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

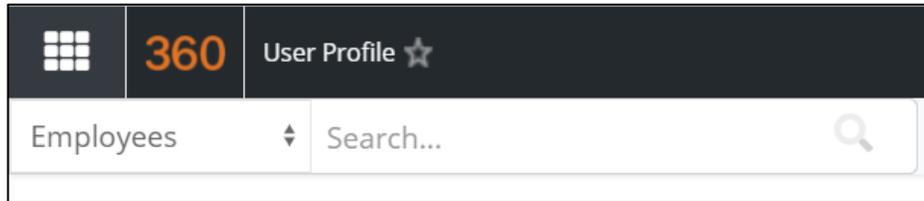**Billing** = Access location billing PDFs and invoice details

Compliance = PPACA Reporting

Administrators = Various other tasks

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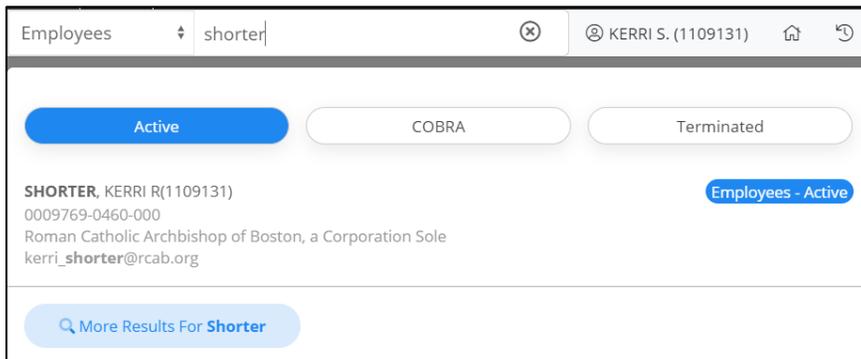
The below shows an employee's record/homepage. Note that employees will see this page when they login:

Employee's 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

See Next Page

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:

Enrollment Summary   Current & History Details

ENROLLED   WAIVED/OPTED OUT

Core Life Insurance	Core Long Term Disability	Transition Assistance Plan
$49,000.00	Enrolled	Enrolled
09/01/2020	09/01/2020	09/01/2020
ⓘ	ⓘ	ⓘ

Delta Dental of Massachusetts	Blue Cross Enhanced PPO Plan	
Employee Only	Employee Only	
09/01/2020	09/01/2020	
ⓘ	ⓘ	

View Coverage History Details from prior Plan Years

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