HRCONNECT
USER MANUAL

Produced by the LISI Product Department

LISI

866.570.LISI (5474) ■ www.lisibroker.com

For information, address LISI, Inc.,
1600 West Hillsdale Avenue, San Mateo, CA 94402

TABLE OF CONTENTS

This Page Left Intentionally Blank

OVERVIEW

What is HRConnect?

HRConnect is an online, integrated human resource (HR) management system designed to meet the needs of most employers and their employees. HRConnect includes a benefit plan administration system that is set up and maintained by the insurance agent. It summarizes all benefit plans and provides contact information for all carriers, enrollment forms, and other important information. Surveys of HR managers all draw the same conclusion—the most common employee inquiry is about health and benefit plans; therefore, an effective HR system must have robust benefit plan administration capabilities. HRConnect meets this need by having a system maintained by the local health and benefits expert.

HRConnect includes a variety of other capabilities as well, including employee record keeping, company calendar, HR reports, vacation and attendance tracking, and a company information section. A unique feature of HRConnect is that it's fully integrated with LISI's QuoteStar™, Powered by Healthconnect, quoting system, enabling transfer of detailed plan information from every major California medical carrier and employee-level benefit data. HRConnect is also seamlessly integrated with leading providers of payroll, COBRA, Section 125, Premium Only Plan (POP)/Flexible Spending Account (FSA), regulatory compliance, and other services that encompass the entire range of employee benefits and HR services. As a result, HRConnect acts as a single hub that can process all of an employer's HR needs.

HRConnect has two levels of access: one for the HR manager, and another for individual employees. The Home section enables users to quickly find the information or function they are seeking. Tabs across the top of the page allow for access to items like payroll, forms and benefits, while the company calendar, important links, and other quick-hit information are available at first glance.

Through HRConnect, users can view plan overviews and link to forms or information directly from the carrier, such as enrollment, claims or life changes. Employees can also drill down to specific benefits with just one click.

About this Manual:

As you will see, HRConnect is a powerful tool with numerous features that will assist companies to manage their HR. Since many of the day-to-day HR functions are managed through the system, a thorough understanding is essential, so that groups and their employees can get the most out of HRConnect.

This manual will go over each of the features in HRConnect—from deploying a group to setting up their plans and producing reports. We hope this manual proves to be a useful resource in understanding the value of this system.

HRConnect Contact Information:

- For day-to-day questions about using HRConnect, including deploying groups:
  Your LISI Regional Sales Manager or Broker Sales Representative
  (866) 570.5474

- For specific information about Premium Services:
  Teresa Ledbetter
  (877) 805.2828, extension 202

- For technical assistance with entering large groups or custom plans:
  John Newman
  (877) 805.2828, extension 251

HRConnect also conducts biweekly Web seminars for all users—groups and brokers. At these sessions, participants can learn more about HRConnect and obtain answers to questions. One can register for a Web seminar anytime by following the directions in the *Sign Up for Web Seminar* section of this manual.

This Page Left Intentionally Blank

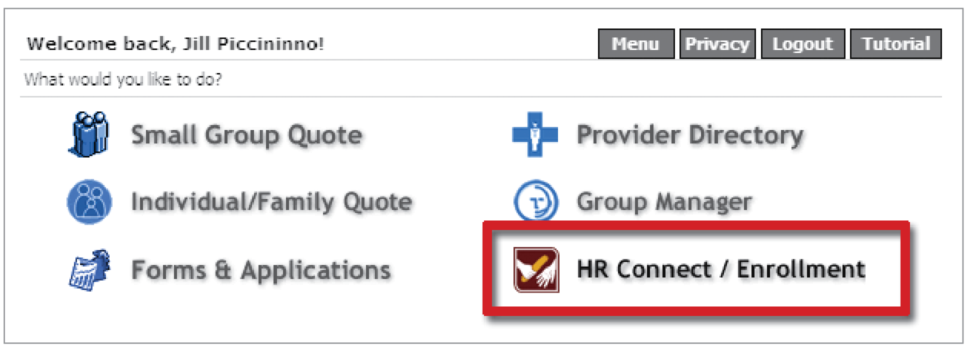
1. DEPLOYING A GROUP

Before a group can begin using HRConnect, they must first be deployed in the system by their broker. Group deployment is a basic group set-up which defines the group's basic information and health benefits, and grants access to the designated group administrator.

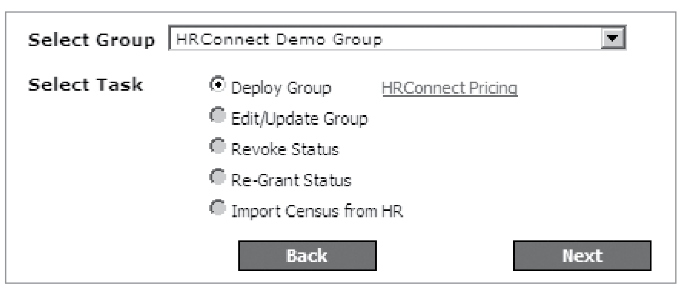
How to Deploy a Group:

Step 1: Login. Go to *www.lisibroker.com*, enter your username and password beneath the left navigation of the Web site. Press the button, *Run a Quote! with HealthConnect,* or click the *Quoting* icon in the Toolbox area. On the Online Quotes page, choose the option, *QuoteStar™, Powered by HealthConnect.*

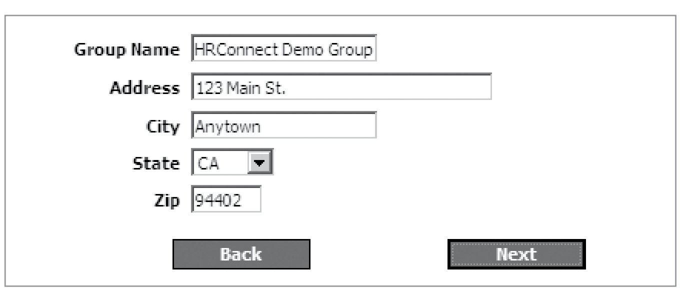
Step 2: Choose HRConnect. Click the *HRConnect/Enrollment* icon on the main menu.



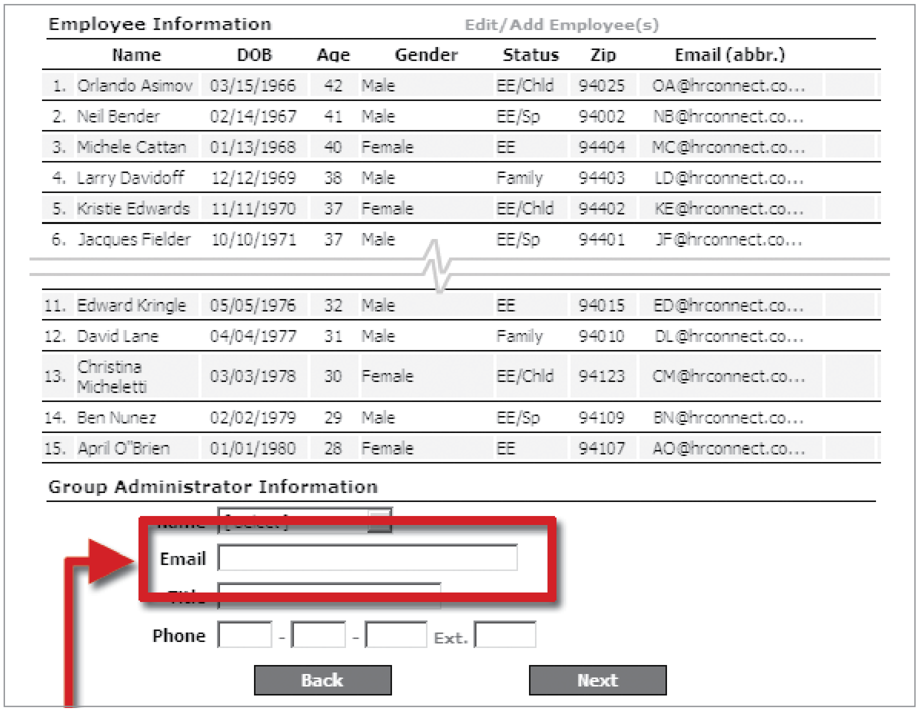
Step 3: Select Group for Deployment. From the drop-down menu, choose the group you wish to deploy. Select the *Deploy Group* option under the *Select Task* section, then click *Next*.



Step 4: Complete the Group Information Page. Ensure that the pre-populated group information is correct. Enter any missing information to complete the form. Click *Next.*



Step 5: Complete the Employee Information Page. It is important to make sure the group census is correct and complete. If additions or deletions are necessary, go back to the group's quote and change the census. Remember, **full names must be included on the census,** so that plans can be assigned to employees. Additionally, assign one of the employees as the Group Administrator by entering their contact information at the bottom of the Web page. Click *Next*.



Employee Information   Edit/Add Employee(s)

	Name	DOB	Age	Gender	Status	Zip	Email (abbr.)
1.	Orlando Asimov	03/15/1966	42	Male	EE/Chld	94025	OA@hrconnect.co...
2.	Neil Bender	02/14/1967	41	Male	EE/Sp	94002	NB@hrconnect.co...
3.	Michele Cattan	01/13/1968	40	Female	EE	94404	MC@hrconnect.co...
4.	Larry Davidoff	12/12/1969	38	Male	Family	94403	LD@hrconnect.co...
5.	Kristie Edwards	11/11/1970	37	Female	EE/Chld	94402	KE@hrconnect.co...
6.	Jacques Fielder	10/10/1971	37	Male	EE/Sp	94401	JF@hrconnect.co...
11.	Edward Kringle	05/05/1976	32	Male	EE	94015	ED@hrconnect.co...
12.	David Lane	04/04/1977	31	Male	Family	94010	DL@hrconnect.co...
13.	Christina Micheletti	03/03/1978	30	Female	EE/Chld	94123	CM@hrconnect.co...
14.	Ben Nunez	02/02/1979	29	Male	EE/Sp	94109	BN@hrconnect.co...
15.	April O''Brien	01/01/1980	28	Female	EE	94107	AO@hrconnect.co...

Group Administrator Information

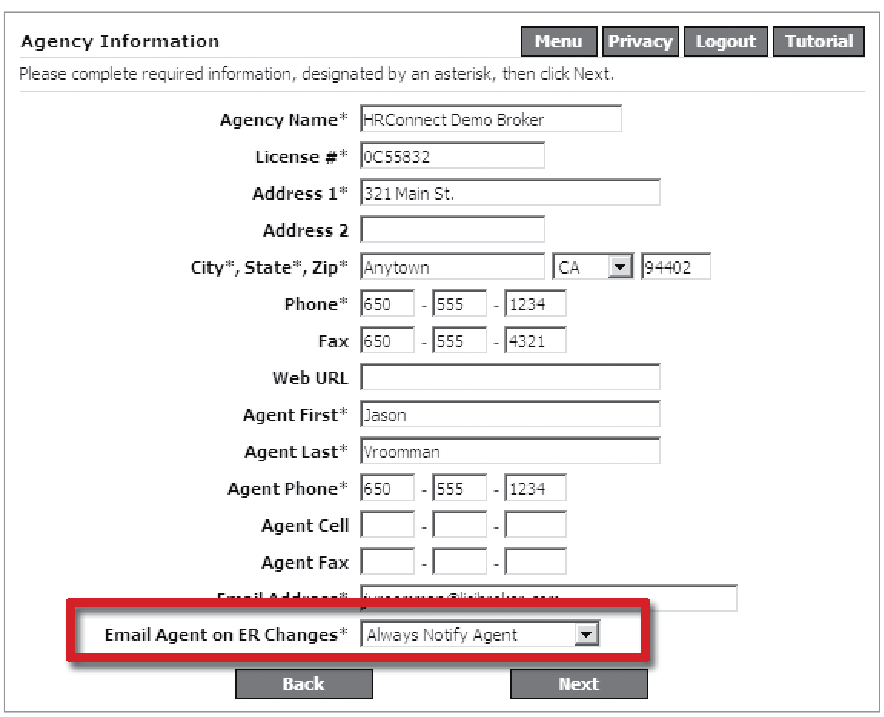
Email

Phone - - Ext.

Back   Next

Important note: If you prefer the password and username for the group to be e-mailed to you rather than the group's administrator, enter your e-mail address in the *Group Administrator Information* section.

Step 6: Complete the Agency Information Page. Make sure the brokerage information is correct. Enter any missing data or update any incorrect information. **Required step:** At the end of the form, specify if you want to be notified of employer changes in the system. Click *Next.*



Agency Information   Menu | Privacy | Logout | Tutorial

Please complete required information, designated by an asterisk, then click Next.

Agency Name* HRConnect Demo Broker

License #* 0C55832

Address 1* 321 Main St.

Address 2

City*, State*, Zip* Anytown CA 94402

Phone* 650 - 555 - 1234

Fax 650 - 555 - 4321

Web URL

Agent First* Jason

Agent Last* Vroomman

Agent Phone* 650 - 555 - 1234

Agent Cell - -

Agent Fax - -

Email Agent on ER Changes* Always Notify Agent

Back   Next

Please note, HRConnect remembers changes made to the Agency Information page and applies them to all previous groups that have been set up in the system.

Step 7: Complete the Carrier Information Page. Select the group's medical carriers.

Select Medical Carrier(s)

Carrier Name	Effective Date	End Date
[ ] Aetna	11 / 01 / 2008	10 / 31 / 2009
[x] Anthem Blue Cross	11 / 01 / 2008	10 / 31 / 2009
[ ] Blue Shield	11 / 01 / 2008	10 / 31 / 2009
[ ] CaliforniaChoice	11 / 01 / 2008	10 / 31 / 2009
[ ] Sharp HMO	11 / 01 / 2008	10 / 31 / 2009
[ ] Sharp PPO	11 / 01 / 2008	10 / 31 / 2009
[ ] UnitedHealthcare	11 / 01 / 2008	10 / 31 / 2009
[ ] WHA	11 / 01 / 2008	10 / 31 / 2009

Make sure you also include all their dental carriers, if applicable.

Select Dental Carrier(s)

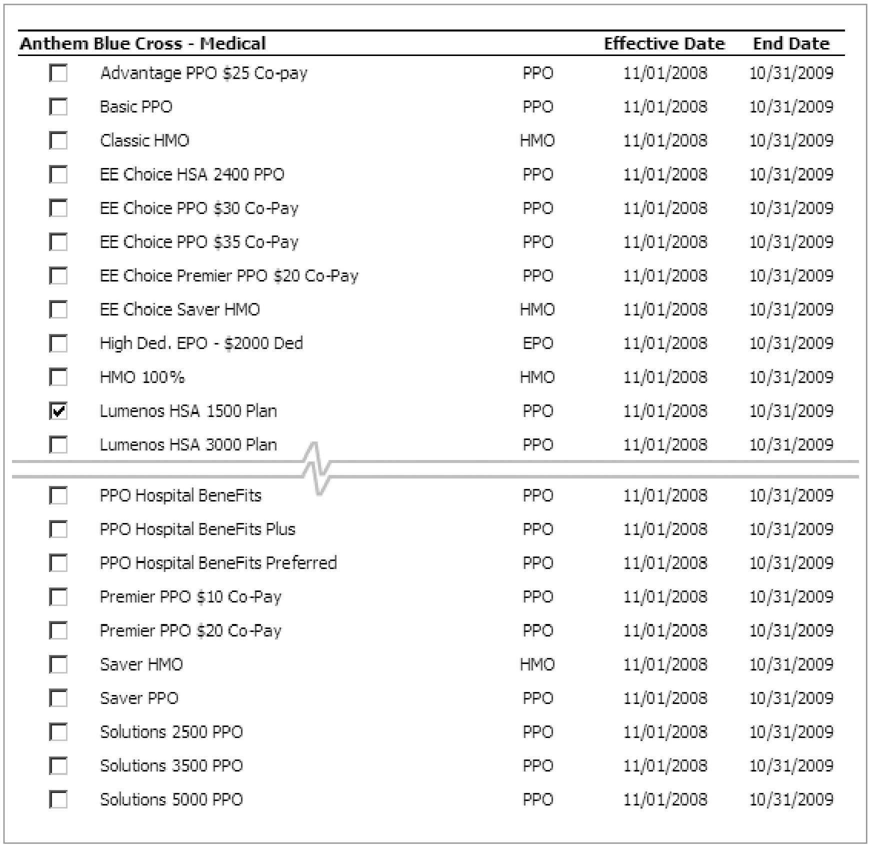
Carrier Name	Effective Date	End Date
[ ] Aetna DHMO	11 / 01 / 2008	10 / 31 / 2009
[ ] Aetna Freedom of Choice	11 / 01 / 2008	10 / 31 / 2009
[ ] Aetna PPO	11 / 01 / 2008	10 / 31 / 2009
[ ] Anthem Blue Cross Net DHMO	11 / 01 / 2008	10 / 31 / 2009
[x] Anthem Blue Cross PPO	11 / 01 / 2008	10 / 31 / 2009
[ ] PacifiCare Indemnity	11 / 01 / 2008	10 / 31 / 2009
[ ] PacifiCare PPO	11 / 01 / 2008	10 / 31 / 2009
[ ] PacifiCare PPO Plan	11 / 01 / 2008	10 / 31 / 2009
[ ] UnitedHealthcare PPO	11 / 01 / 2008	10 / 31 / 2009

Select the ancillary products your group has purchased, if applicable. Click *Next.*

Select Ancillary Offerings

Type	Effective Date	End Date
[x] Life	11 / 01 / 2008	10 / 31 / 2009
[ ] LTD	11 / 01 / 2008	10 / 31 / 2009
[ ] STD	11 / 01 / 2008	10 / 31 / 2009
[x] Vision	11 / 01 / 2008	10 / 31 / 2009

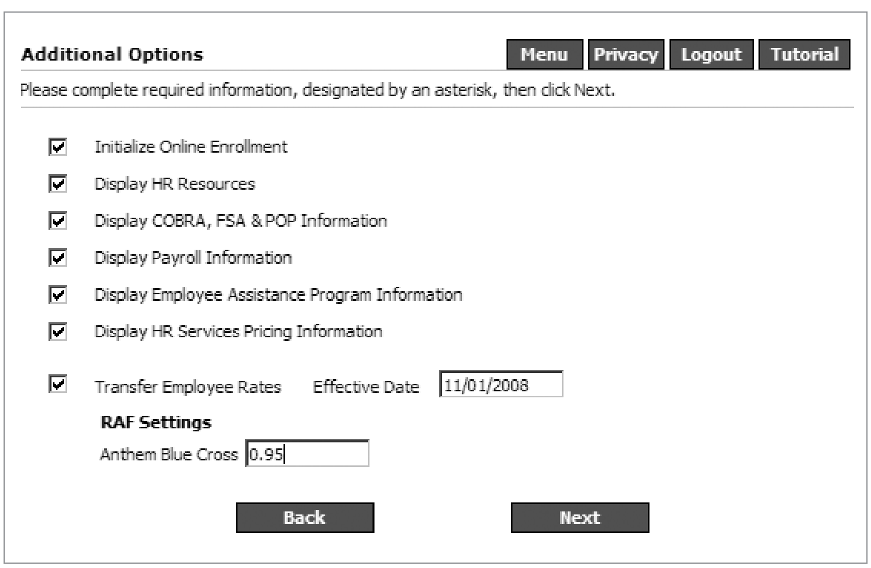
Step 8: Complete the Plan Selection Pages. Select the **plans** the employer offers their group. Click *Next.*



Anthem Blue Cross - Medical			Effective Date	End Date
☐	Advantage PPO $25 Co-pay	PPO	11/01/2008	10/31/2009
☐	Basic PPO	PPO	11/01/2008	10/31/2009
☐	Classic HMO	HMO	11/01/2008	10/31/2009
☐	EE Choice HSA 2400 PPO	PPO	11/01/2008	10/31/2009
☐	EE Choice PPO $30 Co-Pay	PPO	11/01/2008	10/31/2009
☐	EE Choice PPO $35 Co-Pay	PPO	11/01/2008	10/31/2009
☐	EE Choice Premier PPO $20 Co-Pay	PPO	11/01/2008	10/31/2009
☐	EE Choice Saver HMO	HMO	11/01/2008	10/31/2009
☐	High Ded. EPO - $2000 Ded	EPO	11/01/2008	10/31/2009
☐	HMO 100%	HMO	11/01/2008	10/31/2009
☑	Lumenos HSA 1500 Plan	PPO	11/01/2008	10/31/2009
☐	Lumenos HSA 3000 Plan	PPO	11/01/2008	10/31/2009
☐	PPO Hospital BeneFits	PPO	11/01/2008	10/31/2009
☐	PPO Hospital BeneFits Plus	PPO	11/01/2008	10/31/2009
☐	PPO Hospital BeneFits Preferred	PPO	11/01/2008	10/31/2009
☐	Premier PPO $10 Co-Pay	PPO	11/01/2008	10/31/2009
☐	Premier PPO $20 Co-Pay	PPO	11/01/2008	10/31/2009
☐	Saver HMO	HMO	11/01/2008	10/31/2009
☐	Saver PPO	PPO	11/01/2008	10/31/2009
☐	Solutions 2500 PPO	PPO	11/01/2008	10/31/2009
☐	Solutions 3500 PPO	PPO	11/01/2008	10/31/2009
☐	Solutions 5000 PPO	PPO	11/01/2008	10/31/2009

On the next page, you can enter the policy numbers for the plans. Click *Next.*

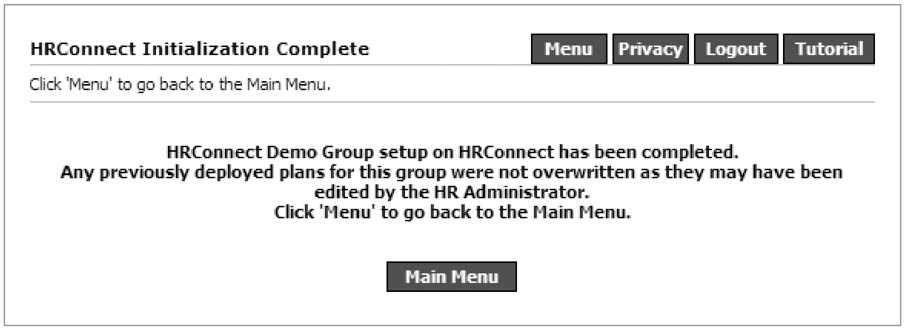
Step 9: Complete the Additional Options Page. Select the Premium Services you wish your group to see—the default is to see all the potential Premium Services. In most cases, you should set the system to transfer the employee rates, therefore keep the *Transfer Employee Rates* checkbox selected. Then, confirm the effective date of the group's medical plan(s) and their Risk Adjustment Factor (RAF). Click *Next.*



For more information about Premium Services, please refer to the *Getting a Premium Services Quote* section of this manual.

Step 10: Complete the HRConnect Initialization Submission Page. Confirm that all the information is correct, then click *Next* to submit the form to HealthConnect.

Your group is now deployed!



An e-mail with the group's username and password will arrive soon at the e-mail address designated on the Employee Information Web page (Step 5).

Once the Group Administrator receives their login information, they can use the secure HRConnect system, explore Premium Services, add custom plans, and add information, links and documents on the Information section.

This Page Left Intentionally Blank

2. GETTING A PREMIUM SERVICES QUOTE

In addition to all the features we will cover in this manual, HRConnect offers Premium Services to address additional HR needs, such as integrated payroll, COBRA, Section 125, and HR Consulting & Employee Handbook-Building. Premium Services are offered through partnerships with industry-leading vendors and they provide seamless integration with HRConnect. For example, when you make a personnel change to an employee's status, notification is immediately sent to the payroll, COBRA and/or Section 125 vendor, therefore removing unnecessary paperwork and delays.

