



ABA can provide your organization with a turn-key website to communicate all of your Employee Benefits, Personnel Policies, and more. Let us simplify your HR workload.

General Features

ABA can create an electronic filing cabinet of Employee Benefit information to simplify your HR workload and increase employee satisfaction. Take a look at these available features for your Employee Benefit website:

- Organize ALL Employee Benefits information in a single location
- Instant access and organization of virtually all forms, including:
 - Applications
 - Enrollment
 - Address and other changes
 - Claims
 - Mail order drug
 - Summary Plan Descriptions
 - Tax forms
- Provide 24 hour, 7 day a week access for all employees and their spouses
- Audio & video messages from your CEO
- Complete benefit contact information, customer service numbers, and account numbers
- Provider Directory - Instant access to doctors and pharmacies
- Useful Employee Benefit website links
- Helpful financial calculators
- FAQ's and glossary of insurance terms
- Federal & State Government regulations
- Employer specific forms and policies
- Employer news, holiday schedules, etc.
- Password security for multiple user groups
- Customized company branded interface with a dedicated web address
- We handle all of the details from start to finish
- No user training required – just point and click!

HR Highlights

ABA knows how the rapidly changing Employee Benefit environment can complicate and overload HR professionals and overload tight budgets.

ABA helps to make your job easier by allowing you to communicate your Employee Benefit information with less effort. Below are a few practical applications for your customized Benefits Website:

- Great promotional recruiting tool
- Helps promote self service employees
- Improves regulatory compliance
- Enables employees to have a clear understanding of benefit information
- Provides "Open Enrollment" information and forms to simplify annual administrative work
- Simplifies new hire orientation process
- Communicates changes and additions to Employee Benefit plans
- Disseminates important company news to employees
- Allows employees to find information quickly and easily, without repetitive interruptions for HR
- Replace new hire mailings of Employee Benefit information
- Allows HR to focus on more strategic issues
- Assures consistent and updated distribution of policies and procedures
- Allows for multiple location support

Go to www.BenefitsExplained.com to see an online demo, then call or email **ABA** to discuss your needs.

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