isolved
Benefit Services

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.

How do I get access to this portal?

1. Access the login page from the Isolved Benefit Services website or here.
2. You and your assigned contacts will be sent a user name and a temporary password.
3. Upon first login, you will be prompted to change the password.
4. Once the password is updated and confirmed, click **Login.**

Welcome

Login to your account

Username: [   ]
Password: [   ]

[Login]

Can't login?
I forgot my password

Online Enrollments – Terminating a Participant

1. Select the "Employees" Tab.

2. Search for employee to terminate.

EMPLOYEES ▾   PLANS   RESOURCES   IMPORTS ▾   LINKS ▾

View All Employees | Add Employee

Search Employees   **Recently Viewed Employees**

Last Name: Sample, Jane (0000241218)
[doe]   Dutton, Kayce (0004923498)
First Name: Doe, John (0001885734)
[joe]   Doe, John (0000129582)
Employee Number: Sample, Sample (0000241219)
[   ]

Employee Status:
[Active ▾]

[Search]

3. Click on the status tab.

4. Click on "Add New Status".

Profile   Dependents   Account Summary   Enrollments   Contributions   Claims   Payments   **Status**   Debit Card

Employee Status History

Status Effective Date	Status	Status Details	Actions
5/27/2018	Active	No Additional Details	Add New Status
5/7/2018	LOA	Continue Payroll Deductions For: No Accounts	
		Continue Employer Contributions For:	

5. Change the status to terminated.

6. Enter the date of the event.

7. Click "Add Status".

New Status

*Status: [Terminated ▾]

*Status Effective as of: [11/13/2020] 📅
Enter the first day the new status takes effect. For example, if the employee's last day is 10/1, then the effective date should be 10/2.

*Last Payroll Deduction Date: [11/13/2020 ▾]
Select the date of the employee's last payroll deduction

* Required field   [Add Status] | Cancel

Once you have completed these steps, you will receive a confirmation of the change being successfully added.

| Profile | Dependents | Account Summary | Enrollments | Contributions | Claims | Payments | **Status** | Debit Card |

Status Added
You have successfully added a new status.

Employee Status History

Status Effective Date	Status	Status Details	Actions
11/13/2020	Terminated	No Additional Details	Add New Status Remove Status
1/1/2015	Active	No Additional Details	