To access Premium Services, you must purchase the requested service through one of HRConnect's vendors. This can be easily accomplished by calling **Teresa Ledbetter** at (877) 805.2828, extension 202. You can also visit HRConnect's Web site, *www.reviewmybenefits.com,* to request more information.

Prices for Premium Services can vary depending on a group's demographics. To find out the cost of these services, brokers can use any of the three options listed below. End users (your clients) will need to utilize Option 3. If they would like to see a more detailed proposal for Premium Services, they must contact you, their broker, to obtain a quote.

How to Obtain a Premium Services Quote:

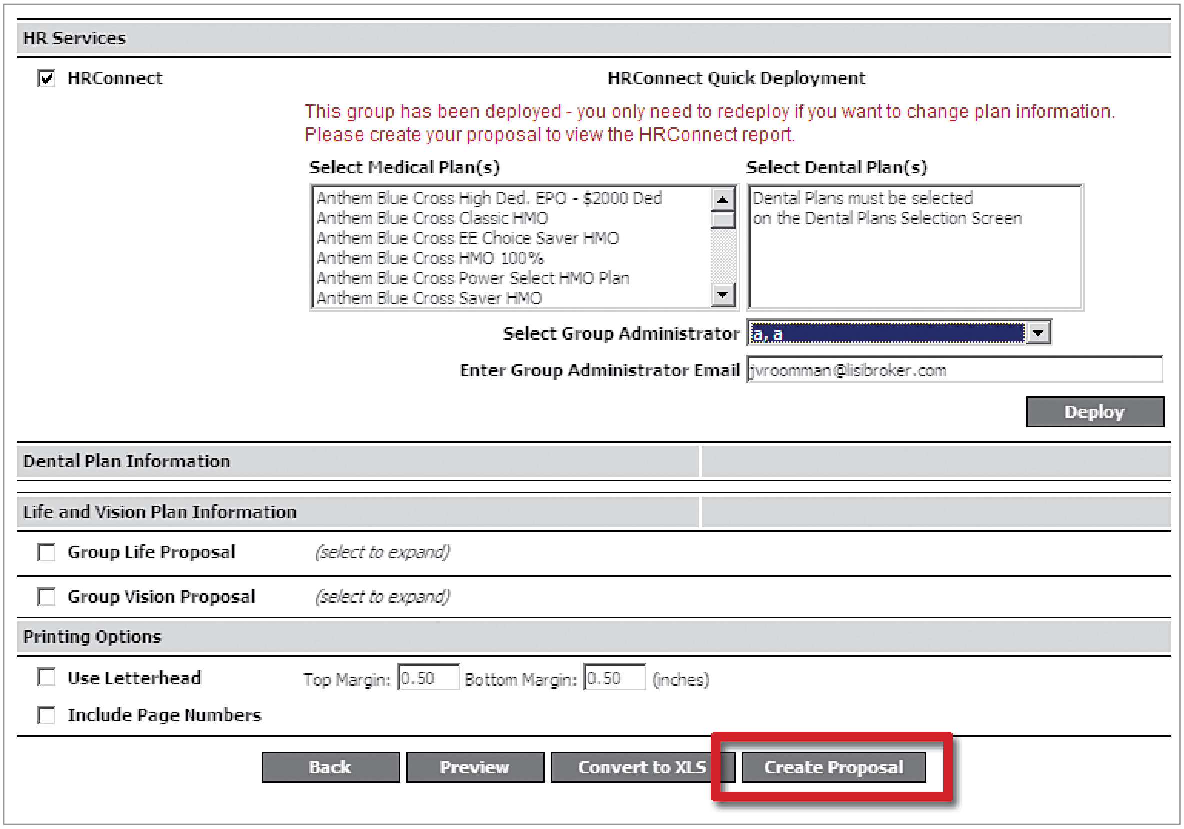
There are three ways to obtain a quote for HRConnect's Premium Services, and each method will produce a slightly different result. For your reference, there are examples of the three proposals in the Appendix of this manual.

The first two methods for obtaining a quote utilize LISI's QuoteStar™, Powered by HealthConnect, quoting system.

Option 1—Premium Services Detailed Proposal. This quoting method is utilized for both new groups and groups already in the quoting system. It will generate an 11-page proposal with detailed pricing and service descriptions.

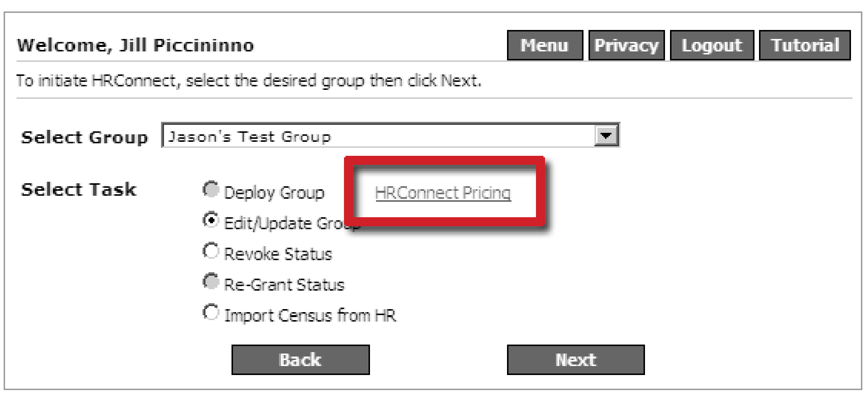
1. Log onto the LISI Web site, *www.lisibroker.com,* click the *Run a Quote* button at the top of the home page, and select *QuoteStar™, Powered by HealthConnect* on the Online Quotes Web page.
2. On the quoting system home page, click the *Small Group Quote* button.
3. If you want to create a quote for a new group and they are not in QuoteStar™, Powered by HealthConnect, select *Quote a New Group.* If the group already exists in the system, select the group name from the drop-down menu. Then, click *Next.*
4. To create a quote for this group, follow the procedure for running a normal medical and/or dental quote until you reach the Report Options page.
5. On the Report Options page, mark the HRConnect checkbox under the HR Services sub-section (make sure no other checkboxes are selected). Click the *Create Proposal* button (highlighted on the next page).
6. Deliver the proposal:

   a. E-mail the proposal to yourself and/or your client.
   b. View and/or print the proposal by clicking the link, View/Print Proposal.



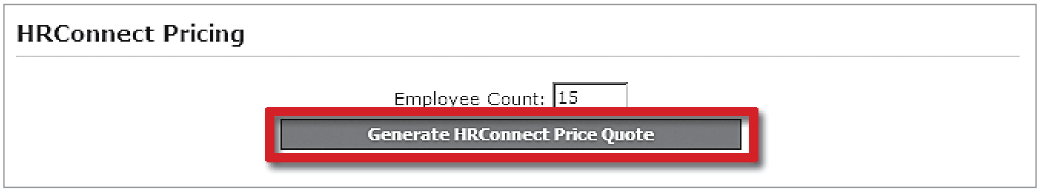
Option 2—Premium Services Proposal Summary. This quoting method is used solely for groups that exist in QuoteStar™, Powered by HealthConnect. It will produce a two-page proposal with detailed pricing and simplified services descriptions.

1. Log onto the LISI Web site, *www.lisibroker.com,* click the *Run a Quote* button at the top of the home page, and select *QuoteStar™, Powered by HealthConnect* on the Online Quotes Web page.
2. On the quoting system home page, click the *HRConnect/Enrollment* button.
3. Select the group you are quoting from the drop-down menu.
4. Click the *HRConnect Pricing* link.



Option 3—Premium Services Pricing Summary. This quoting method is produced for groups already deployed in the HRConnect system that would like pricing for Premium Services. This option will produce a one-page detailed pricing sheet with no description of the services provided.

1. Go to the HRConnect Web site, *www.reviewmybenefits.com*, and login using your username and password.
2. Click the Pricing Tab on the main menu.
3. On the Pricing section, enter in the textbox the number of employees to quote for this group.
4. Click the *Generate HRConnect Price Quote* button.



   a. When printing, you can set the orientation of the document in Landscape mode so all the pertinent data shown on the Web page will fit better on the printed page.

This Page Left Intentionally Blank

3. GETTING STARTED

Once the group is successfully deployed, you (or the Group Administrator) will receive an e-mail containing a link to access the HRConnect Web site, *www.reviewmybenefits.com*, along with the username and password.

From: Jason Vroomman [jvroomman@lisibroker.com] Sent: Wed 10/29/2008 5:59 PM
To: Jason Vroomman
Cc:
Subject: Your HRConnect website account information

Dear April O'Brien,

I am pleased to provide you with online tools and plan information for you and your employees. These tools are available via a customized HRConnect site that I have created for you. HRConnect will expedite the administration and communication of your benefits, as well as provide additional value to you and your employees, including:

HRConnect Features:
Company Calendar
News and Announcements
Employee Directory
Important Links
Company Policies
New To You Alerts

Benefits Features
Plan Details
Insurance Term Glossary

To ensure the security and integrity of your data we created a logon just for you. If you would like to give your employees access to this powerful tool, you can create individual employee logons from within HRConnect.

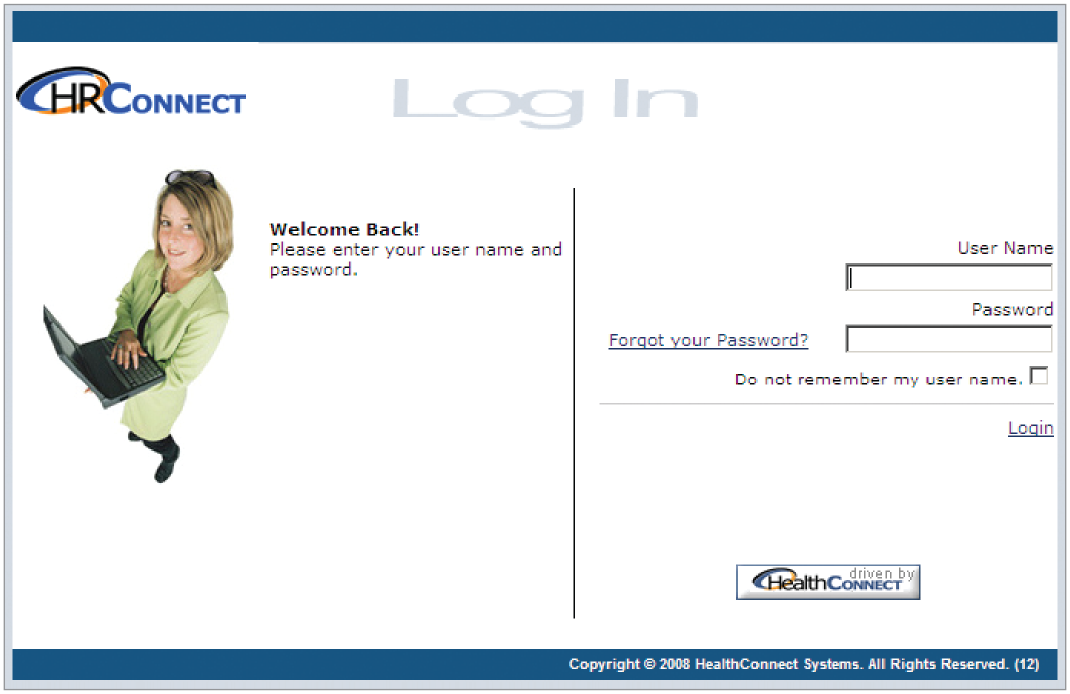
To get started, simply logon to http://www.reviewmybenefits.com using the following information:

Username: hradmin3885
Password: Lz8o2H

If you need assistance, please contact me at (650)555-1234 . I am pleased to deliver you this value-added service.

The password supplied in the welcome e-mail is a temporary password that will allow you to log onto the HRConnect Web site.

The HRConnect Web site portal:



When you enter the HRConnect Web site for the first time, you will be required to change your password. The new password can be any combination of letters and numbers. Please note: Passwords are case-specific, so ‘PASSWORD’ is not the same as ‘password.’

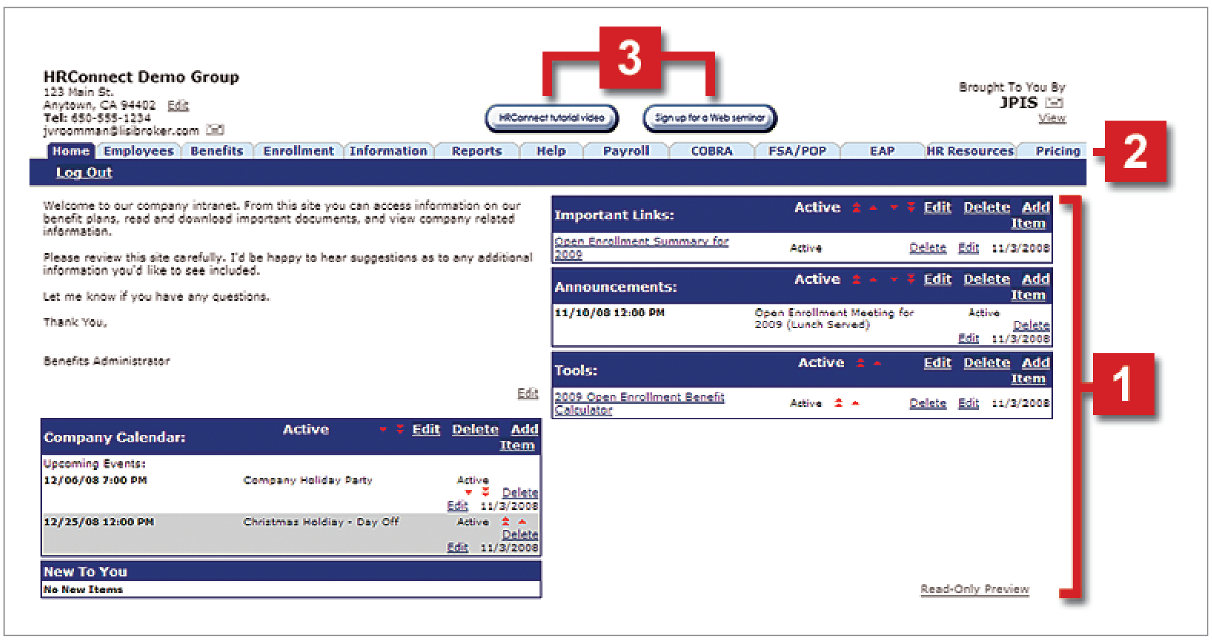
Once you modify your password, you will be directed to the Home section of the HRConnect Web site.

4. HOME TAB

After logging onto the HRConnect Web Site, *www.reviewmybenefits.com*, you will land on the Home section, the system's starting page. This page will be the most utilized by you and your employees once you set up the system for your group.

The Home section consists of five sections (item #1 below):

1. Company Calendar
2. New To You
3. Important Links
4. Announcements
5. Tools

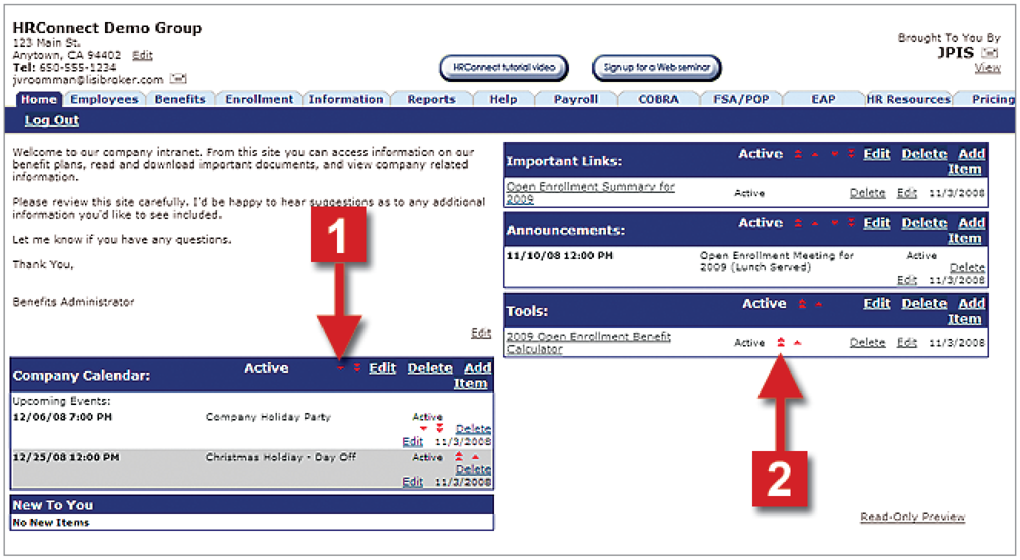


Each section can be populated with important information to distribute to your group's employees. Items or events can be added to any section, except *New To You*. Geared specifically to the employee, the *New To You* section spotlights the information from Sections 1 through 4 added by you as the HR Administrator. The next time an employee logs onto the Web site, he/she will see the information that is relevant under this section.

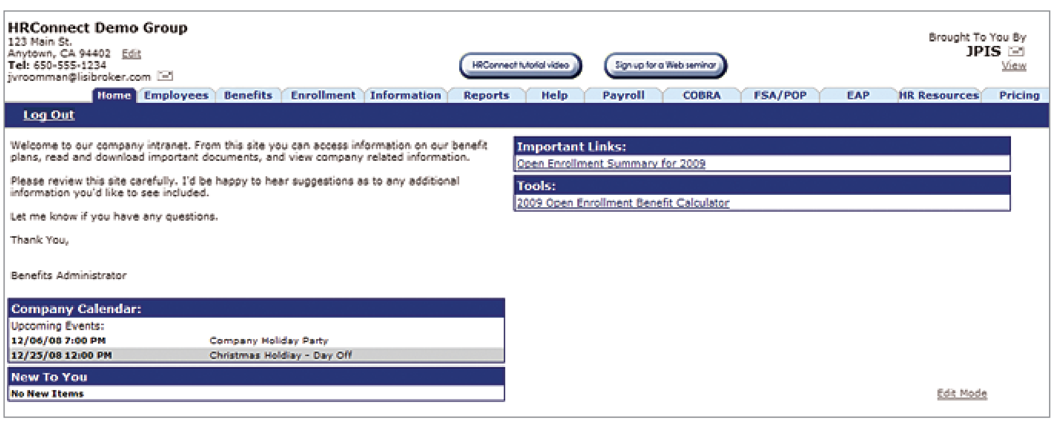
You can also navigate to other sections of the HRConnect Web site by using the tabs at the top of the screen (item #2 above). Furthermore, you can sign up to view a training video or attend a Web seminar to familiarize yourself with this Web site and its services by clicking one of the buttons above the tabs (item #3 above). We will provide more information about these services later in this section.

Edit Mode & Read-Only Preview

HRConnect offers flexibility to set up screens to suit your needs. Only the designated HR Administrator has access to change the basic setup of the group's HRConnect Web site. Once you log in as an HR Administrator, you enter the Edit Mode. You can easily modify how the sections appear on the Home section by changing their order. Clicking the single red arrow button (item #1) moves an item up or down by one position, while clicking the double red arrow buttons (item #2) moves an item to the top or bottom of the list.



You can also view an example of what your employees will see when they log onto the HRConnect Web site by clicking the Read-Only Preview link, located at the bottom, right corner of the screen. The Web page will refresh and display the Home section without the edit features. You can toggle back to the edit mode at any time by clicking the Edit Mode link.



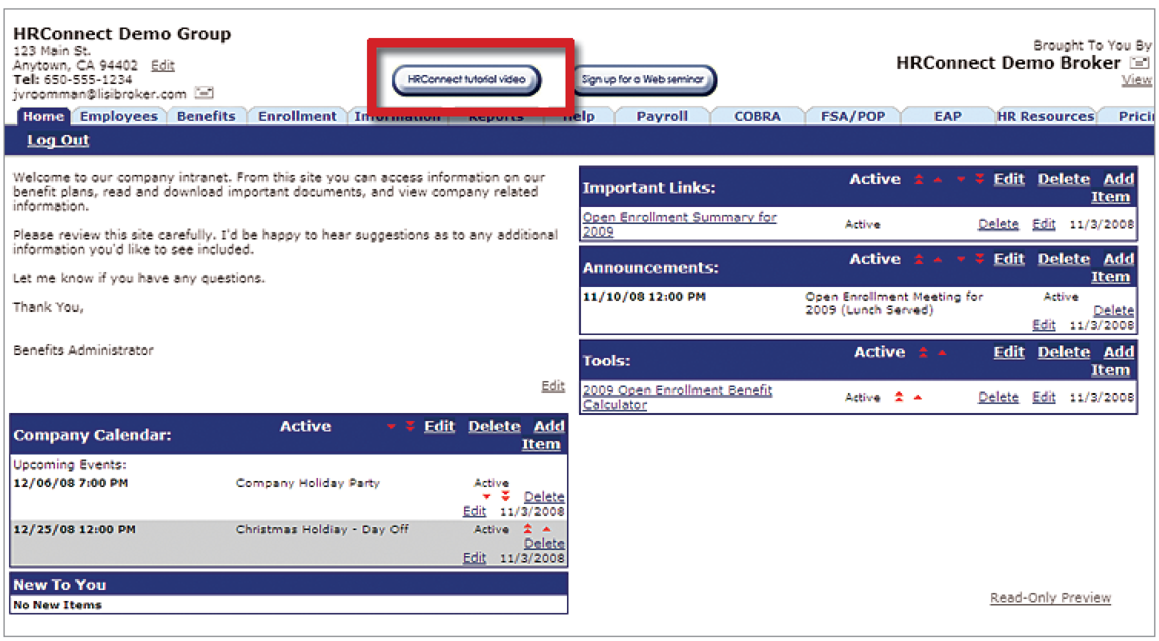
Viewing the Training Video

HealthConnect provides a 17-minute training video about HRConnect, explaining its concept and the services available on both the basic platform and Premium Services. Video topics include:

- Introduction
- System Summary
- Base System
  - Home Section
  - Employees Section
  - Benefits Section
  - Enrollment Section
  - Information Section
  - Reports Section and more
- Premium Services
  - Payroll
  - COBRA
  - FSA/POP
  - EAP
  - HR Resources
- Pricing
- Employee Access
- Contact Information

Two Ways to Access the Video:

Option 1. Log onto the HRConnect Web site, *www.reviewmybenefits.com*, and click the *HRConnect Tutorial Video* button.



Option 2. Enter the following link in your internet browser: *http://www.healthconnectsystems.com/hcs/HRCVideo.aspx*.

