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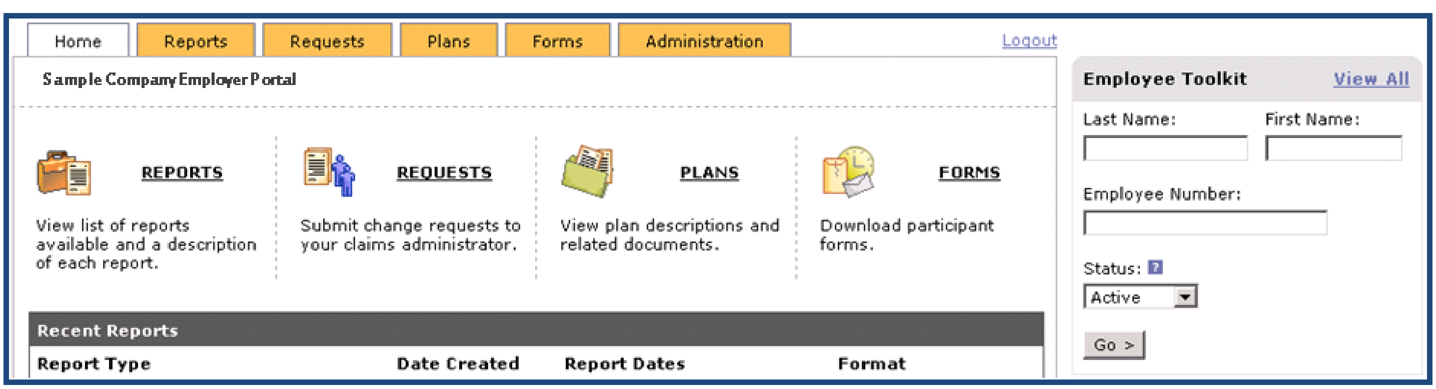
Employer Portal Guide

To access the Employer Portal, log on to our website at www.discoverybenefits.com. Click the blue Log In button in the upper right-hand corner of the screen.

Select the <u>Employer Login – Reimbursement Account</u>. Input your username and password.

Below is the screen you will see once you have successfully logged in:



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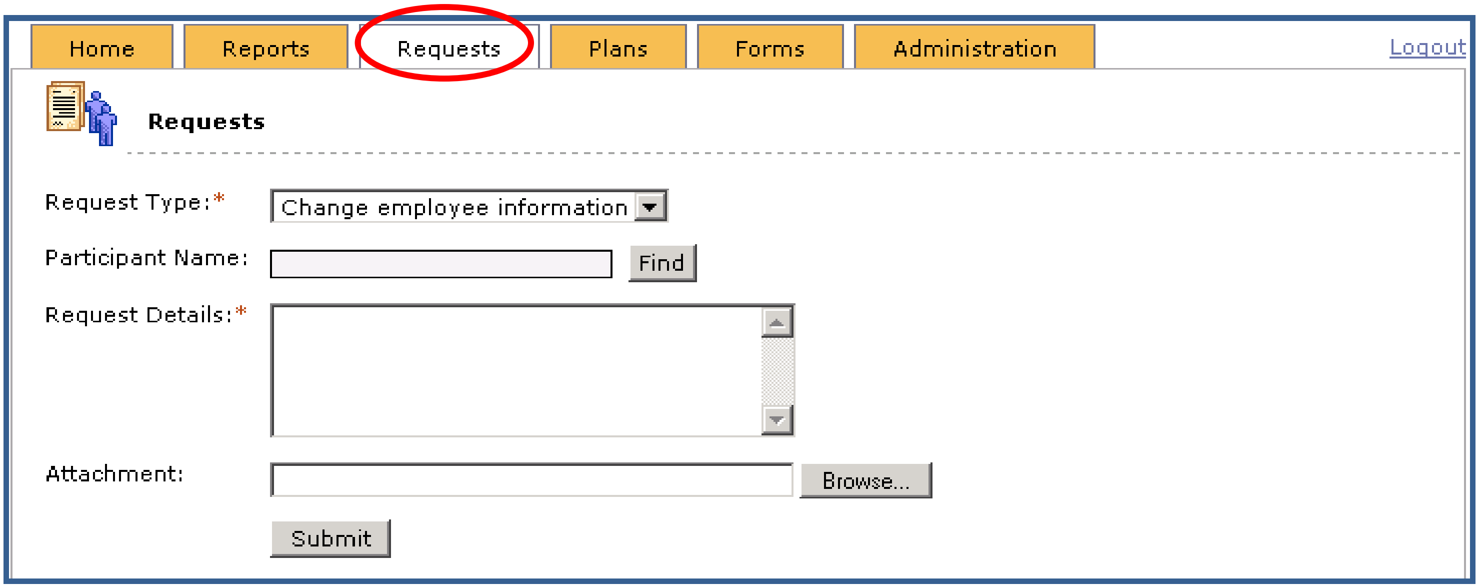
Notice the third yellow tab called Requests:



Use the Requests tab for the following:

Uploading an Enrollment/Changes File
Most efficient method for communicating changes
Request Type – select "Other."
Participant Name – please skip this field.
Request Details – insert the effective date(s) of the changes and/or updates.
Attachment – select the Browse to locate the enrollment/changes file on your desktop.
Select Submit.

