



## EMPLOYER PORTAL FUNCTIONALITY



Our secure Employer Benefit Portal is your 24/7 online benefit connection.



View and download billing, plan documents, SBCs, annual notices, and more.



View and modify enrollment and eligibility details, participant contact details, and participant coverage.



Request an employee ID card, view and download frequently used forms, upload documents.



Need assistance using the Employer Benefit Portal? We can help! Just give us a call.



*Coming soon!* Allow your employees to enroll online through the Employee Benefit Portal.

## ONLINE ENROLLMENT & ELIBILITY RESOURCES

The Employer Portal online enrollment and eligibility platform is powered by CEEM by Coteva. 

To view a step-by-step guide of any of the resources below just click the topic to take you to the online Knowledge Center. To view and search the full CEEM Knowledge Center, click [HERE](#).

### Employee & Participant Changes

- [Finding a participant](#)
- [Making changes to a participant's record](#)
- [Viewing and processing participant changes](#)

### Annual Enrollment

- [Viewing participant annual open enrollment elections](#)
- [Approving participant annual open enrollment elections](#)

### New Hires

- [Find a new hire employee record](#)
- [Add a new hire employee record](#)
- [View new hires](#)
- [Approve new hires](#)

### Other Information

- [What are the system plan codes?](#)
- [Where can I find full benefit summaries and forms?](#)

If you have questions or require additional assistance, please call us the Admin & Billing department at (800) 324-9356.