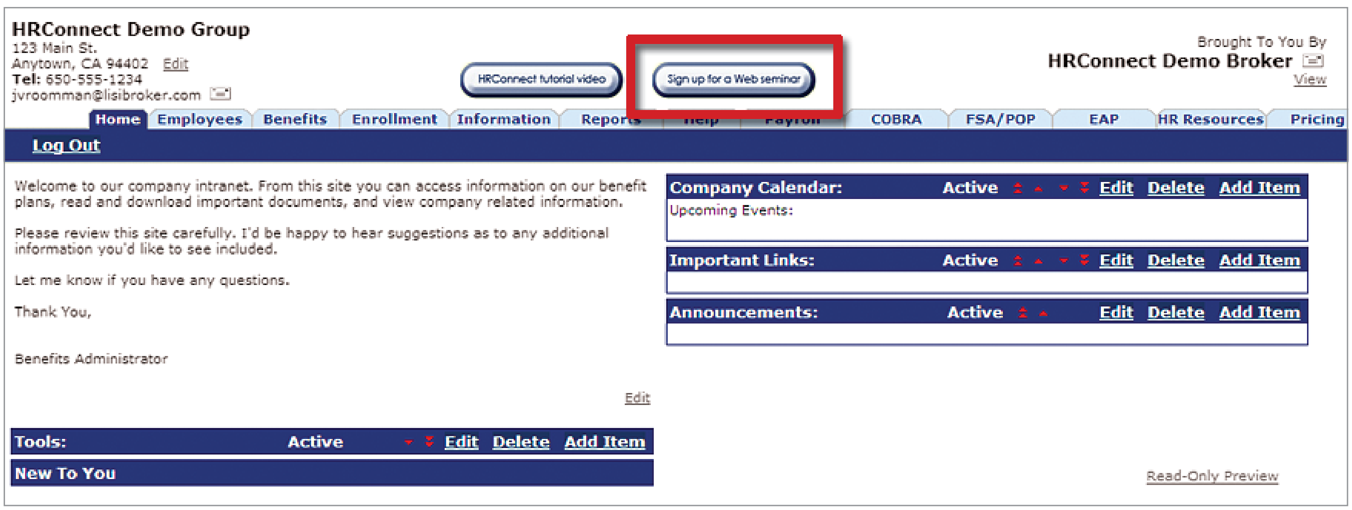
You can view the training video in normal sequence or skip and play the sections that interest you by clicking a title on the video navigation.

Signing up for a Web Seminar

HealthConnect offers online HRConnect training seminars to help users learn the system and provide details about its Premium Services. Free Web seminars are currently held biweekly, Wednesday and Friday, at 10:00 AM to 11:30 AM. (Frequency and times are subject to change.)

How to Sign Up for a Web Seminar:

1. Login to the HRConnect Web site, *www.reviewmybenefits.com,* using your username and password.
2. Click the *Sign Up for a Web Seminar* button at the top, middle section of the Web page.

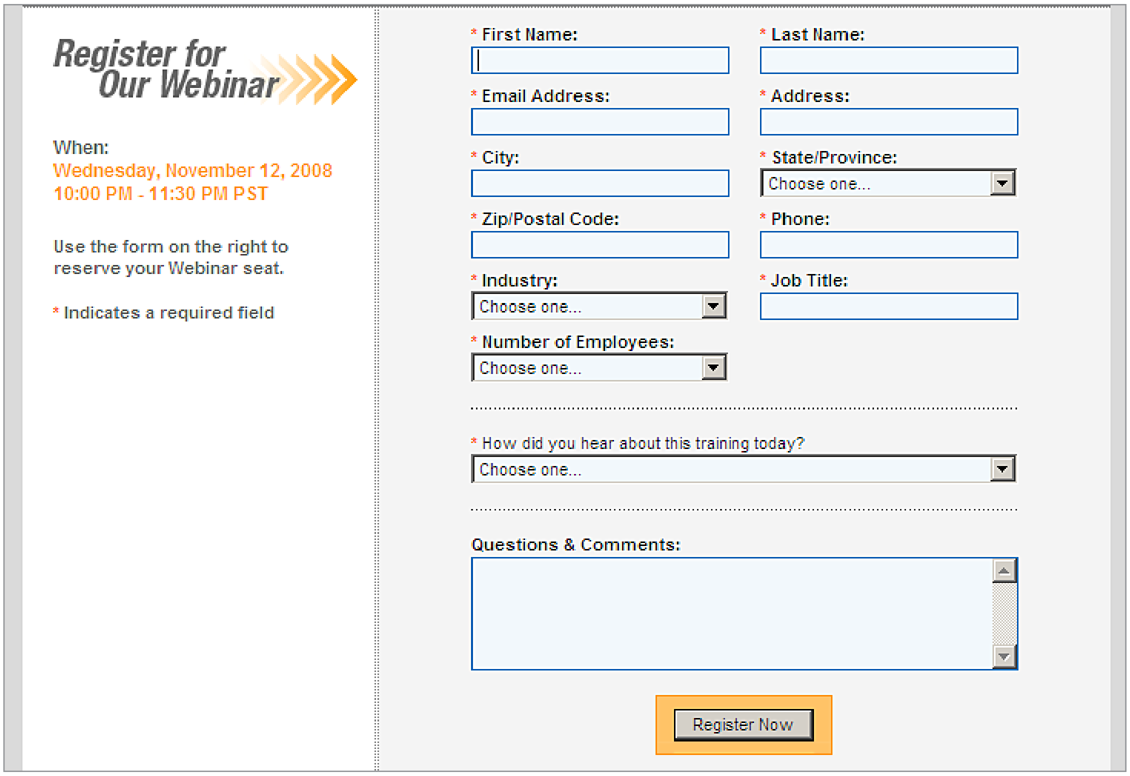


3. On the next page, a list of available Web seminar dates and times will be displayed. If you are interested in participating in a training seminar, select a date and time that works best for you, and click the Join link next to your choice.

HRConnect Training Seminars

Seminar	Date	Time	
HRConnect Demo	Wednesday, 11/12/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Friday, 11/14/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Friday, 11/21/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Wednesday, 11/26/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Wednesday, 12/03/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Friday, 12/05/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Wednesday, 12/10/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Friday, 12/12/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Wednesday, 12/17/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Friday, 12/19/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Wednesday, 12/24/2008	10:00 AM - 11:30 AM PDT	Join
HRConnect Demo	Wednesday, 12/31/2008	10:00 AM - 11:30 AM PDT	Join

4. A new window will open and display the registration page for your chosen Web seminar. Complete the required registration information, then click the *Register Now* button to submit the form.



5. You will receive a confirmation message, including information on how to access the Web seminar, at the e-mail address you provided during the registration process.

Minimum System Requirements:

In order to access the Web seminar, the computer you use must meet the following minimum specifications:

- PC-based attendees: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista
- Macintosh®-based attendees: Mac OS® X 10.3.9 (Panther®) or newer

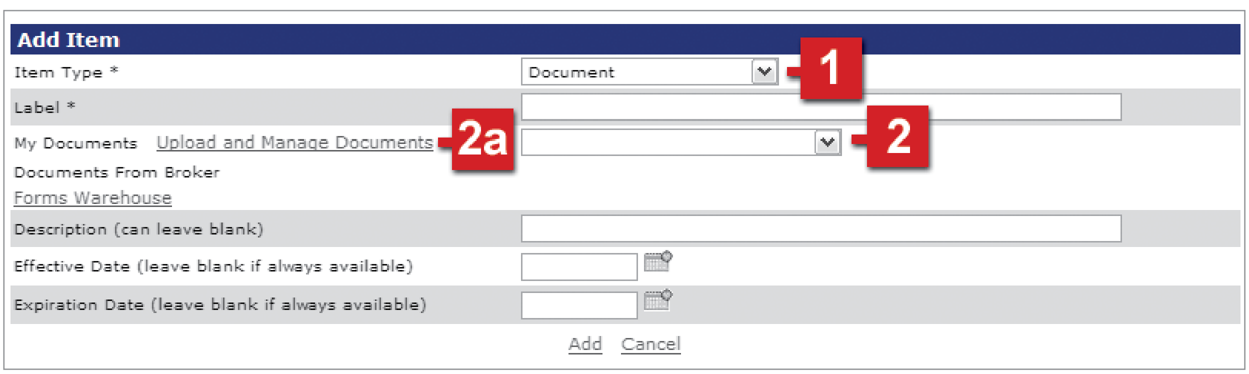
Adding Items

HRConnect allows you to incorporate information useful to your organization. In each section of the Home section, items such as calendar events, links, and documents can be added. As an example, let's add a document, the 2009 Holiday Schedule, to the *Important Links* section of the group's Home section.

How to Add an Item in the Home Section:

1. Click the Add Item link under the *Important Links* section.

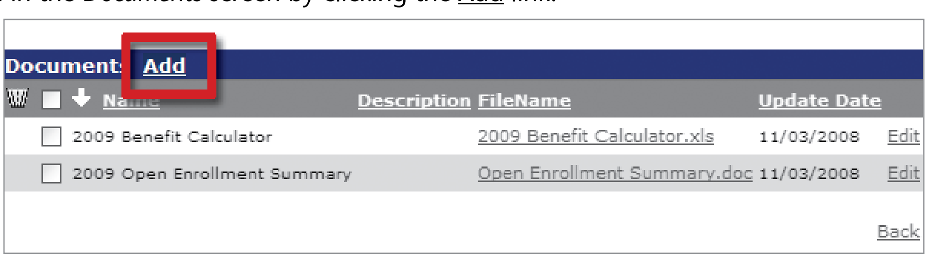
2. In the *Item Type* drop-down menu, select the type of item you want to add; in this case, select *Document* (item #1 below).



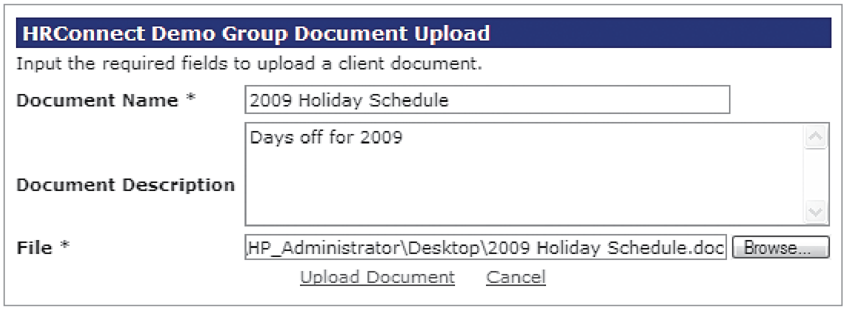
3. Under *My Documents*, select the file you want to add from the drop-down menu (item #2 above). If the file does not appear as an option in the menu, follow this four-step process to add and upload the file:

   a. Click the Upload and Manage Documents link (item #2a above).

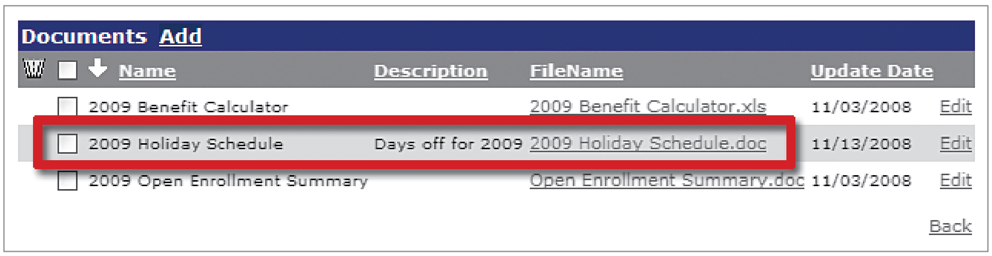
   b. Create a record in the *Documents* screen by clicking the Add link.



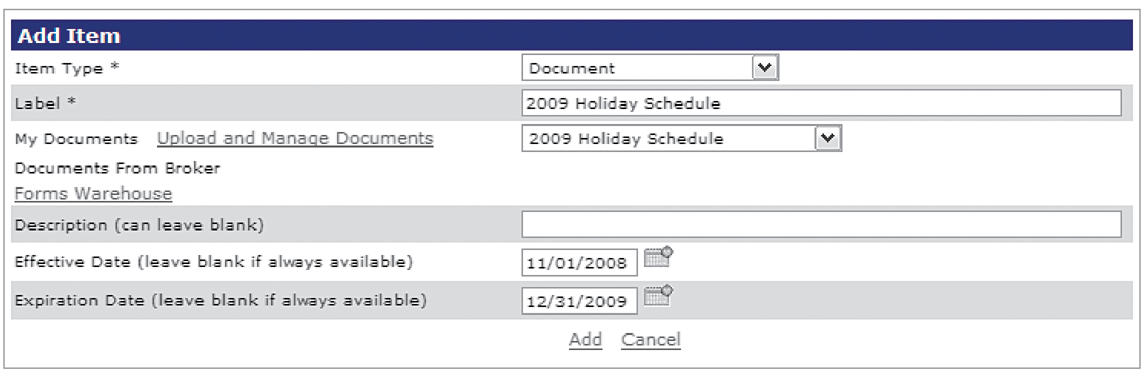
c. In the *Document Upload* screen, you must enter a name for your document. A brief description may also be added if applicable. Click the *Browse* button to locate the Holiday Schedule document in your computer. Then, click the Upload Document link.



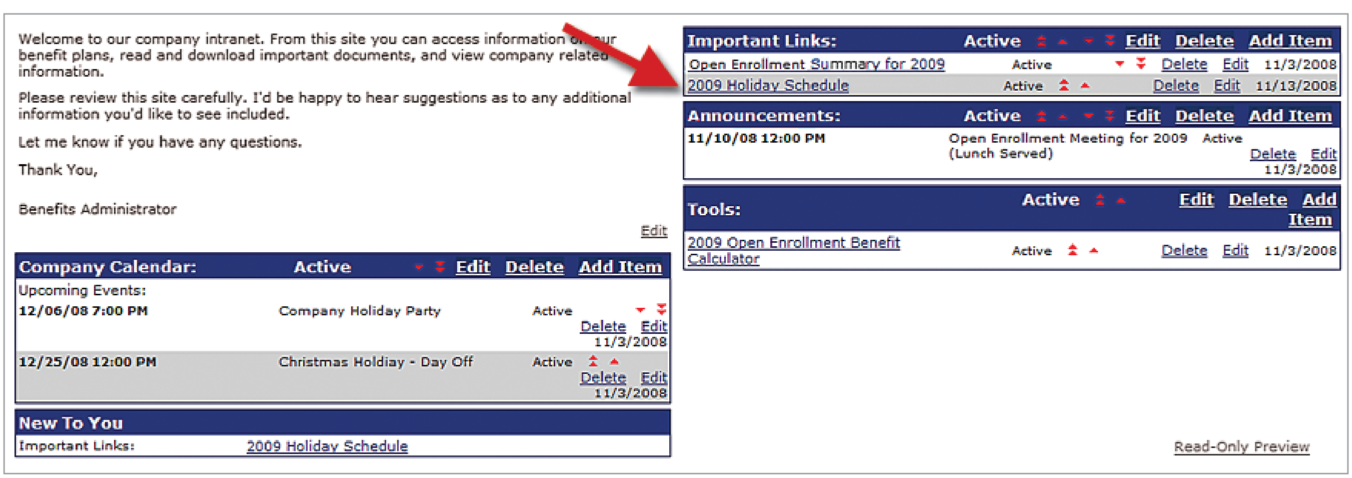
d. Once the 2009 Holiday Schedule is uploaded, it will appear on the *Documents* list. Click the Back link to return to the *Add Item* screen.



4. You must designate a label to the document, then select the appropriate file from the drop-down menu in *My Documents*. You can also add a description, as well as set a time period for displaying this item on the Home section. You may also leave the effective and expiration dates blank to keep the item visible at all times. Finally, click the Add link.



5. The 2009 Holiday Schedule is now available under the *Important Links* section of your group's Home section.



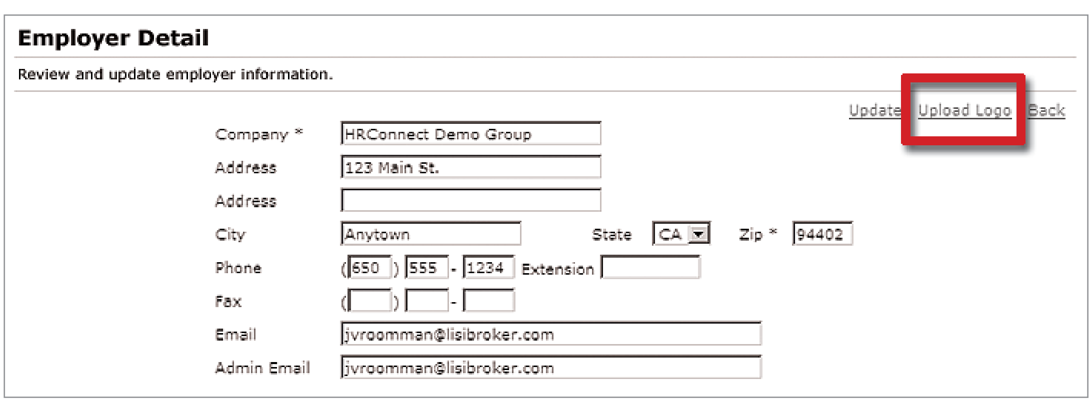
Adding your Company Logo

One of HRConnect's customizable features is the ability to add your company's logo to the Web site. The logo will display on the upper left corner of every Web page, next to your company's contact information.

How to Upload a Logo:

1. Click the Edit link located right next to your company's contact information.

2. Click the Upload Logo link located on the right side of the Web page.



3. On the *Upload Client Logo* screen, click the *Browse* button and find the graphics file of the logo saved on your computer's hard drive or network. Please note, the maximum size of the logo is 200 x 60 pixels and it must be in .jpeg or .jpg file format.

4. Click the Save link to upload the file to the system.

This Page Left Intentionally Blank

5. EMPLOYEES TAB

Manage Employees

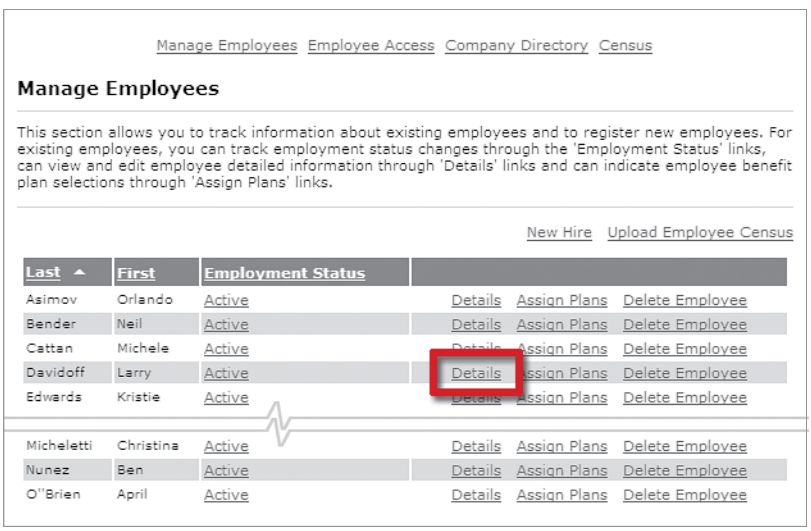
The primary purpose of HRConnect is to efficiently manage HR data. To facilitate this, employee information must be entered into the system under the Employees section.

In the *Manage Employees* section, you can upload a census list of the group's employees or register a new hire. You can also add employee details (such as their phone numbers and addresses), designate an employment status, assign plans, and delete a terminated employee from the group list.

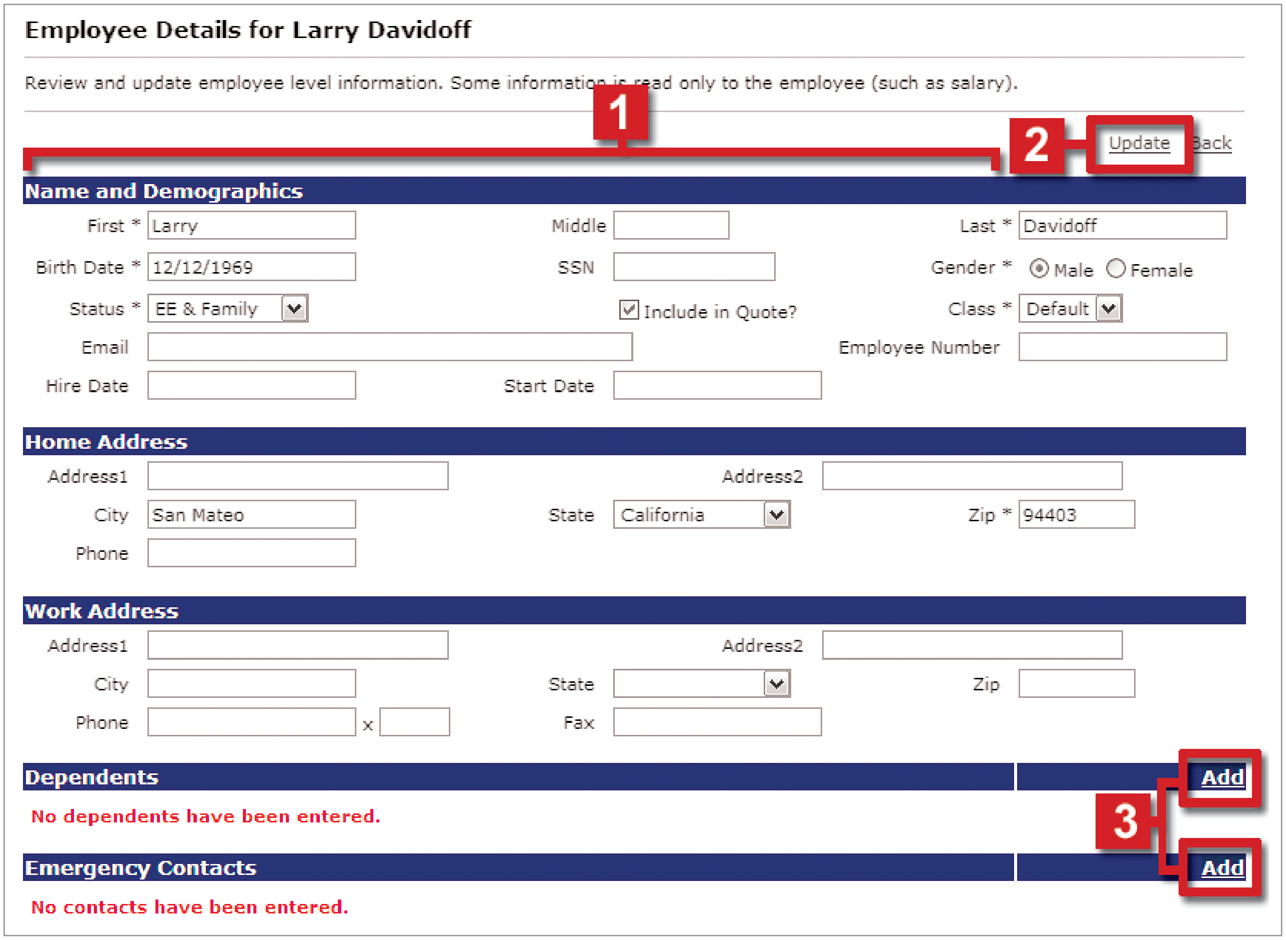
Adding Details:

Gather and enter as much pertinent information as needed for every employee in your group.

1. To edit an employee's record, select an employee from the list and click the Details link next to their name.



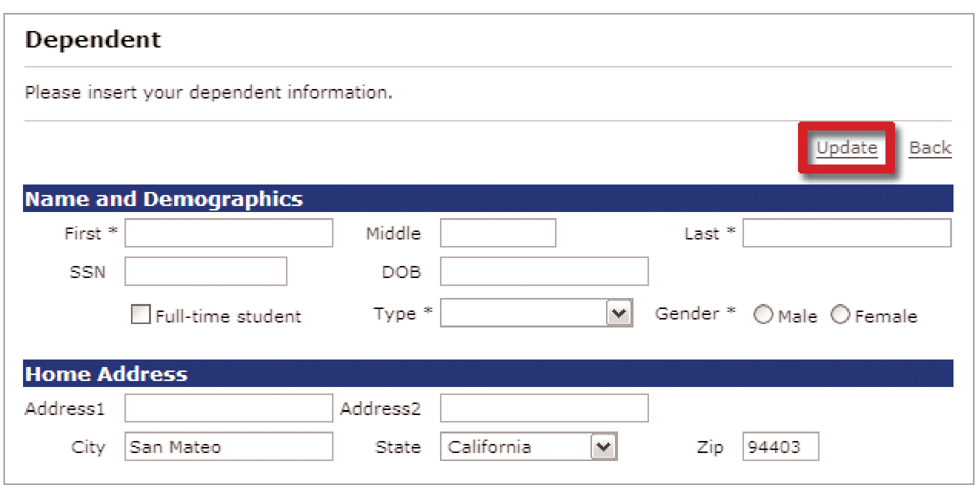
2. Complete the employee record (item #1 below).