Uploading a Payroll File (*Please disregard if the plan design you have chosen does not require a payroll file)*

Request Type – select "Other."

Participant Name – please skip this field.

Request Details – insert the benefit deduction date.

Attachment – select the Browse to locate the payroll file on your desktop.

Select Submit.

- Providing and sending payroll files to Discovery Benefits is the employer's responsibility. It is important that Discovery Benefits receives these files 2-4 days prior to every pay date. If we do not receive the files, we cannot post deductions to participants accounts, which can negatively effect reimbursement for participants.

Communicating Changes/Updates
Missing information will delay processing
Request Type – please select the choice that relates the most to your change/update.
Participant Name – please skip this field or select the participant you are requesting the change for.
Request Details – insert the general information you are requesting and include the effective date of this change/update.
Attachment – select the Browse to locate the necessary form on your desktop.
Select Submit.

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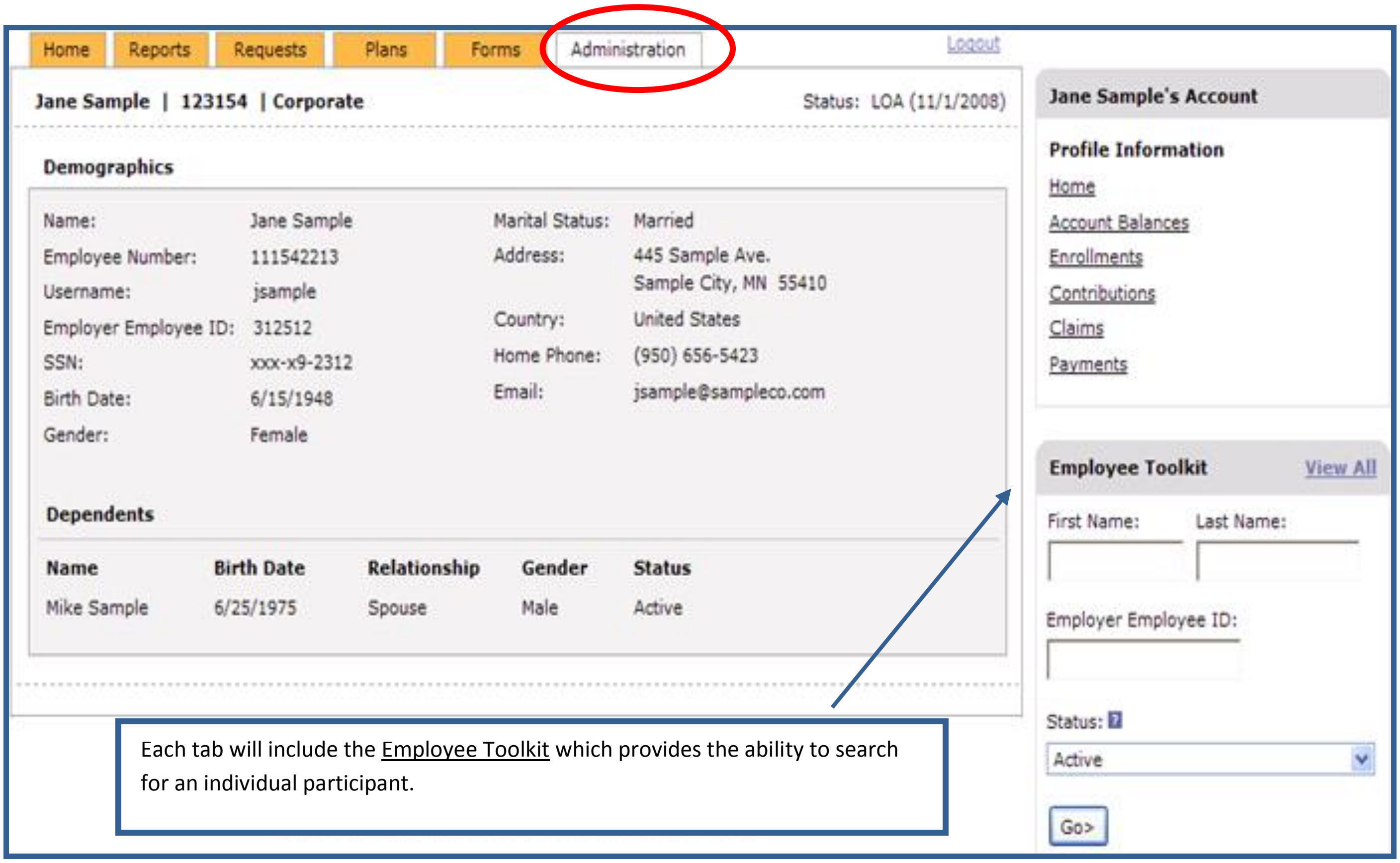
Notice the last yellow tab called Administration. This option offers enhanced viewing to navigate through a specific participant's account.



Options under Profile Information:

Home – provides the participant's plan(s) and demographics.

Account Balances – provides the participant view of account balance and plan rules.

Enrollments – provides the participant view of enrollment(s) along with the payroll frequency.

Contributions – provides scheduled payroll deductions and employer contributions. Allows functionality to filter by plan, type and status (posted, scheduled).

Claims – provides participant claim detail and history.

Payments – provides participant payment history. Allows functionality to view extended details for repayments.