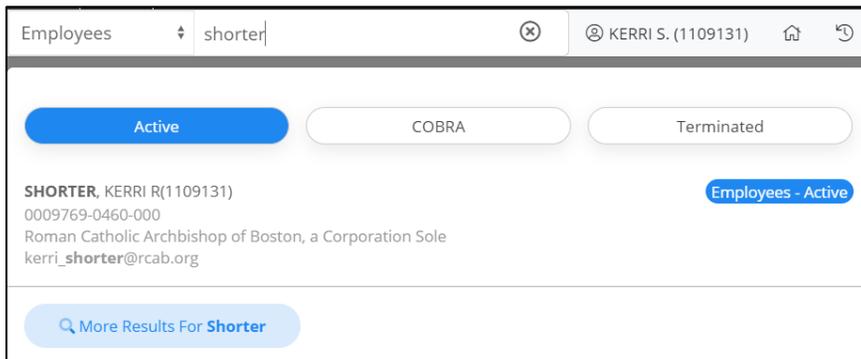
To search for an employee, use the Search box at the top left of the screen:



You can search by last name, SSN or MyEnroll employee number.

Once you begin to type in the search box, matching records will appear. If the employee is not currently employed, you will need to click on the Terminated button to find these employees.

To select an employee, click on the record listed below the search box.



The below shows an employee's record/homepage. Note that employees will see this page when they login:

Employee's record/homepage for the Roman Catholic Archbishop of Boston, a Corporation Sole (0009769-0460-000). User: Employee.

Menu Favorites Enroll Details

KERRI R. SHORTER

Status	Active	
MyEnroll ID	1109131	
Soc. Sec. No.		Edit
Date of Birth		Edit
Gender		Edit
Account	Archdiocese of Boston	
Location/Div.	Roman Catholic Archbishop of Boston, a Co	
Benefits Class	269 - 269-Enhanced Med (25% Ind/ 40% Fam) Basic Med (15% Ind/ 35% Fam) Den (100% Ind/100% Fam)	
Marital Status	Married	Edit
Client ID	8010101	Edit

Contact Info Employment Dependents ACA Tax Forms

Quick Links

- Add Employee
- Transfer Employee
- Manage Pending Life Event
- Reports
- Manage Administrators
- Submit Life Event
- Library

Enrollment Summary

ENROLLED WAIVED/OPTED OUT

See Next Page

Employee's Cost Share/Class Code— Determines employee deductions if enrolled in medical and/or dental

Request a change in medical and /or dental coverage due to a life event

Click to view information below for the employee:

Contact Info* – Address, Phone and E-Mail Address

Employment * – Hire Date, Salary, Job Title, Pay Schedule, etc.

Dependents – Dependents, including those no longer enrolled in the Medical or Dental Plans

ACA Tax Forms – View and Print 1095 B and/or C ACA Tax Form

*PrimePay Locations cannot edit these fields – Updates made in PrimePay will automatically update in BAS
Non-PrimePay Locations can edit these fields

The below shows an employee's Enrollment Summary located under their personal information on their homepage:

The screenshot displays an "Enrollment Summary" page. At the top left, the title "Enrollment Summary" is followed by two status buttons: "ENROLLED" (highlighted in blue) and "WAIVED/OPTED OUT". In the top right corner, there is a link labeled "Current & History Details" enclosed in a red box, with a red arrow pointing to it from a callout box on the right. The main content area consists of five tiles arranged in two rows. Each tile contains the name of a plan, its details, and an information icon (i) in the bottom right corner. The first row includes "Core Life Insurance" (\$49,000.00, 09/01/2020), "Core Long Term Disability" (Enrolled, 09/01/2020), and "Transition Assistance Plan" (Enrolled, 09/01/2020). The second row includes "Delta Dental of Massachusetts" (Employee Only, 09/01/2020) and "Blue Cross Enhanced PPO Plan" (Employee Only, 09/01/2020). A callout box on the left explains that each tile shows coverage amount/level, enrollment date, and provides a link to view additional information like dependents. A thick green bar is located at the bottom of the page.

Plan Name	Coverage/Details	Effective Date
Core Life Insurance	\$49,000.00	09/01/2020
Core Long Term Disability	Enrolled	09/01/2020
Transition Assistance Plan	Enrolled	09/01/2020
Delta Dental of Massachusetts	Employee Only	09/01/2020
Blue Cross Enhanced PPO Plan	Employee Only	09/01/2020

Each tile shows the coverage amount/level enrolled in and effective date – Click the tile to view additional information, such as enrolled dependents

View Coverage History Details from prior Plan Years