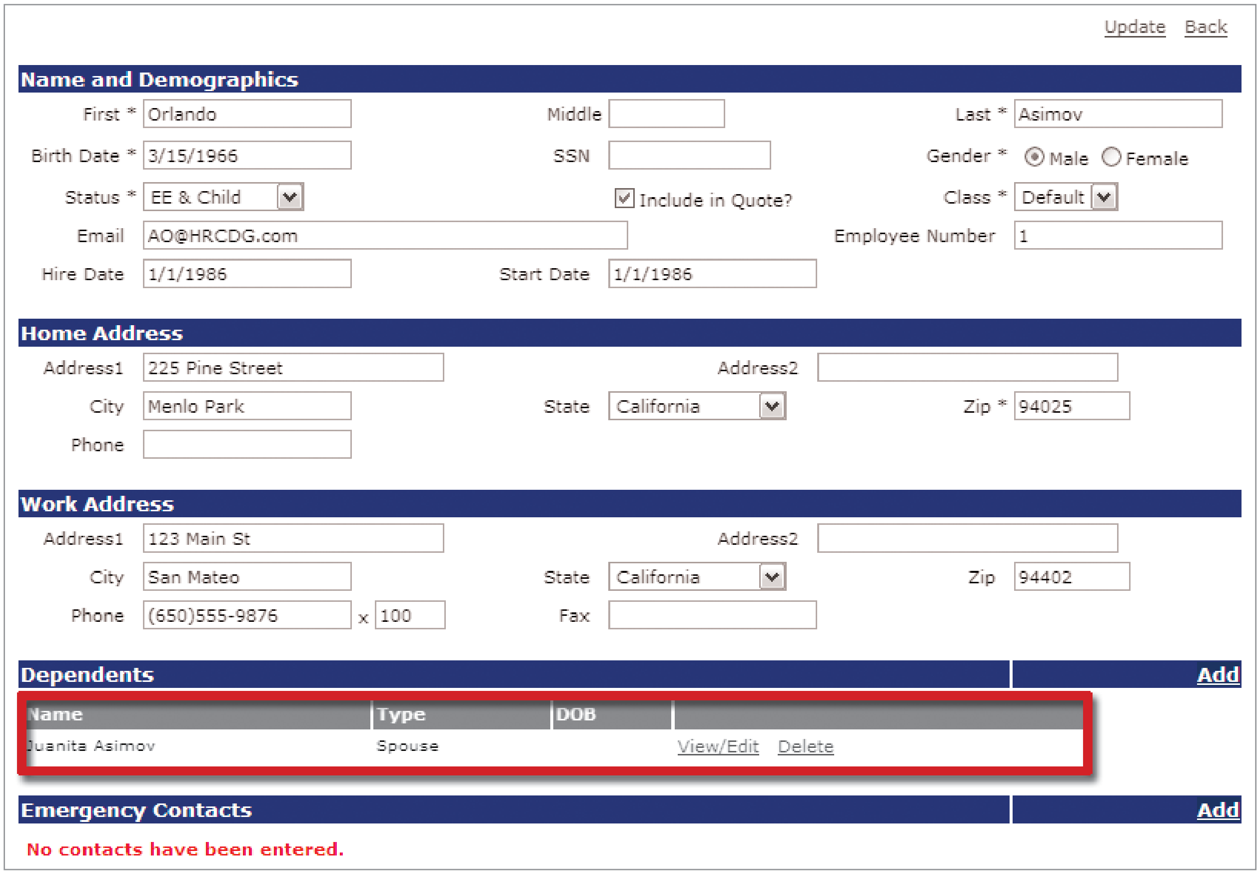
3. Click the Update link to save the data (item #2 above).

4. To add dependents or emergency contacts for an employee, click the Add link under the Dependents and/or Emergency Contacts section(s) (item #3 above).

   a. Enter the required information under the Dependents and/or Emergency Contacts screen(s). Click the Update link to save the data.



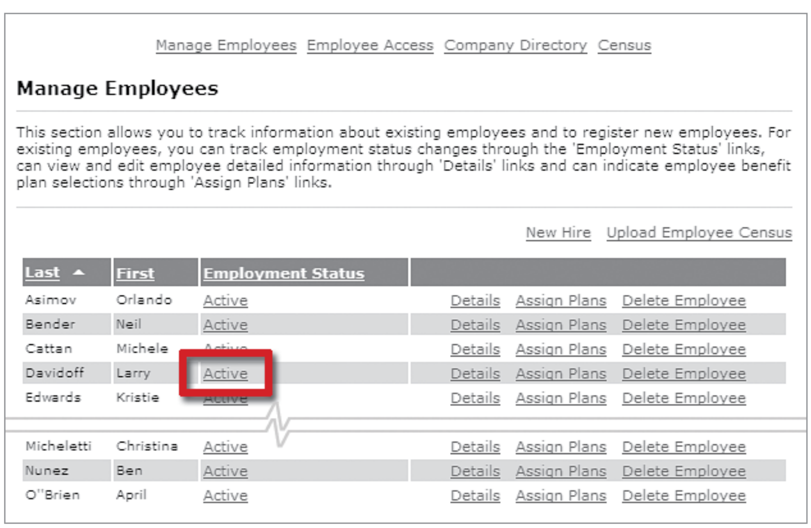
b. The employee's dependent (or emergency contacts) information will display on the *Employee Details* screen.



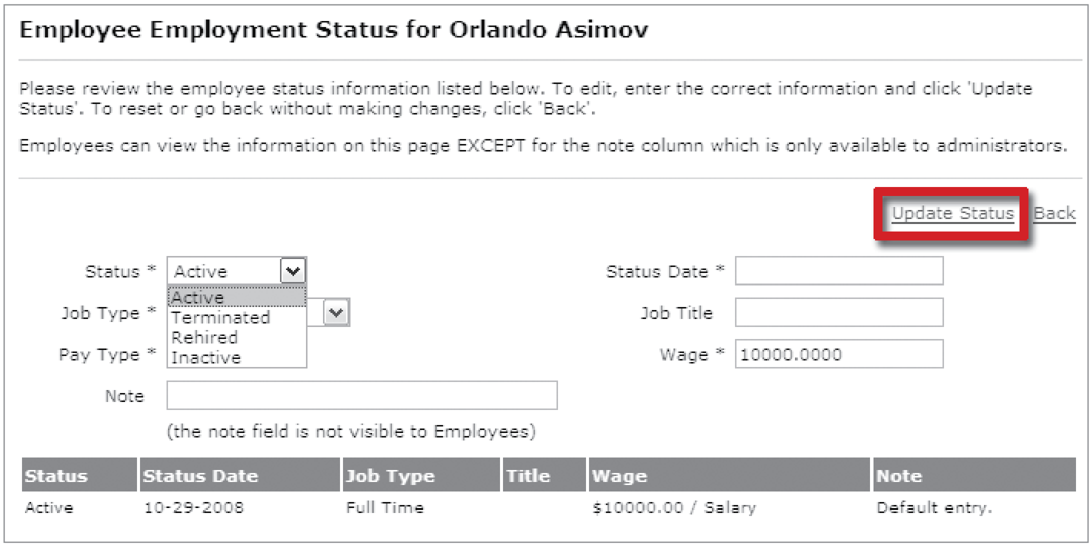
Designating an Employment Status:

Under the *Employment Status* column of the *Manage Employees* section, you can designate a status—Active, Terminated, Rehired, Inactive—for each employee in your company.

1. To assign an employment status to an employee, select an employee from the list and click the *Active* link next to their name.



2. In the *Employee Employment Status* screen, you can set the employee's status, along with their job type, pay type, job title, and wage. The Status Date text field is used to note when changes to the employee's record are entered into HRConnect.

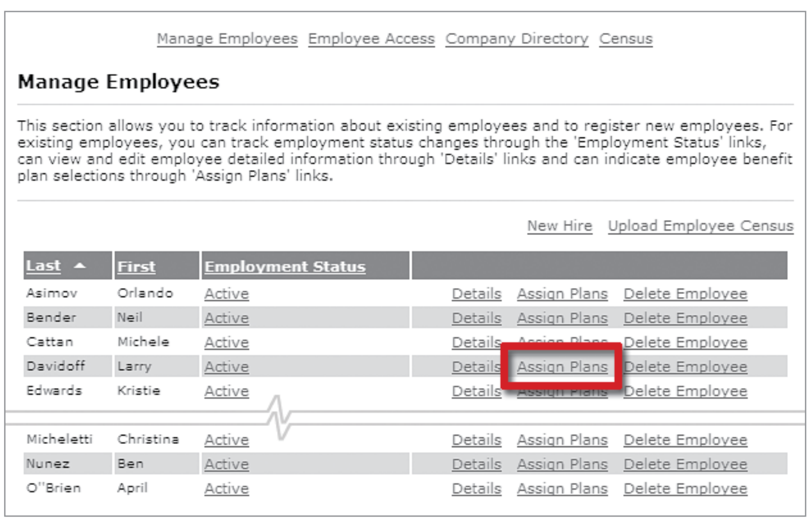


3. Click the *Update Status* link to save your changes to HRConnect (highlighted above).

Assigning Plans:

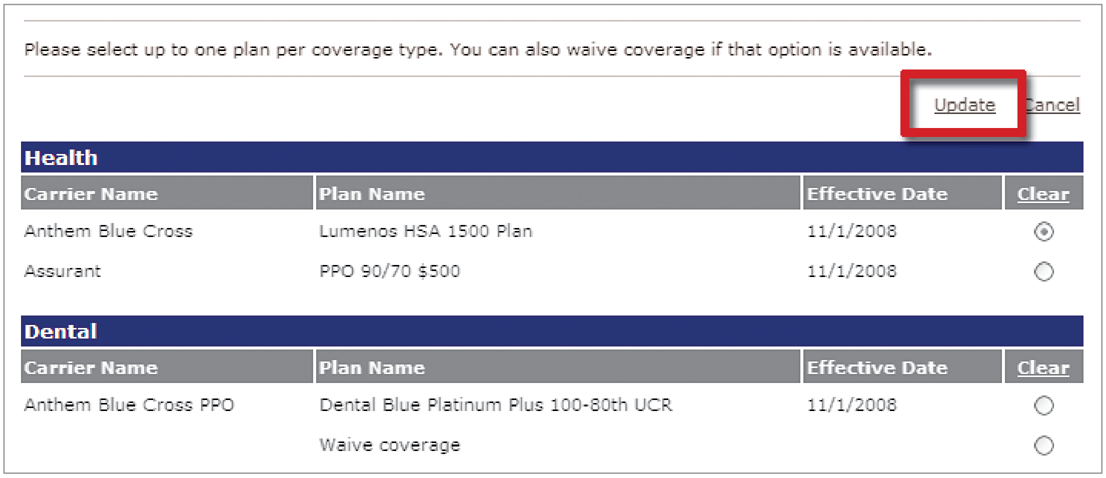
After you complete entering information for each employee, you must assign each employee to a plan under each line of coverage—Medical, Dental, Vision, and so on—as applicable.

1. To assign a plan to an employee, click the Assign Plans link next to their name.



2. For each line of coverage listed in the system, assign a plan to an employee by clicking the button next to the employee's plan choice.

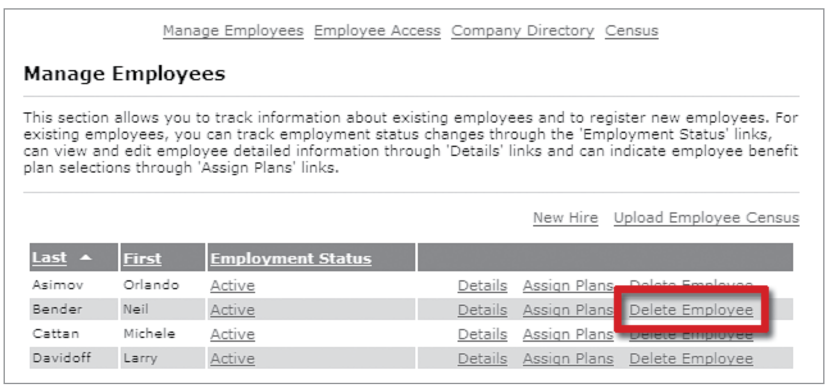
3. After making a plan choice for each line of coverage, click the Update link to save your selections.



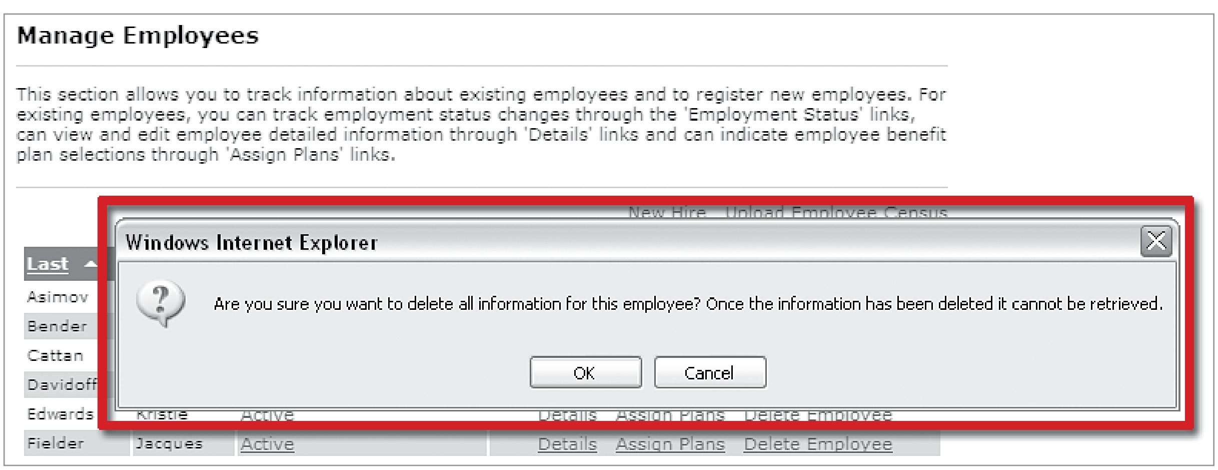
Deleting an Employee:

If an employee leaves your group and you are certain that their information is no longer needed in HRConnect, you have the option to delete the terminated employee's records. **However, please note that the *Delete Employee* feature is not recommended for use.** Instead, it is advisable to set the terminated employee's status to *Inactive* to prevent data loss. (This topic will be covered later in this chapter.) Currently, there is no method available to recover this information once you confirm an employee deletion. Please consider your deletions carefully.

1. To delete an employee record, select an employee from the list and click the Delete Employee link next to their name.



2. Once you click the Delete Employee link, a pop-up message will ask you to confirm your request. Click the *OK* button if you are certain about deleting the employee.



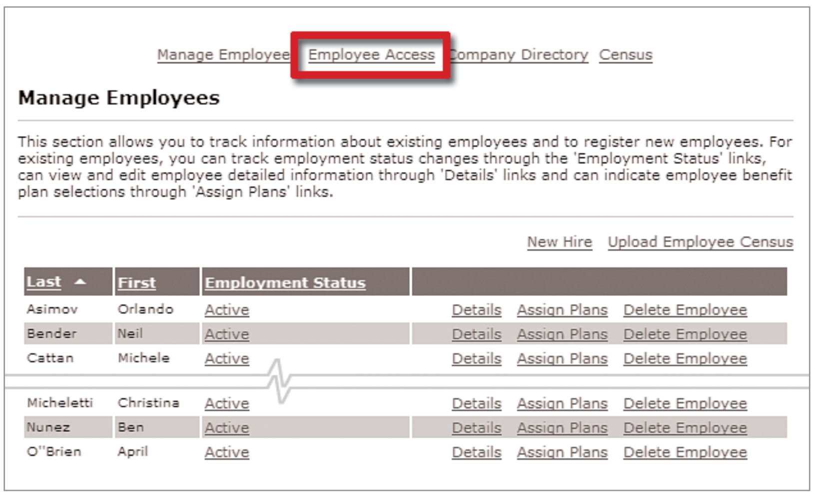
Employee Access

One of the benefits of HRConnect is its accessibility to employees, allowing them to access the system to view their plan information, complete enrollment paperwork, make address changes, and so on. For employees to gain access to HRConnect, they must have a valid e-mail address. Then, the HR Administrator must create employee accounts in HRConnect and grant them access to the system.

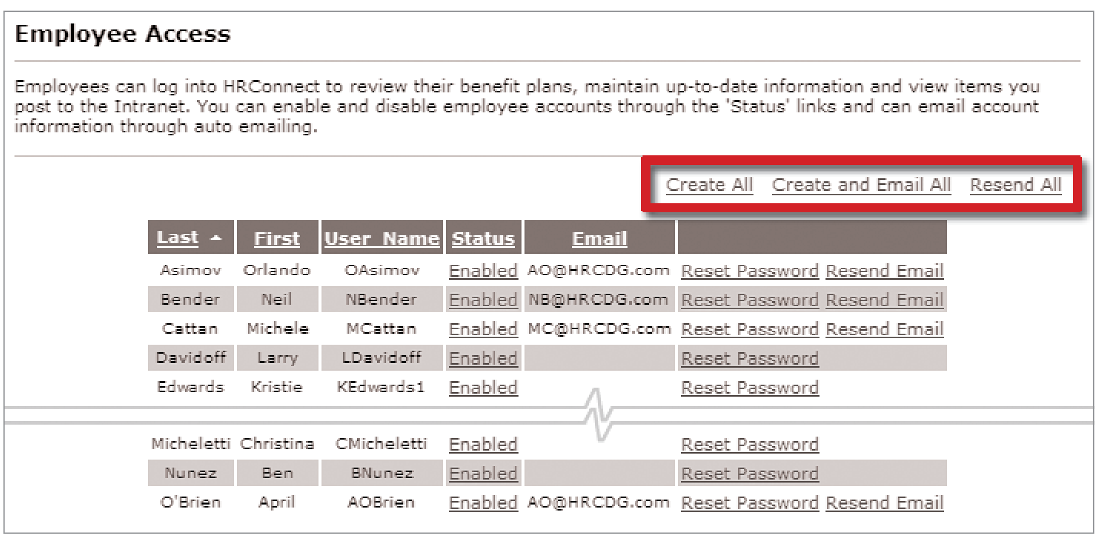
Creating an Employee User Account:

For All Employees:

1. Go to the Employees section and click the Employee Access link on the main menu at the top of the page.

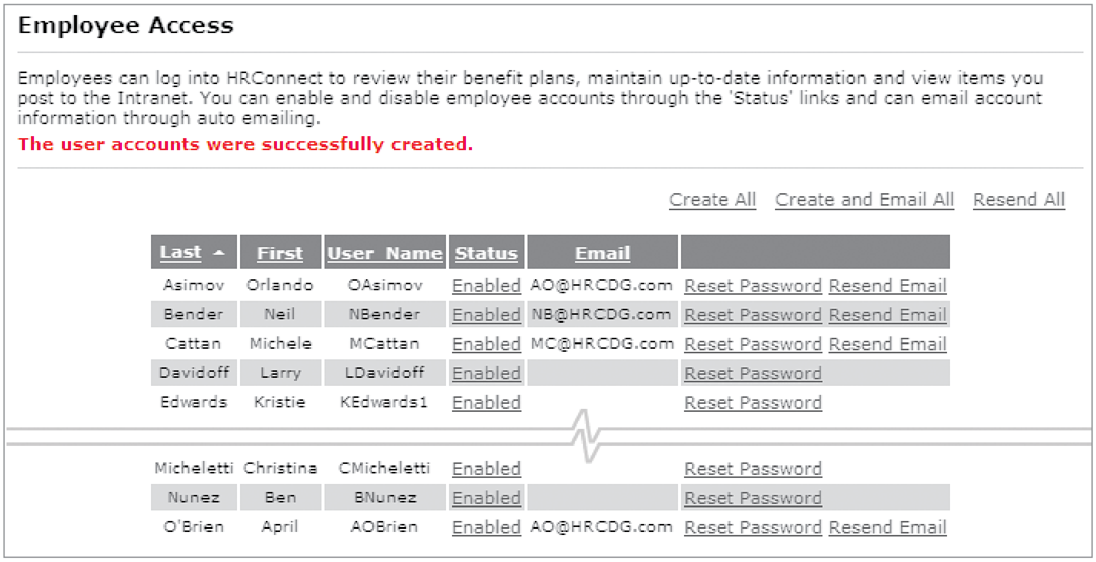


2. In the *Employee Access* screen, you can efficiently create accounts for all employees by selecting one of the links on the top right menu: Create All, Create and Email All, and Resend All.



   a. Selecting *Create All* will create Employee User accounts for all the employees.
   b. Selecting *Create and Email All* will create Employee User accounts for all the employees. The system will also send out e-mails to notify all the employees of their HRConnect login information created by the HR Administrator.
   c. Selecting *Resend All* will prompt the system to send an e-mail to every employee on the list, notifying them of their login information.

The system will display a confirmation message once all the user accounts are successfully created.


Employee Access

Employees can log into HRConnect to review their benefit plans, maintain up-to-date information and view items you post to the Intranet. You can enable and disable employee accounts through the 'Status' links and can email account information through auto emailing.

The user accounts were successfully created.

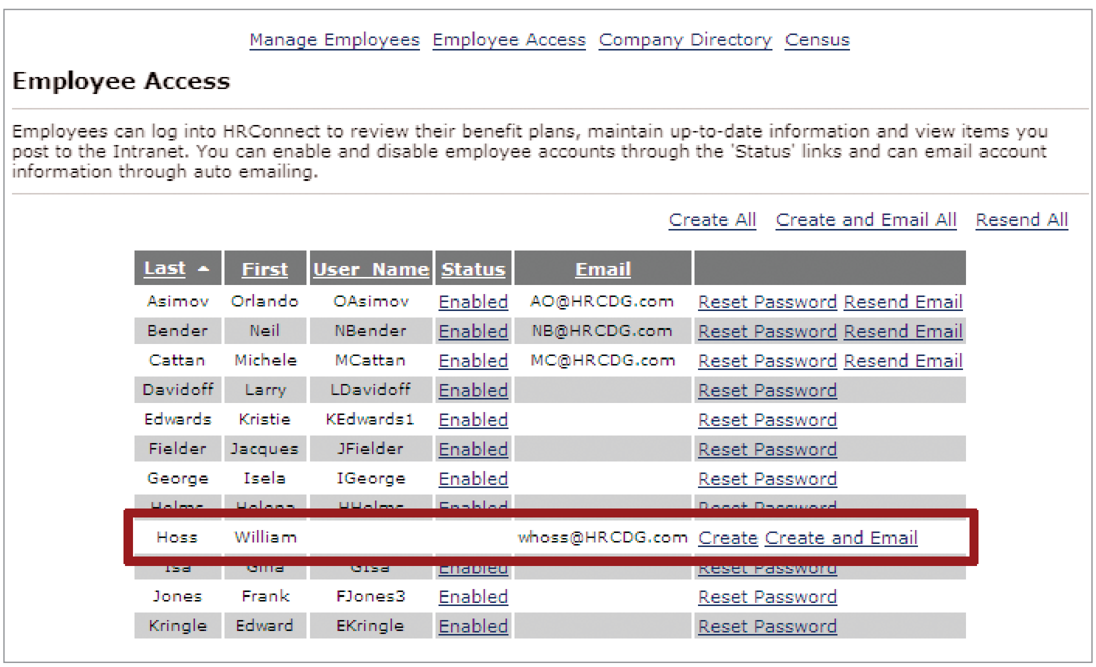
Create All Create and Email All Resend All

Last	First	User Name	Status	Email	
Asimov	Orlando	OAsimov	Enabled	AO@HRCDG.com	Reset Password Resend Email
Bender	Neil	NBender	Enabled	NB@HRCDG.com	Reset Password Resend Email
Cattan	Michele	MCattan	Enabled	MC@HRCDG.com	Reset Password Resend Email
Davidoff	Larry	LDavidoff	Enabled		Reset Password
Edwards	Kristie	KEdwards1	Enabled		Reset Password
Micheletti	Christina	CMicheletti	Enabled		Reset Password
Nunez	Ben	BNunez	Enabled		Reset Password
O'Brien	April	AOBrien	Enabled	AO@HRCDG.com	Reset Password Resend Email

For an Employee:

If you have a new-hire employee, you can give this person access to HRConnect by creating a single Employee Access account.

