

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.

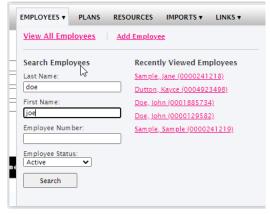
How do I get access to this portal?

- 1. Access the login page from the <u>Isolved Benefit Services</u> 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? Lforgot my password

Online Enrollments - Terminating a Participant

- 1. Select the "Employees" Tab.
- 2. Search for employee to terminate.
- 3. Click on the status tab.
- 4. Click on "Add New Status".

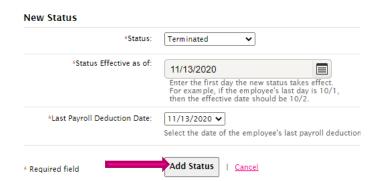


Profile Dependents Account Summary Enrollments Contributions Claims Payments Status Debit Card

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".





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

