



SOUTHERN ADMINISTRATORS AND BENEFIT CONSULTANTS, INC.
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We are excited about some new features that we have added to enhance our service to you and your employees. Through your feedback and suggestions, we have developed some exciting software that will streamline the enrollment process and eliminate the paper enrollment.

ON-LINE ENROLLMENT

SABCElect On-line, our on-line Cafeteria Plan Enrollment system, is now available to all our customers at no charge. Now your employees can simply log on to our website and click to enter our secured enrollment system. They can make their plan year election conveniently from their home, office or anywhere there is an internet connection. System features include:

Employee On-Line Enrollment - Employees may login to our secured system and see all their current information, which will include:

- Personal information (address, phone, email)
- Current insurance products and premiums, with revision capabilities
- Web link available for each insurance product, to view product information (benefits, rate etc.), or carrier provided product sign up
- Current flexible spending election with revision capabilities
- Paperless direct deposit sign up.
- Election Summary and e-signature election completion
- Email confirmation upon completion of election

Employer On-Line Management - Your human resource and/or payroll contact will be given a management login. Once in the secured system, you will have the following management capabilities:

- Make changes/corrections to any employee record
- Review employee elections
- Print a list or view who has completed their election
- Add new employees

At the end of the enrollment, human resources/payroll will receive an edit of all elections and have the ability to receive a paper printout or file (PDF) of all election forms.

New Employee Enrollment - Within the next 60 days, you will be receiving detailed information about our new hire on-line enrollment. This will allow employers to go on-line and enter all new employee information. Then there are the following options:

- If the employee is present or if the employer has a paper election, they can enter and complete the election process.
- Or the employer can enter the information and notify the employee that they can go online and make their own election.

If you would like a demonstration of our on-line system, please contact us at 601-856-9933.