1. Go to the Employees section and click the Manage Employees link on the main menu at the top of the page.
2. In the *Manage Employees* screen, add the employee.
3. Next, navigate to the *Employee Access* section. You will find that the new person is now included in the employee list.


Manage Employees Employee Access Company Directory Census

Employee Access

Employees can log into HRConnect to review their benefit plans, maintain up-to-date information and view items you post to the Intranet. You can enable and disable employee accounts through the 'Status' links and can email account information through auto emailing.

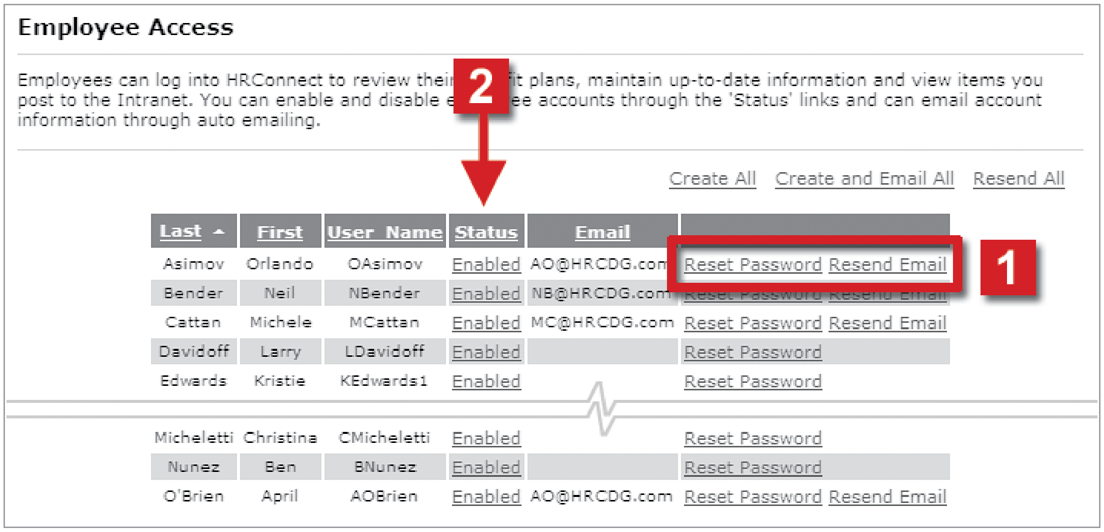
Create All Create and Email All Resend All

Last	First	User Name	Status	Email	
Asimov	Orlando	OAsimov	Enabled	AO@HRCDG.com	Reset Password Resend Email
Bender	Neil	NBender	Enabled	NB@HRCDG.com	Reset Password Resend Email
Cattan	Michele	MCattan	Enabled	MC@HRCDG.com	Reset Password Resend Email
Davidoff	Larry	LDavidoff	Enabled		Reset Password
Edwards	Kristie	KEdwards1	Enabled		Reset Password
Fielder	Jacques	JFielder	Enabled		Reset Password
George	Isela	IGeorge	Enabled		Reset Password
Hoss	William			whoss@HRCDG.com	Create Create and Email
Jones	Frank	FJones3	Enabled		Reset Password
Kringle	Edward	EKringle	Enabled		Reset Password

4. Click the Create or Create and Email link next to their name.
   a. Selecting *Create* will create an Employee User account for the new employee.
   b. Selecting *Create and Email* will create an Employee User account, as well as prompt the system to send an e-mail to the new employee, providing this person their HRConnect login information created by the HR Administrator.

Resetting a User Password:

If an employee loses or forgets his/her password, you can reset it and resend the login information via e-mail by respectively clicking the Reset Password and Resend Email links next to his/her name (item #1 below).



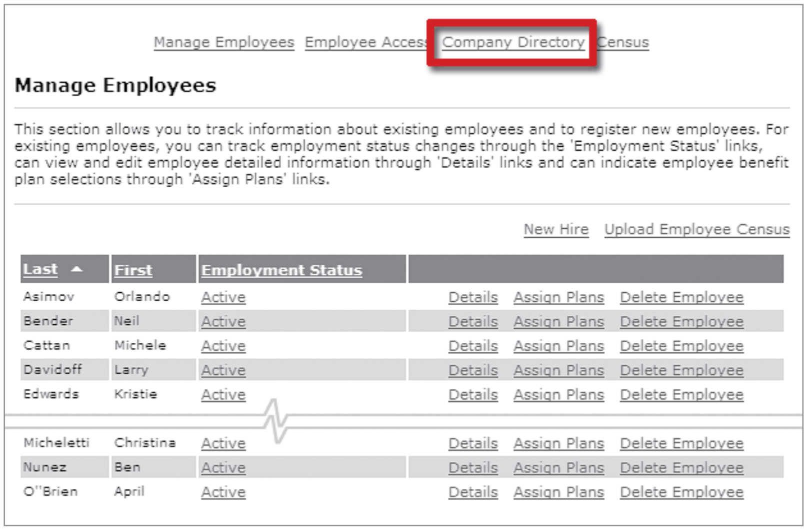
Revoking User Access:

You can also revoke an employee's access to the HRConnect Web site. Under the *Status* column, click the Enabled link next to the employee's name to modify his/her Status to *Inactive* (item #2 above).

This is the recommended procedure for maintaining records of employees who leave the company.

Company Directory

The Company Directory, which can be accessed on the main menu of the Employees section, is available to both HR Administrators and employees. The data on this directory are obtained from the *Manage Employees* section; you cannot modify any information directly from this section.



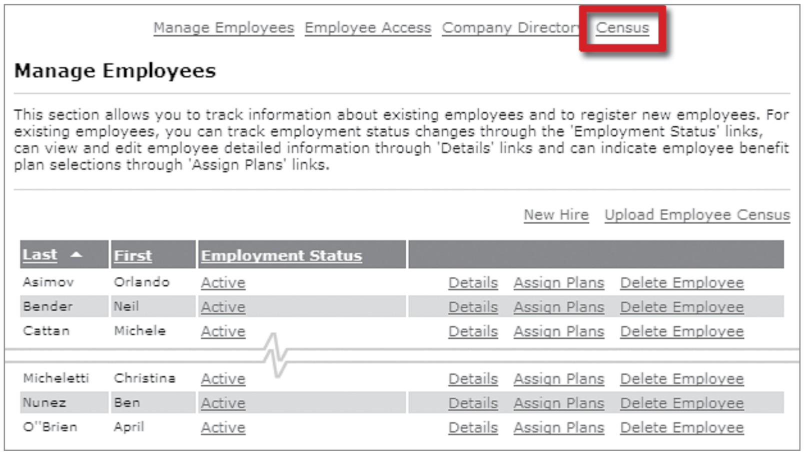
A read-only page, the Company Directory displays a list of names, office locations, office phone numbers, and business e-mail addresses for each employee entered into HRConnect. Please note: For security purposes, no personal information is available on this page.

Company Directory

First Name	Last Name	Office	Office Phone	Email
Orlando	Asimov	123 Main St	(650)555-9876 x100	AO@HRCDG.com
Neil	Bender	123 Main St	(650)555-9876 x101	NB@HRCDG.com
Michele	Cattan	123 Main St	(650)555-9876 x102	MC@HRCDG.com
Larry	Davidoff			
Kristie	Edwards			
Jacques	Fielder			
Isela	George			
Helena	Helms			
Gina	Isa			
Frank	Jones			
Edward	Kringle			
David	Lane			
Christina	Micheletti			
Ben	Nunez			
April	O'Brien			AO@HRCDG.com

Census

You can access your company's complete census list on the main menu of the Employees section, under Census.



Manage Employees Employee Access Company Directory Census

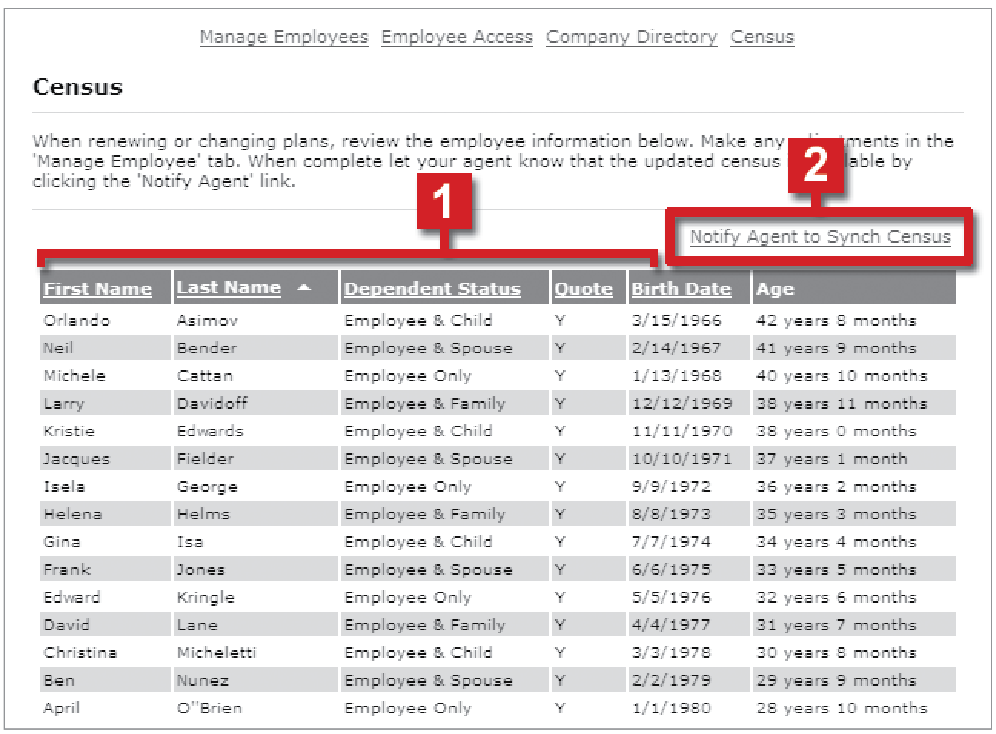
Manage Employees

This section allows you to track information about existing employees and to register new employees. For existing employees, you can track employment status changes through the 'Employment Status' links, can view and edit employee detailed information through 'Details' links and can indicate employee benefit plan selections through 'Assign Plans' links.

New Hire Upload Employee Census

Last	First	Employment Status			
Asimov	Orlando	Active	Details	Assign Plans	Delete Employee
Bender	Neil	Active	Details	Assign Plans	Delete Employee
Cattan	Michele	Active	Details	Assign Plans	Delete Employee
Micheletti	Christina	Active	Details	Assign Plans	Delete Employee
Nunez	Ben	Active	Details	Assign Plans	Delete Employee
O''Brien	April	Active	Details	Assign Plans	Delete Employee

It displays a list of all active employees in your group, including their dependent status, birth date, and age (item #1 below).



Manage Employees Employee Access Company Directory Census

Census

When renewing or changing plans, review the employee information below. Make any ments in the 'Manage Employee' tab. When complete let your agent know that the updated census able by clicking the 'Notify Agent' link.

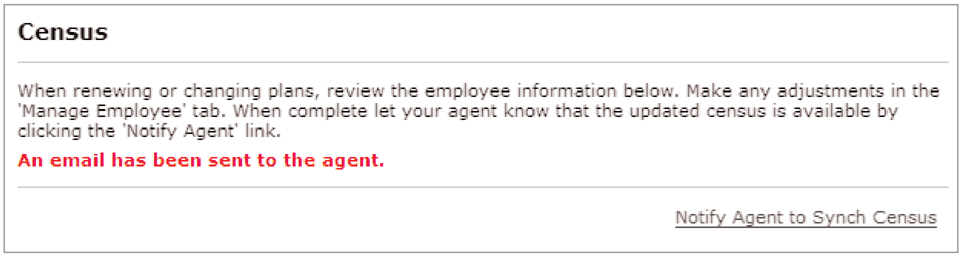
Notify Agent to Synch Census

First Name	Last Name	Dependent Status	Quote	Birth Date	Age
Orlando	Asimov	Employee & Child	Y	3/15/1966	42 years 8 months
Neil	Bender	Employee & Spouse	Y	2/14/1967	41 years 9 months
Michele	Cattan	Employee Only	Y	1/13/1968	40 years 10 months
Larry	Davidoff	Employee & Family	Y	12/12/1969	38 years 11 months
Kristie	Edwards	Employee & Child	Y	11/11/1970	38 years 0 months
Jacques	Fielder	Employee & Spouse	Y	10/10/1971	37 years 1 month
Isela	George	Employee Only	Y	9/9/1972	36 years 2 months
Helena	Helms	Employee & Family	Y	8/8/1973	35 years 3 months
Gina	Isa	Employee & Child	Y	7/7/1974	34 years 4 months
Frank	Jones	Employee & Spouse	Y	6/6/1975	33 years 5 months
Edward	Kringle	Employee Only	Y	5/5/1976	32 years 6 months
David	Lane	Employee & Family	Y	4/4/1977	31 years 7 months
Christina	Micheletti	Employee & Child	Y	3/3/1978	30 years 8 months
Ben	Nunez	Employee & Spouse	Y	2/2/1979	29 years 9 months
April	O''Brien	Employee Only	Y	1/1/1980	28 years 10 months

When you modify the employee census in HRConnect, you have the option to notify your agent via e-mail, so that he/she can update the group's census in LISI's QuoteStar™, Powered by HealthConnect, quoting system. Once you click the Notify Agent to Synch Census link (item #2 above) on the Census page, the system will send your agent an e-mail, informing him/her that your group's current census in HRConnect is available for retrieval. The agent can then facilitate a synchronization of information between the two systems, transferring data from HRConnect to QuoteStar™, Powered by HealthConnect.

This automated process ensures efficiency and accuracy in quoting.

Once the system delivers an e-mail to your agent, you will receive a confirmation message.



This Page Left Intentionally Blank

6. BENEFITS TAB

In the Benefits section, you can enter and modify your group's benefit plan information. You can set up classes, add plans, set employer and employee contributions, and assign plans to employees. Click the Benefits Tab on the main menu of the Home section to access the *Plans* section below.

Setup Classes | Add Plans | Contributions | Assign Plans

Plans

Filter by Coverage Type: All

Select a line of coverage to review or update the company's plan benefits, rates and assignments from this page. The benefits entered will show the services the plan will cover for the employee assigned to it. The rates entered will be used in determining plan costs for both employer and employee based on the plan(s) to which employees are assigned. Once the changes are complete, click on "Update" to finalize the entries.

Health (1 plans)

Carrier	Plan Name	Type	Effective Date	Action (View)	Action (Edit)	Action	Compare
Anthem Blue Cross	Lumenos HSA 1500 Plan	PPO	11/1/2008	View Benefits View Plan/Rates	Edit Benefits Edit Plan/Rates	Assign Classes Delete	Active

Dental (1 plans)

Carrier	Plan Name	Type	Effective Date	Action (View)	Action (Edit)	Action	Compare
Anthem Blue Cross PPO	Dental Blue Platinum Plus 100-80th UCR	Dental	11/1/2008	View Benefits View Plan/Rates	Edit Benefits Edit Plan/Rates	Assign Classes Delete	Active

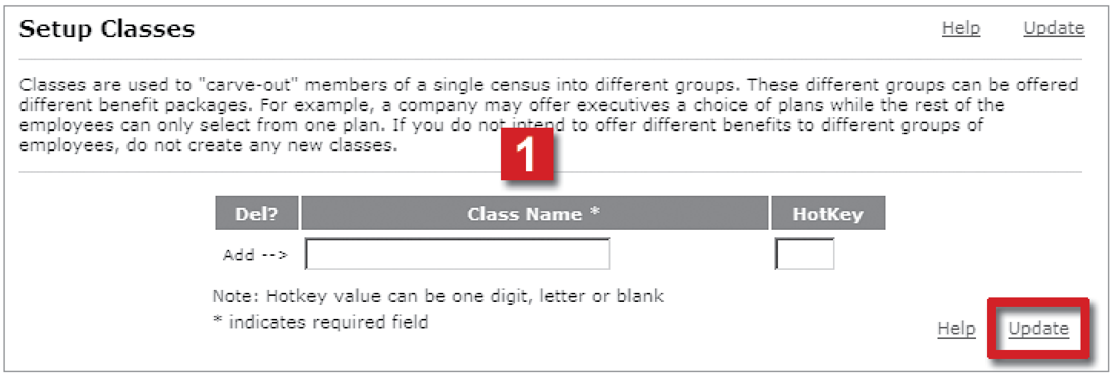
* All benefits information displayed on this website is for comparative and informational purposes only. The intent is to briefly highlight key features of your plan and is not to replace your insurance contract or booklet. If your specific questions are not addressed, you should contact the insurance carrier or refer to their booklet or contract for more specific information and limitations. Actual claims paid are subject to the terms and conditions of the individual carrier's contracts. Premiums and rates are based on enrollment at the effective date. This website does not enroll any employees or communicate directly with the insurance carriers. You must complete and submit appropriate carrier enrollment forms.

Setting Up Classes

Classes are used to *carve-out* members of a single census into different groups. These different groups may be offered various benefit packages. For example, a company may offer executives a choice of plans, while the rest of the employees may only select from one plan. If you do not intend to offer different benefits to different groups of employees, do not create a new class.

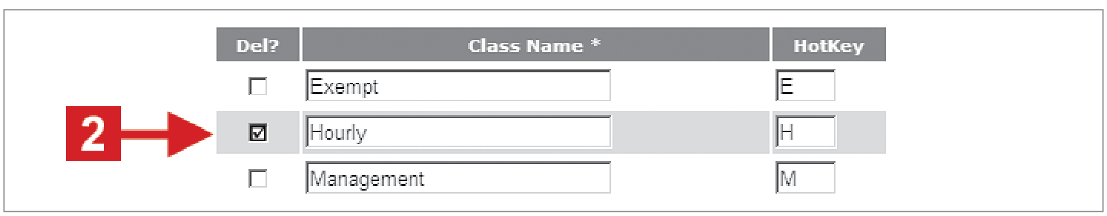
How to Set Up a Class:

1. In the *Class Name* column, enter the name of the class you would like to set up (item #1 below). **Please note:** The *HotKey* functionality has been removed from the system; therefore, leave this column blank.

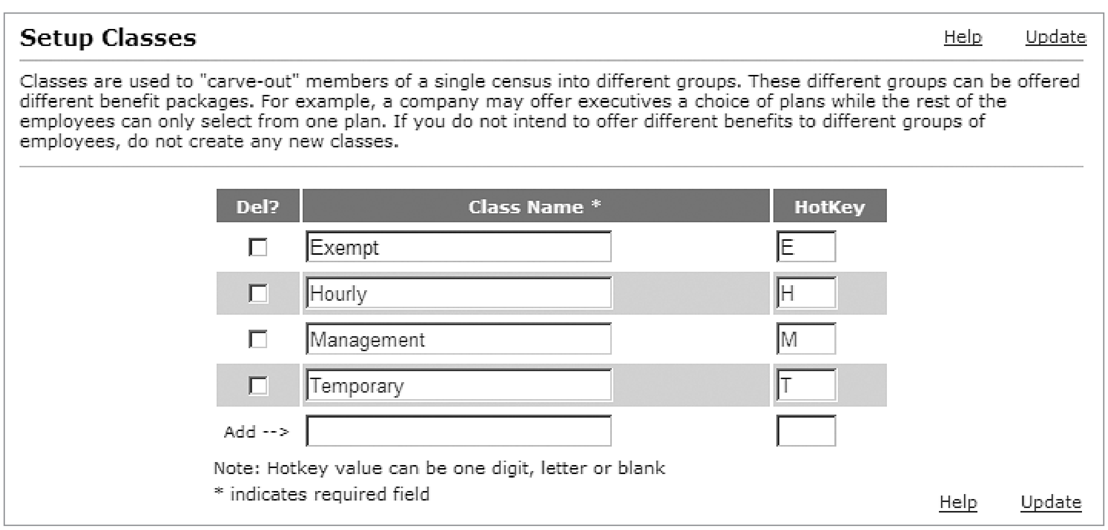


2. Click the Update link (highlighted above).

You can enter as many classes as necessary. If you enter a class in error or it is no longer used, mark the checkbox in the *Del?* column next to the class to delete it from the list (item #2 below).



An example of a completed class setup:



Important Note: Once you set up classes, you must assign each class to a plan, as well as assign each employee to a class to ensure that the system functionality will work correctly with your class structure.

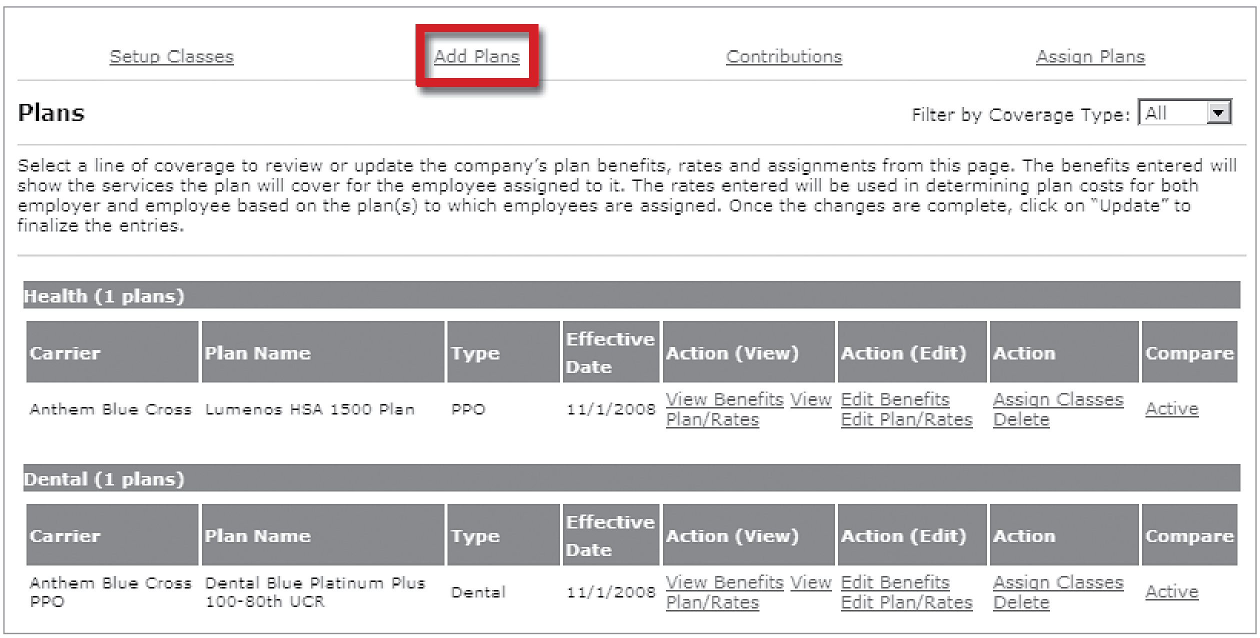
Adding Plans

HRConnect stores most small group medical and ancillary benefit plans available in California. However, there may be plans currently not available in the system, so you may need to add a plan. Plans chosen by a group must be entered when the group is deployed in HRConnect.

