

Terminating a Participant Online Enrollment

The isolved Benefit Services one-stop portal gives you the tools you need to better support your employees in the management of their pre-tax benefit plans such as Flexible Spending Accounts (FSAs) and Health Reimbursement Arrangements (HRAs). This includes entering enrollments online.

Online Enrollments – Terminating a Participant

1. Log into the employer portal
2. Select **Employees** from left menu
3. Search for employee to remove (you can type in the participant's name or scroll and locate the participant)
4. Click on the Participant's Name
5. Under the Participant's Name, click on the blue "status"
6. Select **New Status** from "Status" box (e.g. Termination)
7. Enter requested data for for Status change (e.g. Effective date of termination and last payroll deduction date)
8. Once completed, click on **Add**
9. If this is a new status for the participant, click on **"Add"** and complete the information.
10. If you need to change a Status, click on the blue "status" link under the participant's name and you can then select to **Add New Status** or **Change Status History** (removing a status)