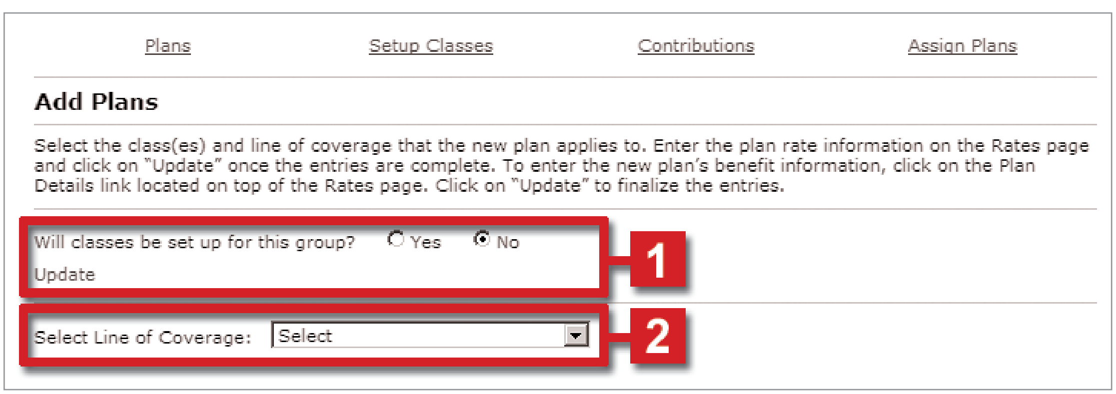
In addition to being able to add medical, dental, life or vision plans, you can also add other plan types such as 401(k)/403(b), Short and Long-Term Disability, and Long-Term Care. You can add both plan benefits and rates for these ancillary plans.

How to Add a Plan to HRConnect:

1. Click the Add Plans link on the main menu.

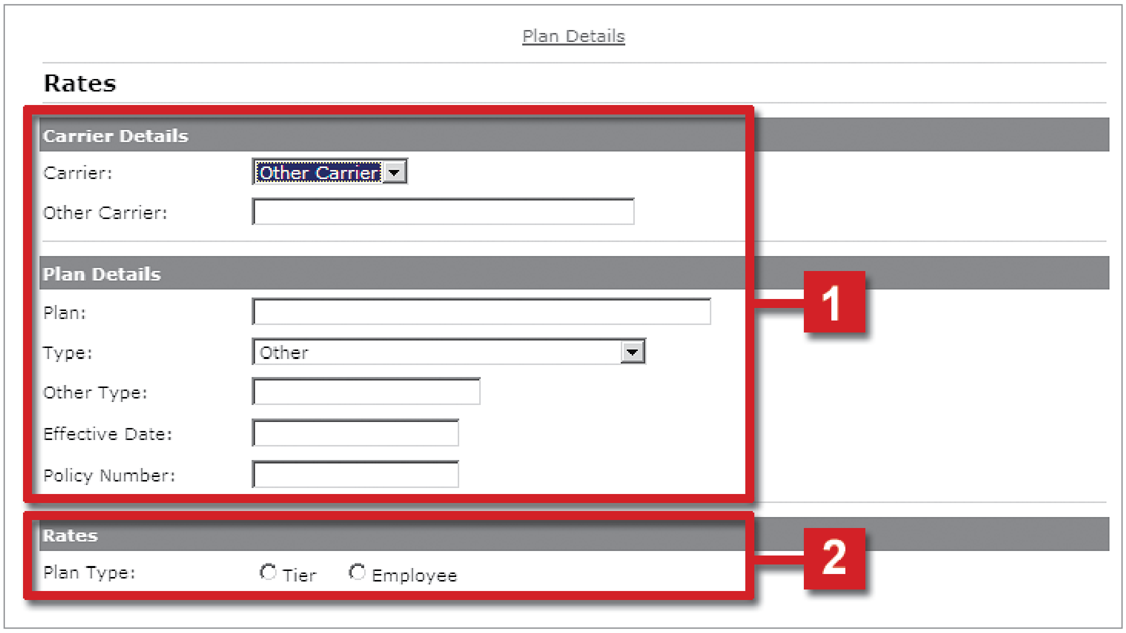


2. In the *Add Plan* page, mark whether or not you will set up classes for the group (item #1 below), then click the Update link right below.

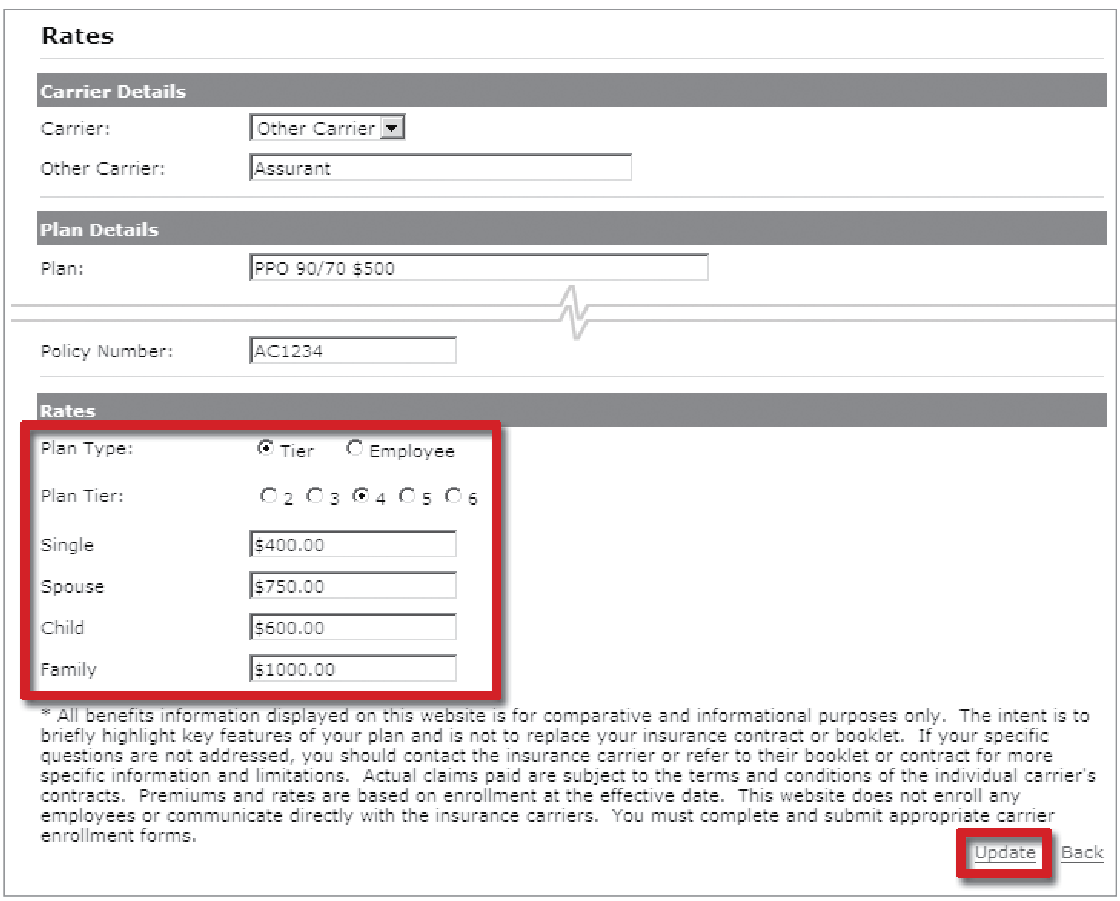


3. Next, select in the drop-down menu the line of coverage you wish to add (item #2 above).

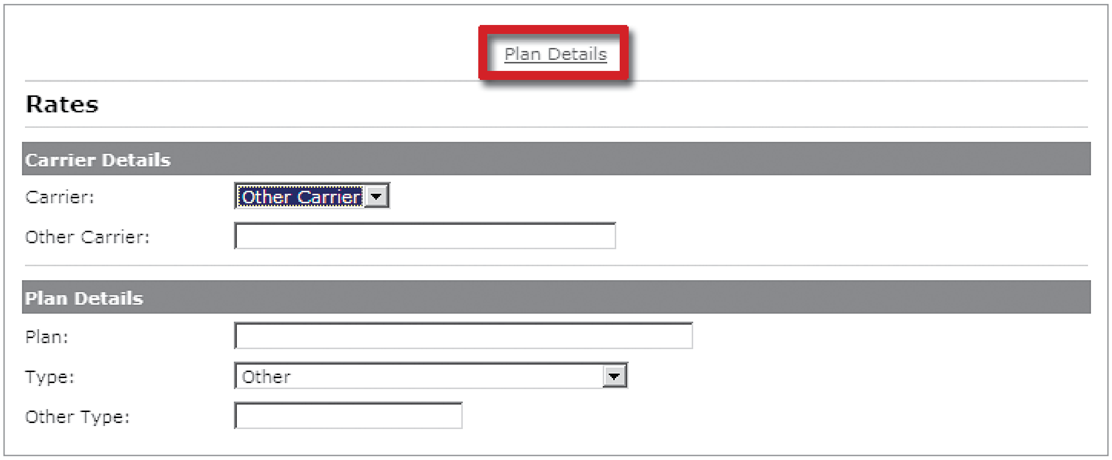
4. Your selection will direct you to the *Rates* page, where you can enter your group's carrier, plan name and type, effective date, and policy number (item #1 below).



5. Under the *Rates* section (item #2 above), choose either *Tier* (Composite) or *Employee* (Age-Banded) for Plan Type.
6. After making your plan type selection, the system will expand the *Rate* section, enabling you to manually add rates for your new plan. Click the Update link after you input the rates.



7. Once the *Rates* section is updated, click the Plan Details link at the top of the page.



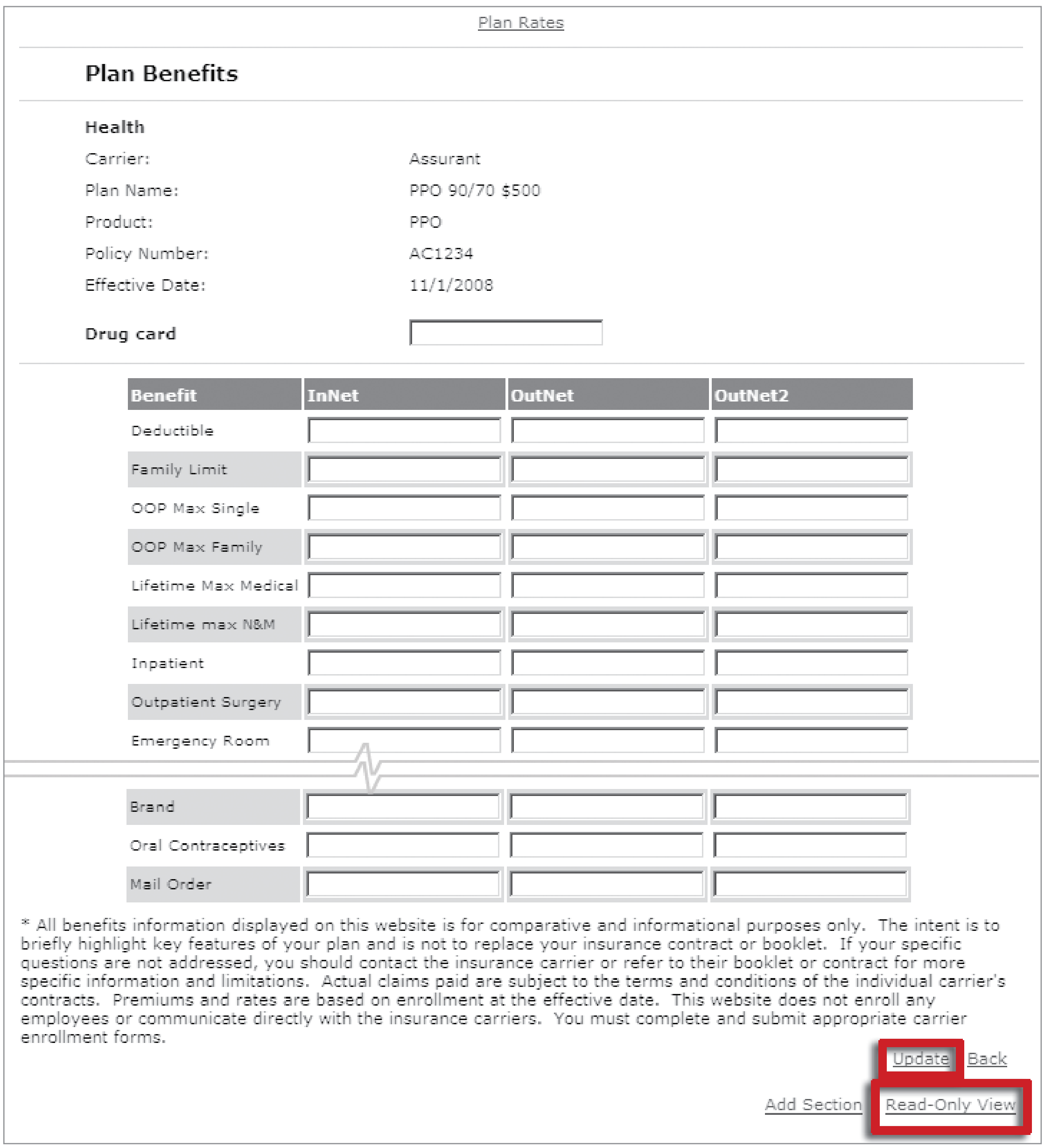
Plan Details

Rates

Carrier Details	
Carrier:	Other Carrier
Other Carrier:	

Plan Details	
Plan:	
Type:	Other
Other Type:	

8. Enter your group's plan benefits on the *Plan Details* page.



Plan Rates

Plan Benefits

Health

Carrier:	Assurant
Plan Name:	PPO 90/70 $500
Product:	PPO
Policy Number:	AC1234
Effective Date:	11/1/2008

Drug card

Benefit	InNet	OutNet	OutNet2
Deductible			
Family Limit			
OOP Max Single			
OOP Max Family			
Lifetime Max Medical			
Lifetime max N&M			
Inpatient			
Outpatient Surgery			
Emergency Room			
Brand			
Oral Contraceptives			
Mail Order			

* All benefits information displayed on this website is for comparative and informational purposes only. The intent is to briefly highlight key features of your plan and is not to replace your insurance contract or booklet. If your specific questions are not addressed, you should contact the insurance carrier or refer to their booklet or contract for more specific information and limitations. Actual claims paid are subject to the terms and conditions of the individual carrier's contracts. Premiums and rates are based on enrollment at the effective date. This website does not enroll any employees or communicate directly with the insurance carriers. You must complete and submit appropriate carrier enrollment forms.

Update Back

Add Section Read-Only View

9. After entering all the information on the *Plan Benefits* page, click the Update link to save the data. You can also click the Read-Only View link to see how the Plan Benefits page will look when an employee views this page (both highlighted on the previous page).

   a. The *Read-Only Preview* mode of a group's plan benefits:

Plan Benefits

Health

Carrier:	Assurant
Plan Name:	PPO 90/70 $500
Product:	PPO
Policy Number:	AC1234
Effective Date:	11/1/2008
Drug card	$10/$25

Benefit	InNet	OutNet
Deductible	$500	$1,000
Family Limit	$1,000	$2,000
OOP Max Single	$3,000	$6,000
OOP Max Family	$6,000	$12,000
Lifetime Max Medical	$5,000,000	$5,000,000
Lifetime max N&M		
Inpatient	90%	70%
Outpatient Surgery	90%	70%
Emergency Room	90%	90%
Hospice		
Skilled Nursing		
Office Visit	$25 Copay	70%
Maternity		
Chiropractic		
Physical Therapy		
Home Health		

10. In the *Add Plans* page, click the Plans link above to view your current plan listing. Your new plan will now appear in the *Plans* list.

Setup Classes | Add Plans | Contributions | Assign Plans

Plans

Filter by Coverage Type: All

Select a line of coverage to review or update the company's plan benefits, rates and assignments from this page. The benefits entered will show the services the plan will cover for the employee assigned to it. The rates entered will be used in determining plan costs for both employer and employee based on the plan(s) to which employees are assigned. Once the changes are complete, click on "Update" to finalize the entries.

Health (2 plans)

Carrier	Plan Name	Type	Effective Date	Action (View)	Action (Edit)	Action	Compare
Anthem Blue Cross	Lumenos HSA 1500 Plan	PPO	11/1/2008	View Benefits View Plan/Rates	Edit Benefits Edit Plan/Rates	Assign Classes Delete	Active
Assurant	PPO 90/70 $500	PPO	11/1/2008	View Benefits View Plan/Rates	Edit Benefits Edit Plan/Rates	Assign Classes Delete	Active

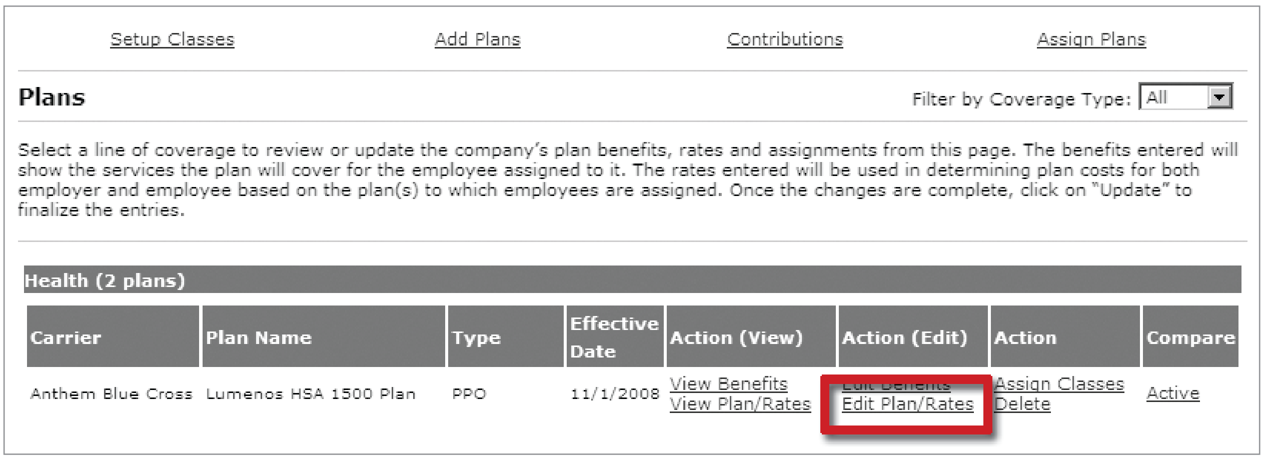
Dental (1 plans)

Carrier	Plan Name	Type	Effective Date	Action (View)	Action (Edit)	Action	Compare
Anthem Blue Cross PPO	Dental Blue Platinum Plus 100-80th UCR	Dental	11/1/2008	View Benefits View Plan/Rates	Edit Benefits Edit Plan/Rates	Assign Classes Delete	Active

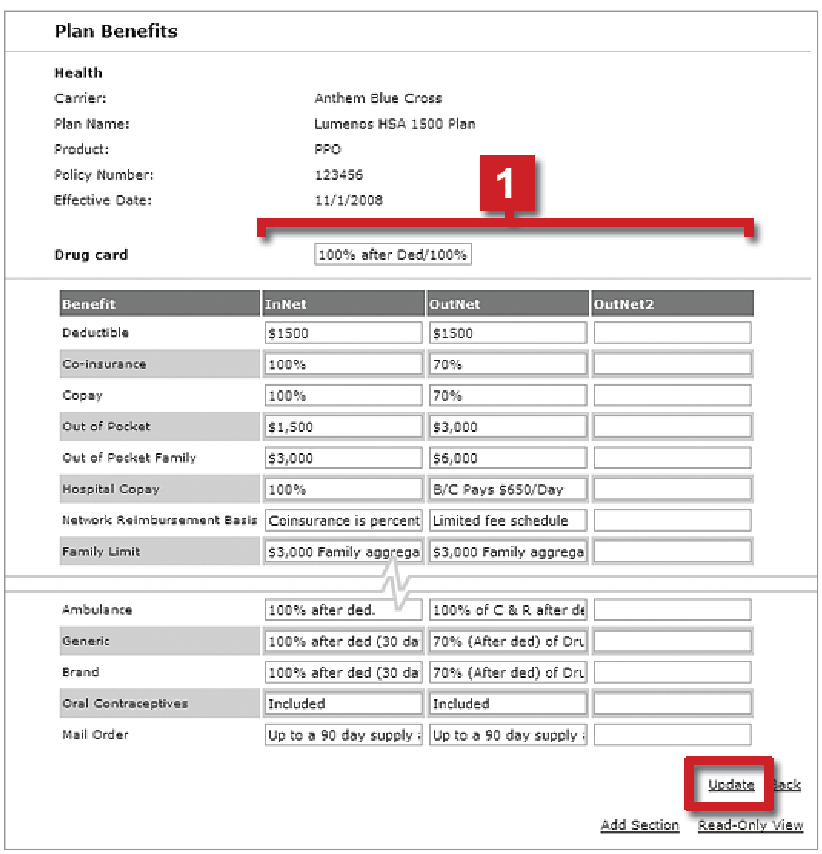
How to Add a Custom Plan to HRConnect by Editing an Existing Plan:

When you deploy a group for the first time or add a plan to a group you already deployed, you can choose from any of the Small Group plans available in HRConnect. However, your company may offer a plan that is not available in the system. When this is the case, you can add a similar plan already available in the system, and then edit that plan so that it matches your company's actual plan.

1. In the previous section titled, *How to Add a Plan to HRConnect,* follow the steps for adding a plan.
   a. Make sure you pick a plan from the list of Small Group plans available in the system that is similar to what is currently being offered to your group.
2. Click the Edit Benefits link next to the plan name you wish to modify.



3. Add, delete, and update the benefits within the existing plan as needed to match your current plan benefits (item 1 below). Click Update to save your changes.



Important Note: If you are making numerous changes, we recommend you save frequently because HRConnect will time-out after a period of inactivity. Click the Update link on the bottom right corner of the page after every five to ten changes you make to avoid losing data and logging onto the system again.

4. Once you complete editing the plan benefits to match your group's current plan, click the Edit Plan/Rates link next to the plan you are changing.

Setup Classes | Add Plans | Contributions | Assign Plans

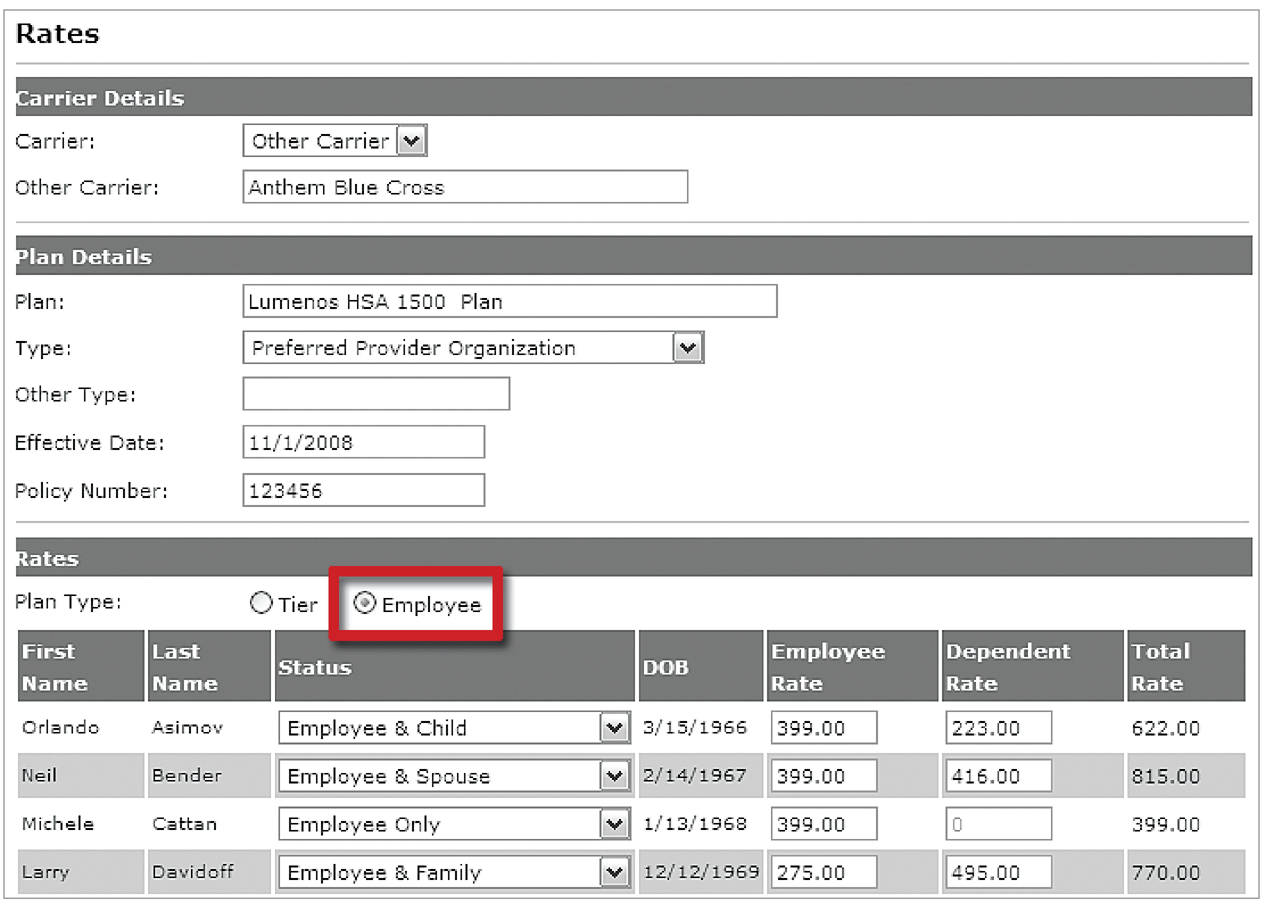
Plans Filter by Coverage Type: All

Select a line of coverage to review or update the company's plan benefits, rates and assignments from this page. The benefits entered will show the services the plan will cover for the employee assigned to it. The rates entered will be used in determining plan costs for both employer and employee based on the plan(s) to which employees are assigned. Once the changes are complete, click on "Update" to finalize the entries.

Health (2 plans)

Carrier	Plan Name	Type	Effective Date	Action (View)	Action (Edit)	Action	Compare
Anthem Blue Cross	Lumenos HSA 1500 Plan	PPO	11/1/2008	View Benefits View Plan/Rates	Edit Benefits Edit Plan/Rates	Assign Classes Delete	Active
Assurant	PPO 90/70 $500	PPO	11/1/2008	View Benefits View Plan/Rates	Edit Benefits Edit Plan/Rates	Assign Classes Delete	Active

5. Change the name of the carrier, plan name, plan type, effective date, and policy number of the plan to match your group's current plan.
6. Next, edit the rates.
   a. If your group has age-banded rates, click the *Employee* button next to plan type under the *Rates* subsection. You must enter each person's employee- and dependent-only rates.



Rates

Carrier Details

Carrier: Other Carrier

Other Carrier: Anthem Blue Cross

Plan Details

Plan: Lumenos HSA 1500 Plan

Type: Preferred Provider Organization

Other Type:

Effective Date: 11/1/2008

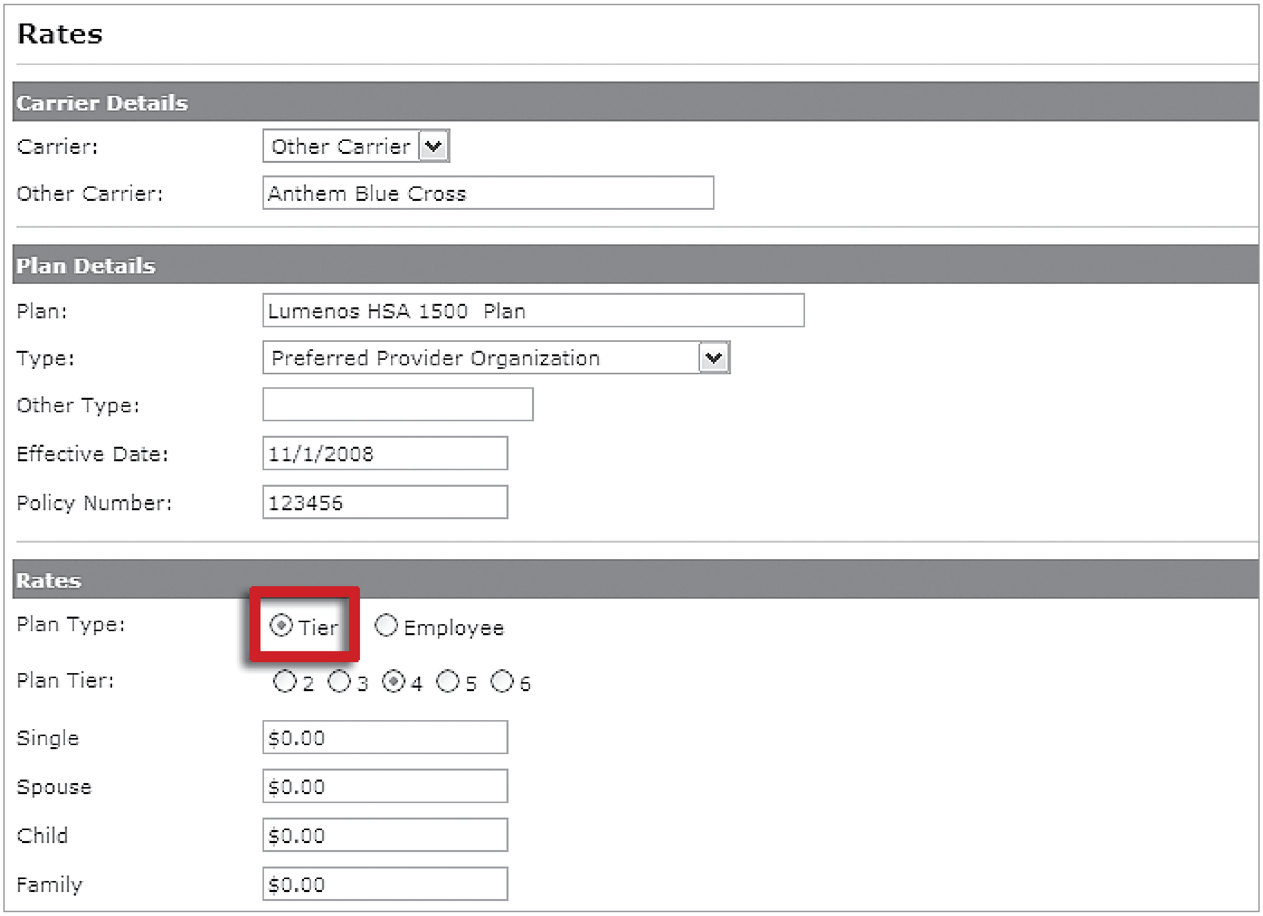
Policy Number: 123456

Rates

Plan Type: Tier Employee

First Name	Last Name	Status	DOB	Employee Rate	Dependent Rate	Total Rate
Orlando	Asimov	Employee & Child	3/15/1966	399.00	223.00	622.00
Neil	Bender	Employee & Spouse	2/14/1967	399.00	416.00	815.00
Michele	Cattan	Employee Only	1/13/1968	399.00	0	399.00
Larry	Davidoff	Employee & Family	12/12/1969	275.00	495.00	770.00

b. If your group has composite rates, click the *Tier* button next to the plan type under the *Rates* subsection. You must choose how many rate tiers (two to five) your plan has and enter the associated rate for each tier.



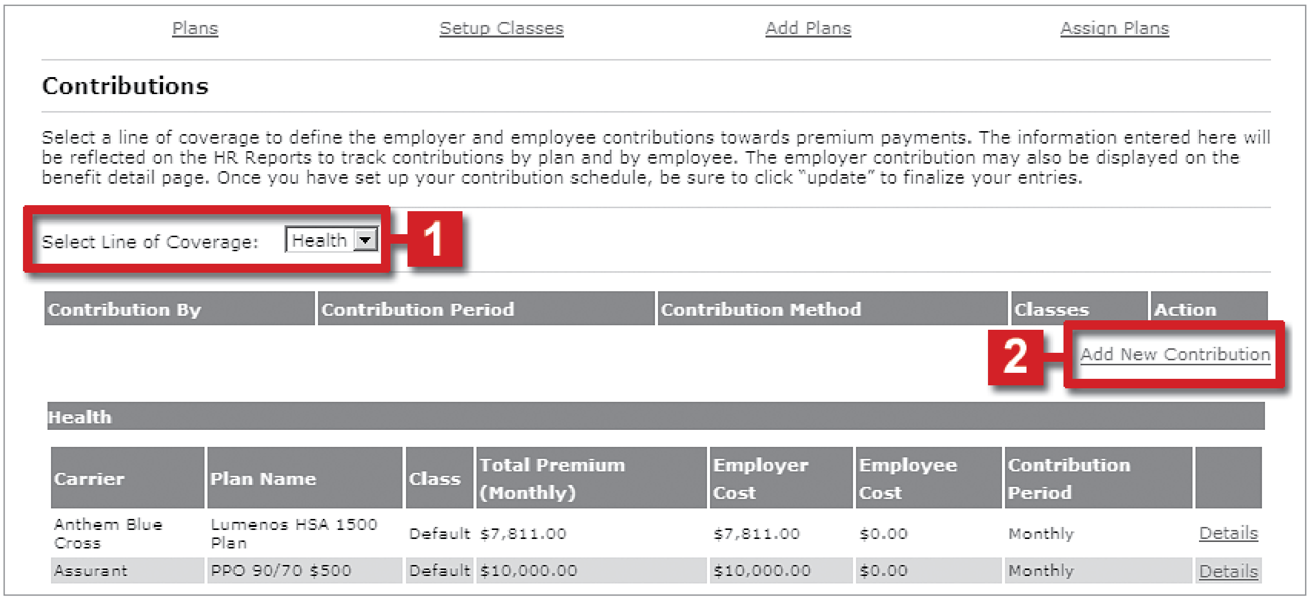
7. Click the Update link at the bottom of the page to save your changes.

Contributions

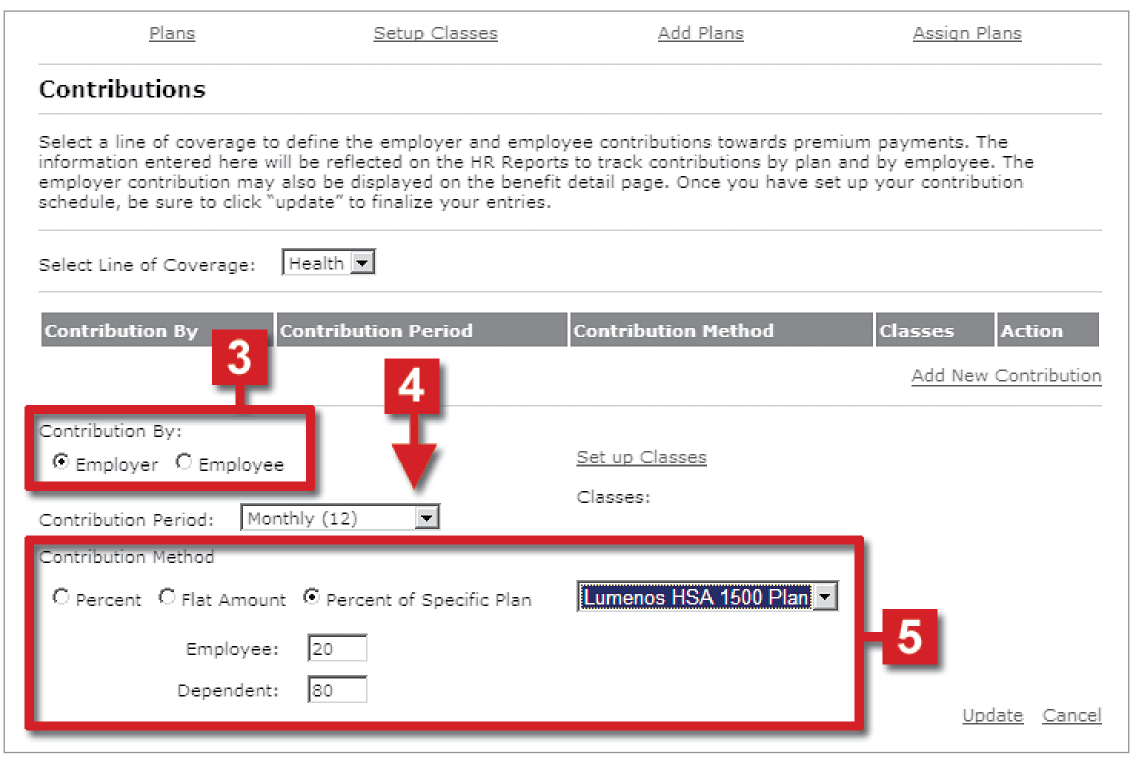
In the *Contributions* section of the Benefits section, you can enter employer or employee contributions for any plans that you set up in HRConnect.

How to Add Contributions:

1. Select a line of coverage from the drop-down menu (item #1 below). Then, click the Add New Contribution link (item #2 below).



2. Next, specify who is making the contribution, the *Employer* or *Employee* (item #3 below).



3. Select a contribution period from the drop-down menu (item #4 on previous page).
4. Choose the method of contribution: *Percent*, *Flat Amount* or *Percent of a Specific Plan* (item #5 on previous page). If you select *Percent of a Specific Plan*, you must choose a base plan from the drop-down menu. In our example on the previous page, we selected *Anthem Blue Cross Lumenos 1500 Plan* as the base plan upon which contributions are calculated.
5. Specify the amount of contribution both the employee and dependent will make. We specified in our example that the employer will contribute 80%, with the employee responsible for the remaining 20%. Finally, click the Update link to save the data.

Employer and employee contributions are now set for a health plan.

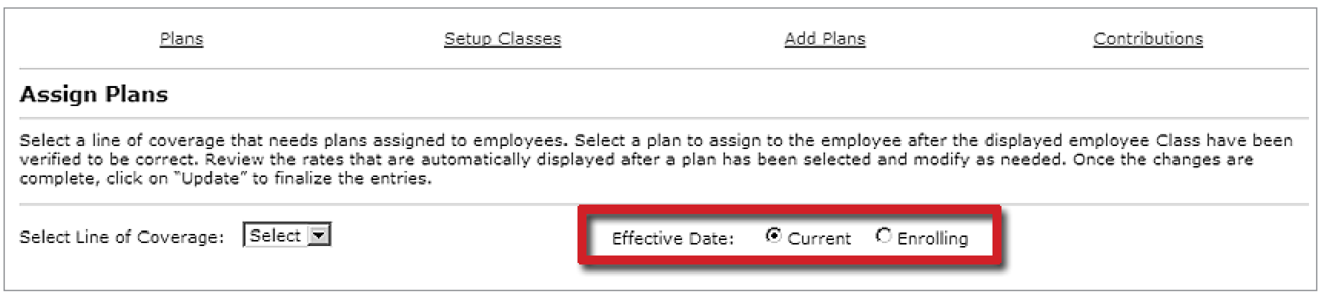
Assigning Plans

To take advantage of the numerous employee and administrator features in HRConnect, employees must be assigned to plans—medical or ancillary—you set up in the system. There are two ways plans can be assigned to an employee:

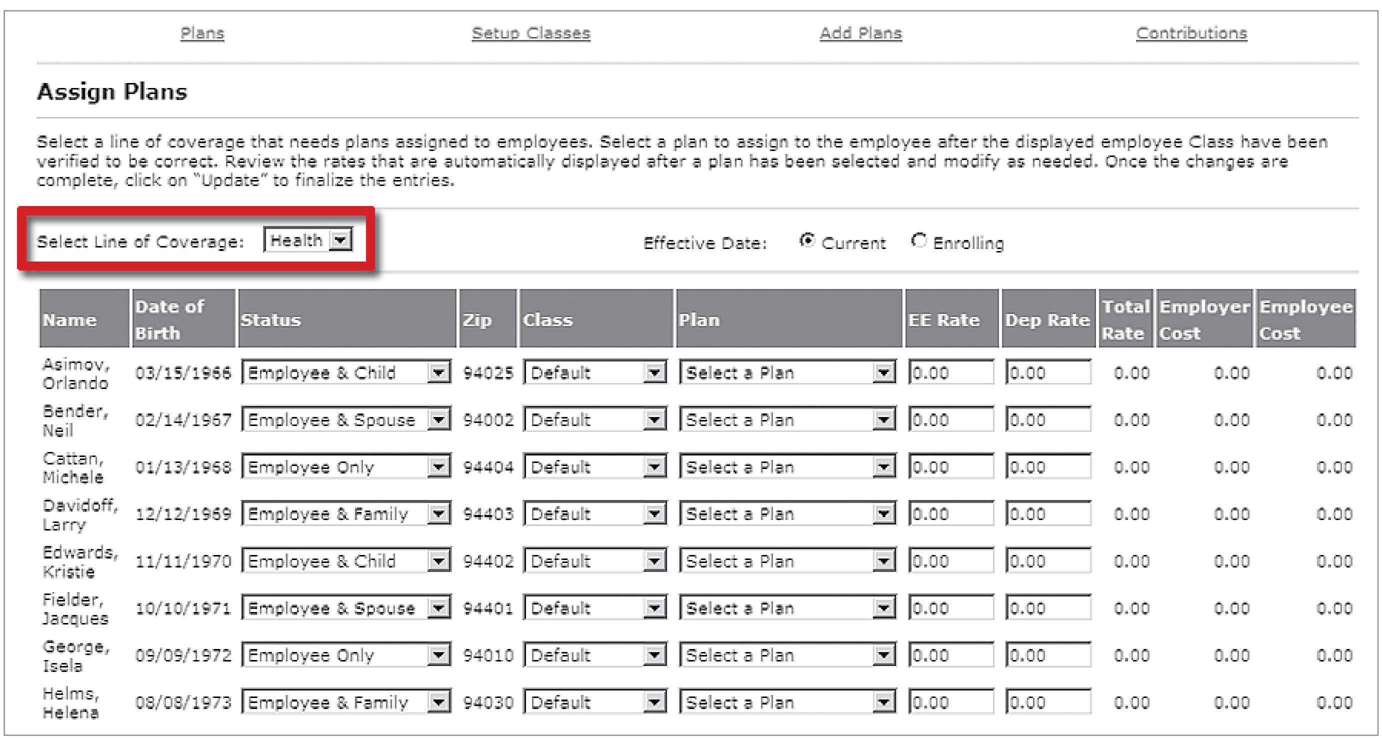
1. Assign a plan, one at a time, to each employee.
2. Assign plans to **all** employees all at once (a faster and more efficient process illustrated below).

How to Assign Plans to All Employees:

1. In the Benefits section, click the Assign Plans link on the main menu.
2. Select a type of effective date: *Current* applies to plans that are already in effect, and *Enrolling* refers to future enrollments.



3. Specify the type of plans you will assign to the employees by selecting a line of coverage from the drop-down menu.



Plans Setup Classes Add Plans Contributions

Assign Plans

Select a line of coverage that needs plans assigned to employees. Select a plan to assign to the employee after the displayed employee Class have been verified to be correct. Review the rates that are automatically displayed after a plan has been selected and modify as needed. Once the changes are complete, click on "Update" to finalize the entries.

Select Line of Coverage: Health   Effective Date: Current Enrolling

Name	Date of Birth	Status	Zip	Class	Plan	EE Rate	Dep Rate	Total Rate	Employer Cost	Employee Cost
Asimov, Orlando	03/15/1966	Employee & Child	94025	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Bender, Neil	02/14/1967	Employee & Spouse	94002	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Cattan, Michele	01/13/1968	Employee Only	94404	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Davidoff, Larry	12/12/1969	Employee & Family	94403	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Edwards, Kristie	11/11/1970	Employee & Child	94402	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Fielder, Jacques	10/10/1971	Employee & Spouse	94401	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
George, Isela	09/09/1972	Employee Only	94010	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Helms, Helena	08/08/1973	Employee & Family	94030	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00

4. Then, specify a plan the employee is currently on or enrolling in by choosing an option in the drop-down menu under the *Plan* column.

Select Line of Coverage: Health   Effective Date: ◉ Current ○ Enrolling

Name	Date of Birth	Status	Zip	Class	Plan	EE Rate	Dep Rate	Total Rate	Employer Cost	Employee Cost
Asimov, Orlando	03/15/1966	Employee & Child	94025	Default	Lumenos HSA 1500 Pl	399.00	223.00	622.00	258.2	363.8
Bender, Neil	02/14/1967	Employee & Spouse	94002	Default	Lumenos HSA 1500 Pl	399.00	416.00	815.00	412.6	402.4
Cattan, Michele	01/13/1968	Employee Only	94404	Default	Lumenos HSA 1500 Pl	399.00	0.00	399.00	79.8	319.2
Davidoff, Larry	12/12/1969	Employee & Family	94403	Default	Lumenos HSA 1500 Pl	275.00	495.00	770.00	451	319
Edwards, Kristie	11/11/1970	Employee & Child	94402	Default	Lumenos HSA 1500 Pl	275.00	203.00	478.00	217.4	260.6
Fielder, Jacques	10/10/1971	Employee & Spouse	94401	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Jones, Frank	06/06/1975	Employee & Spouse	94080	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Kringle, Edward	05/05/1976	Employee Only	94015	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Lane, David	04/04/1977	Employee & Family	94010	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Micheletti, Christina	03/03/1978	Employee & Child	94123	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
Nunez, Ben	02/02/1979	Employee & Spouse	94109	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00
O''Brien, April	01/01/1980	Employee Only	94107	Default	Select a Plan	0.00	0.00	0.00	0.00	0.00

Update

- On this page, you are able to change an employee's family status, as well as class, if you have previously set up Classes.
- Once you change an employee's plan choice, the system will refresh and display the latest rate information for that employee.

5. After you complete your modifications, click the Update link (highlighted above) to save your selections.

The system will display a confirmation message once you complete assigning plans to all employees.

Plans   Setup Classes   Add Plans   Contributions

Assign Plans

Select a line of coverage that needs plans assigned to employees. Select a plan to assign to the employee after the displayed employee Class have been verified to be correct. Review the rates that are automatically displayed after a plan has been selected and modify as needed. Once the changes are complete, click on "Update" to finalize the entries.

Plans have been assigned.

Select Line of Coverage: Health   Effective Date: ◉ Current ○ Enrolling

Name	Date of Birth	Status	Zip	Class	Plan	EE Rate	Dep Rate	Total Rate	Employer Cost	Employee Cost
Asimov, Orlando	03/15/1966	Employee & Child	94025	Default	Lumenos HSA 1500 Pl	399.00	223.00	622.00	258.20	363.80
Bender, Neil	02/14/1967	Employee & Spouse	94002	Default	Lumenos HSA 1500 Pl	399.00	416.00	815.00	412.60	402.40
Cattan, Michele	01/13/1968	Employee Only	94404	Default	Lumenos HSA 1500 Pl	399.00	0.00	399.00	79.80	319.20
Davidoff, Larry	12/12/1969	Employee & Family	94403	Default	Lumenos HSA 1500 Pl	275.00	495.00	770.00	451.00	319.00
Edwards, Kristie	11/11/1970	Employee & Child	94402	Default	Lumenos HSA 1500 Pl	275.00	203.00	478.00	217.40	260.60

This Page Left Intentionally Blank

7. ENROLLMENT TAB

In the Enrollment section, you can complete the master group application for medical and dental coverage through a select list of carriers. You can also view the status of the employees' applications, as well as print copies for their records.

It is advantageous to use this section during your groups' Open Enrollment period—the processes of completing and collecting enrollment applications are expedited. Online enrollment in HRConnect ensures that employees fill in all required information, allowing them to submit complete, signature-ready applications. This reduces processing time and errors in applications.

Carriers Currently Available in HRConnect for 2–50 Groups:

Medical and/or Dental

- Aetna
- Anthem Blue Cross
- Blue Shield
- California*Choice*®
- Health Net
- Kaiser Permanente
- Kaiser Permanente Choice Solution
- PacifiCare
- Sharp Health Plan
- United HealthCare

Dental Only

- Safeguard

Additional carrier enrollment forms can be added as needed and can be requested by contacting an HRConnect representative.

This Page Left Intentionally Blank

8. INFORMATION TAB

The Information section serves as a repository of information that you can provide to employees to view whenever they access the HRConnect Web site. This section is initially blank, but it can be utilized and filled with any information you choose—there is no limit to what can be added and displayed. Examples of items that can be added include:

Benefits Section

- Benefits Plan Summary
- Provider List
- Claims Forms
- Company Contact Sheets

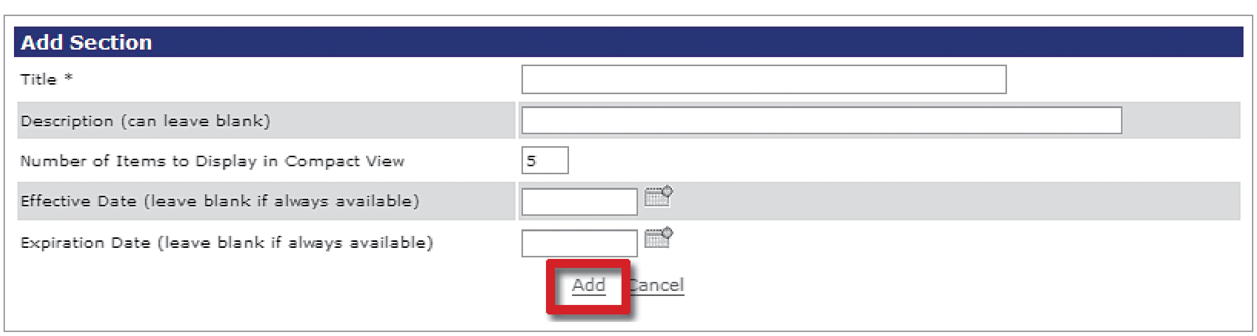
Company Section

- Company Contact Sheets
- Merchandise Catalog
- Employee Handbook

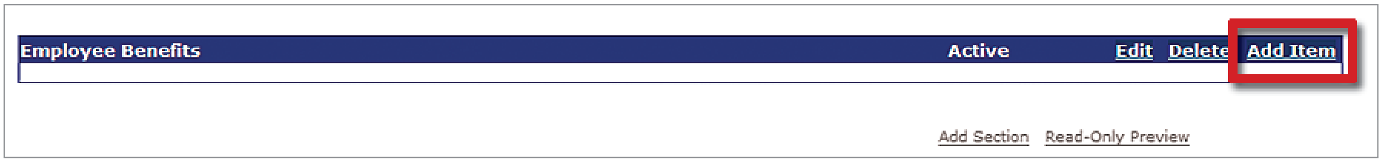
How to Add Items to a Section:

1. Click the Add Section link.

2. On the *Add Section* page, enter a section title (required) and a description (if needed). You can enter a number of items to display in *Compact View*, as well as effective and expiration dates for displaying the section. Then, click the Add link.

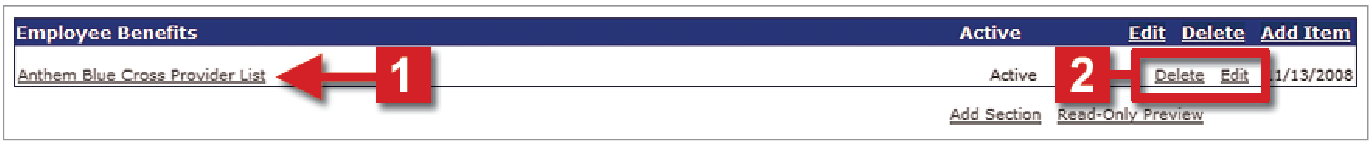


3. After adding a section, you will return to the Information section. In the new section header, click the Add Item link to specify what information you wish to display in this section.



4. Select the type of item to be added from the drop-down menu. Enter an item label, a description (if needed), and effective dates if you want the item to display for a limited period of time. Finally, click the Add link.

Your item is now displayed on the Information section (item #1 below).



You can create as many sections as you want, with as many items in each section as you need. At any time, you can edit or delete a section or an item by clicking either Edit or Delete next to the section or item you wish to change or remove (item #2 above).

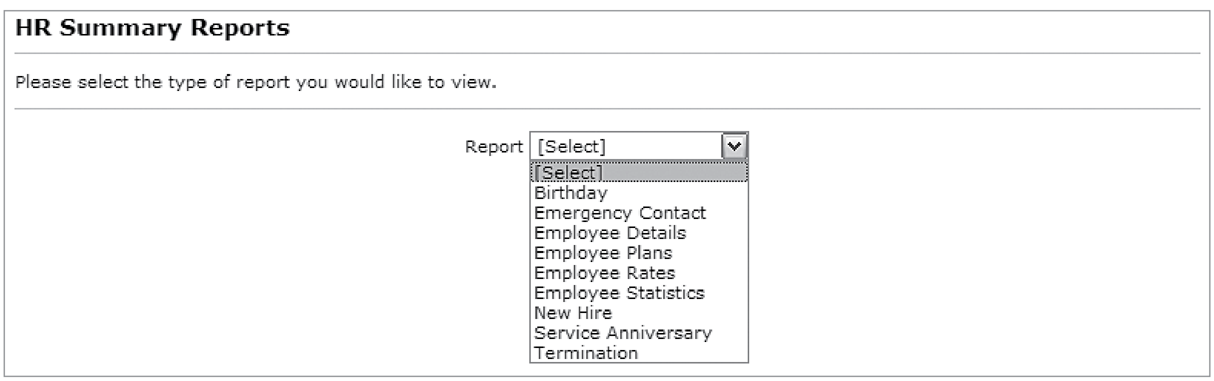
9. REPORTS TAB

In the Reports section, you can run instant reports from the data in HRConnect. Each of these reports can be displayed on screen, printed or exported to Microsoft Excel for manipulation and back-up. Reports available in the system:

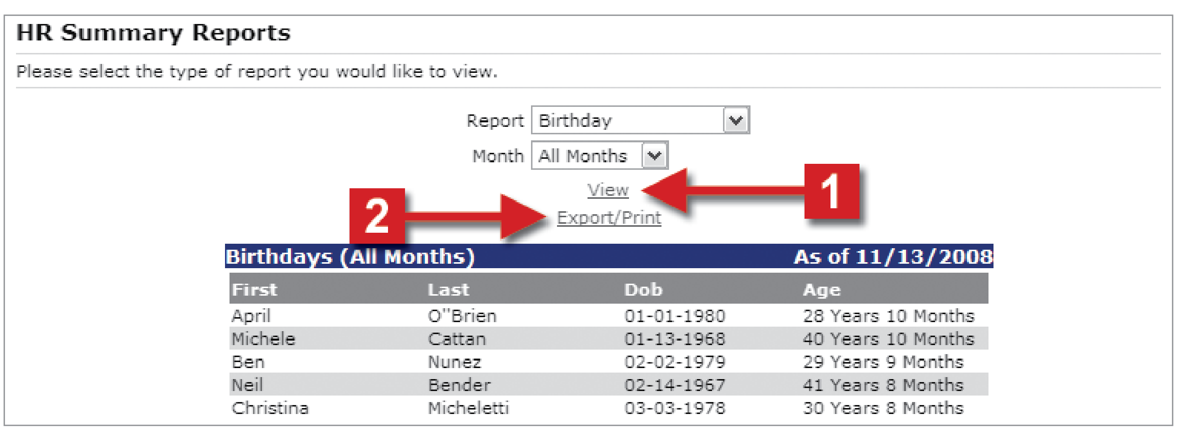
Title	Variations Available
Birthday	All months or by specific month
Emergency Contacts	None
Employee Details	None
Employee Plans	By Effective Date (either currently enrolled or future enrollment option)
Employee Rates	Sort by Name or Coverage Type
	By Effective Date (either currently enrolled or future enrollment option)
Employee Statistics	None
New Hire	Select Time Period
Service Anniversary	All months or by specific month
Termination	Select Time Period

How to View a Report:

1. To view a report, select an option in the drop-down menu. As an example, let's choose the *Birthday* report.



2. Then, select the option you wish to see and click the View link (item #1 below). An on-screen report will display below.



3. To export this report or print a copy for your records, click the Export/Print link above the report information (item #2 on previous page). In the dialogue box, you can select between the option of opening and viewing the report or saving it to your computer.

   a. If you are exporting the file, it will download in the .xls format and it can be opened in Microsoft Excel.

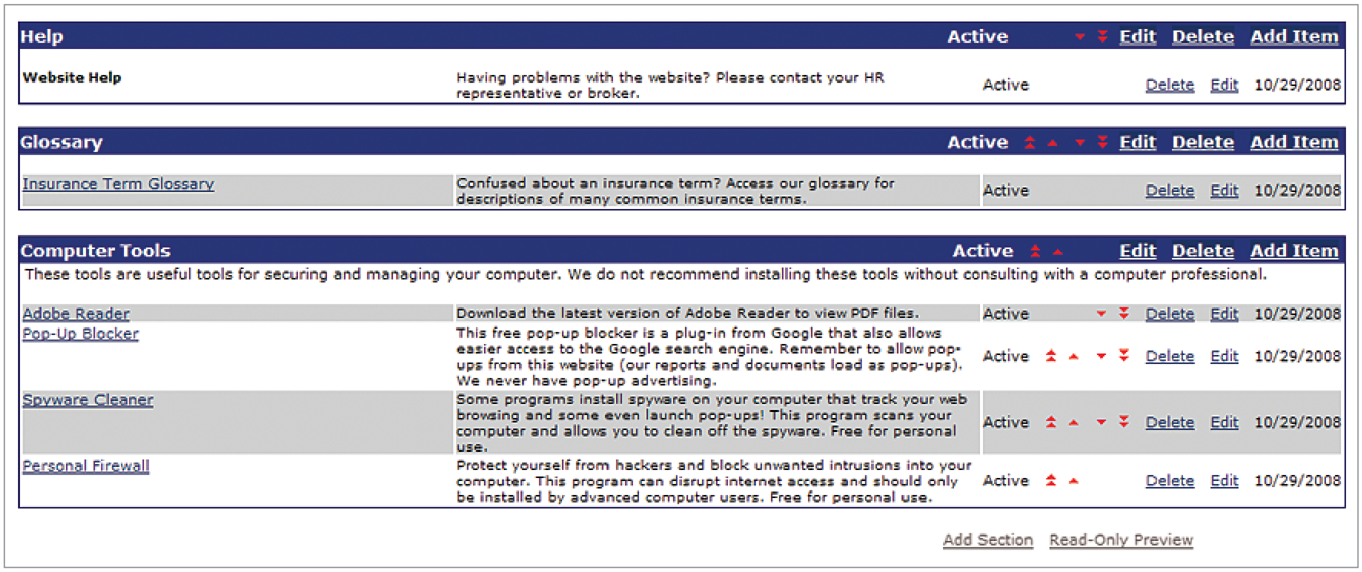
B20

	A	B	C	D	E
1	**Birthdays (All Months)**				**As of 11/13/2008**
2	**First**	**Last**	**Dob**	**Age**	
3	April	O"Brien	01-01-1980	28 Years 10 Months	
4	Michele	Cattan	01-13-1968	40 Years 10 Months	
5	Ben	Nunez	02-02-1979	29 Years 9 Months	
6	Neil	Bender	02-14-1967	41 Years 8 Months	
7	Christina	Micheletti	03-03-1978	30 Years 8 Months	
8	Orlando	Asimov	03-15-1966	42 Years 7 Months	
9	David	Lane	04-04-1977	31 Years 7 Months	
10	Edward	Kringle	05-05-1976	32 Years 6 Months	
11	Frank	Jones	06-06-1975	33 Years 5 Months	
12	Gina	Isa	07-07-1974	34 Years 4 Months	
13	Helena	Helms	08-08-1973	35 Years 3 Months	
14	Isela	George	09-09-1972	36 Years 2 Months	
15	Jacques	Fielder	10-10-1971	37 Years 1 Months	
16	Kristie	Edwards	11-11-1970	38 Years 0 Months	
17	Larry	Davidoff	12-12-1969	38 Years 11 Months	

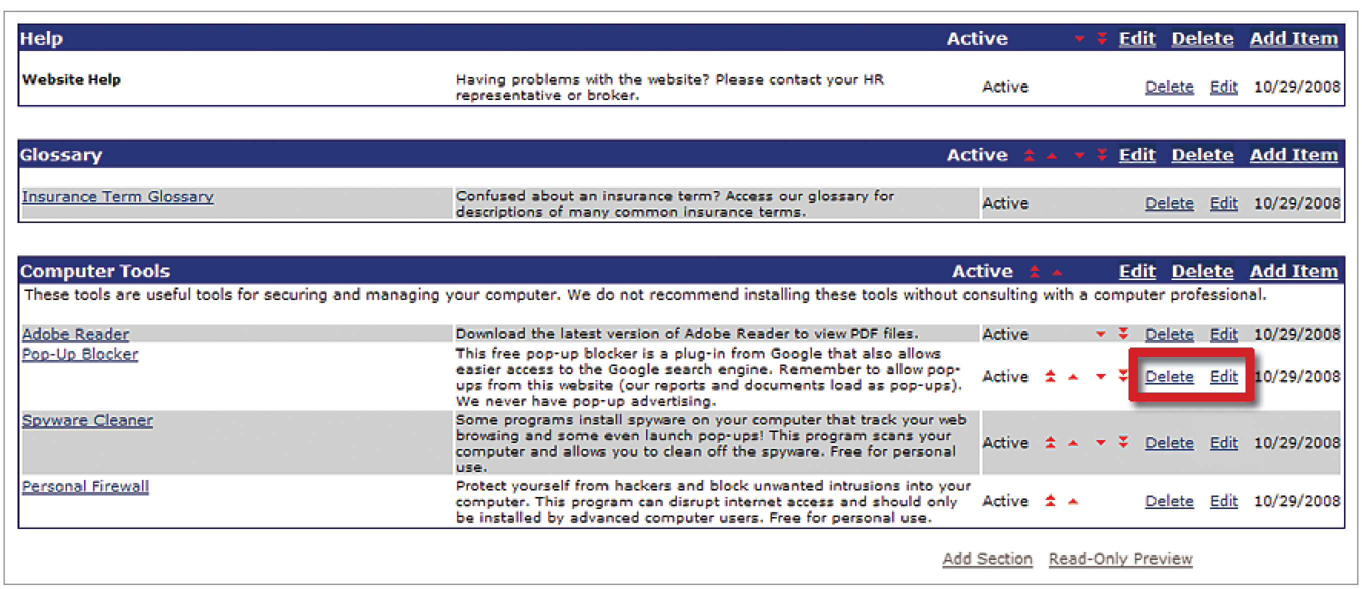
The report options available in the system are based on the needs of current HRConnect clients. If there is a report you need that is currently not available, HealthConnect may be able to create a new report as long as the information you require is being tracked in the system. Please contact HealthConnect to discuss the feasibility of producing additional reports in the system (refer to the Overview of this manual for contact information).

10. HELP TAB

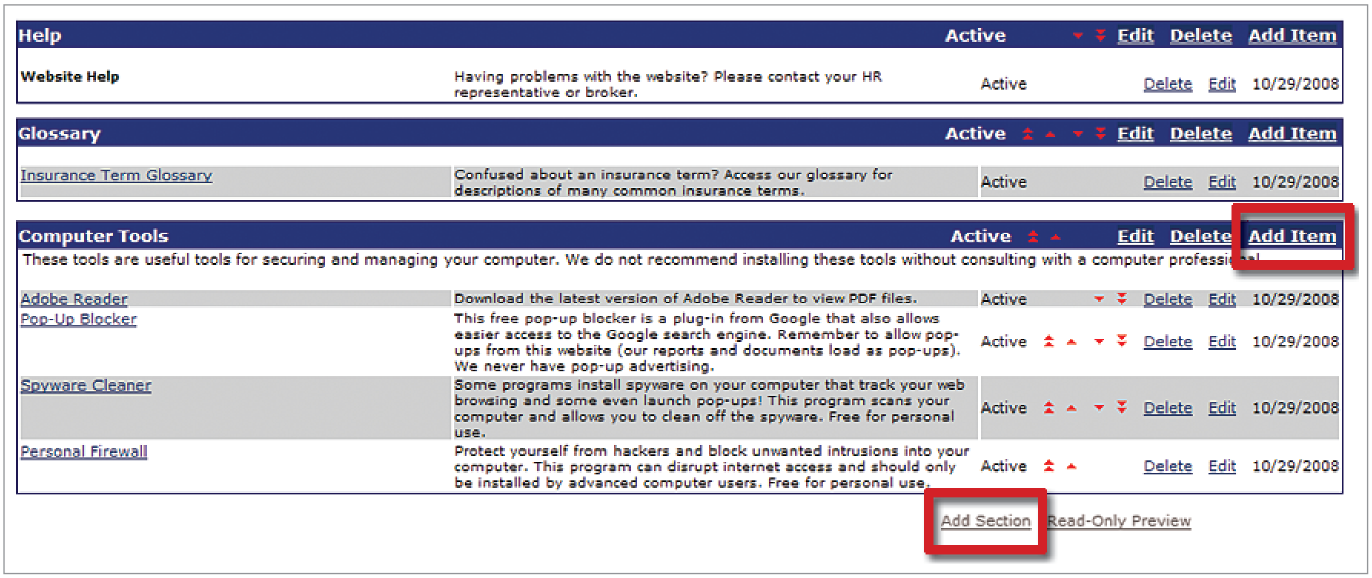
The Help section contains pre-populated resources geared toward assisting employees using the system. Under this section, employees can refer to the Website Help and Insurance Term Glossary, as well as access links to download computer tools, such as the Adobe PDF viewer, Spyware protection program, Personal Firewall program, and Pop-Up blocker program.



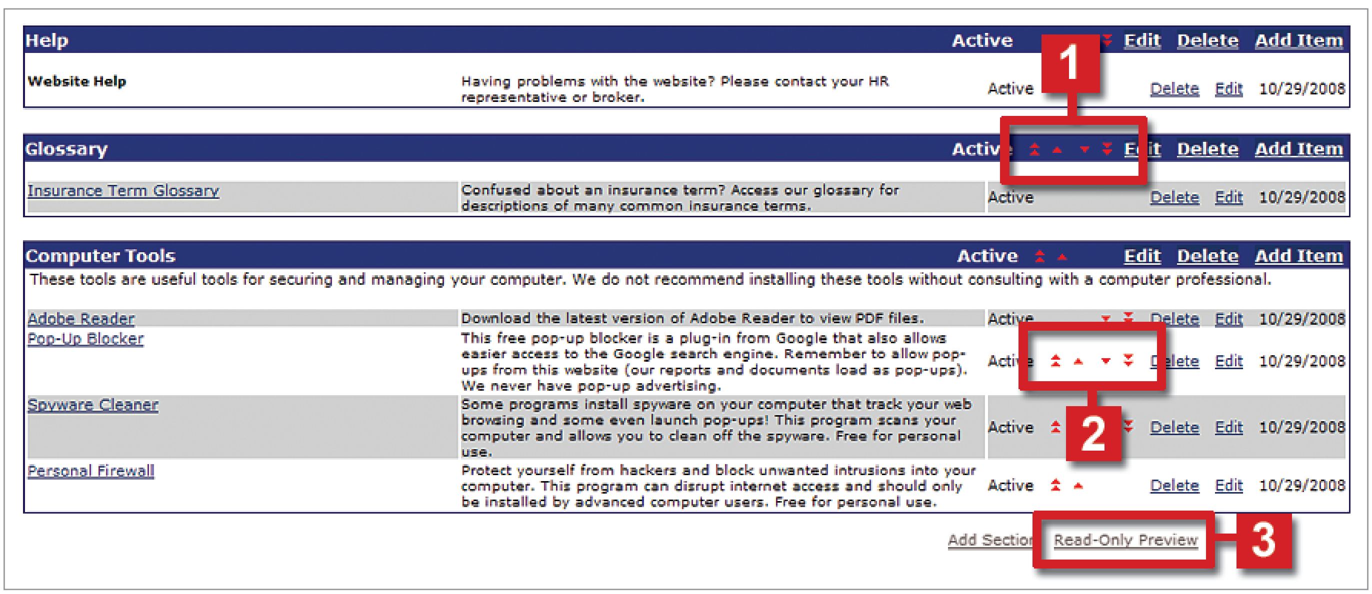
Any of the pre-populated items on the page can be edited or removed at any time by clicking Delete or Edit next to the selected item.



An additional section or item can also be added to this page by clicking the Add Item or Add Section link.



You can arrange sections or specific items within a section by clicking any of the red arrows on the page. Clicking the arrows in the blue section bar (item #1 below) will move an entire section up or down, while clicking the arrows right next to an item (item #2 below) will move it up or down within the section.



When you complete your modifications in the Help section, you can view how an employee would see this page by clicking the Read-Only Preview link below (item #3 above). If you need to make additional changes to the Help section, you can toggle back to the edit mode by clicking the Edit Mode link.

11. PREMIUM SERVICES

In addition to the basic services provided by HRConnect previously described in this manual, several Premium Services are offered for an additional cost. These services allow a company to integrate payroll, COBRA, FSA/POP, EAP administration, and HR Resources services with HRConnect. HRConnect's vendor partners have been selected because they offer complete, online integration to keep a company's HR system running smoothly and efficiently.

Current Premium Service vendors and services:

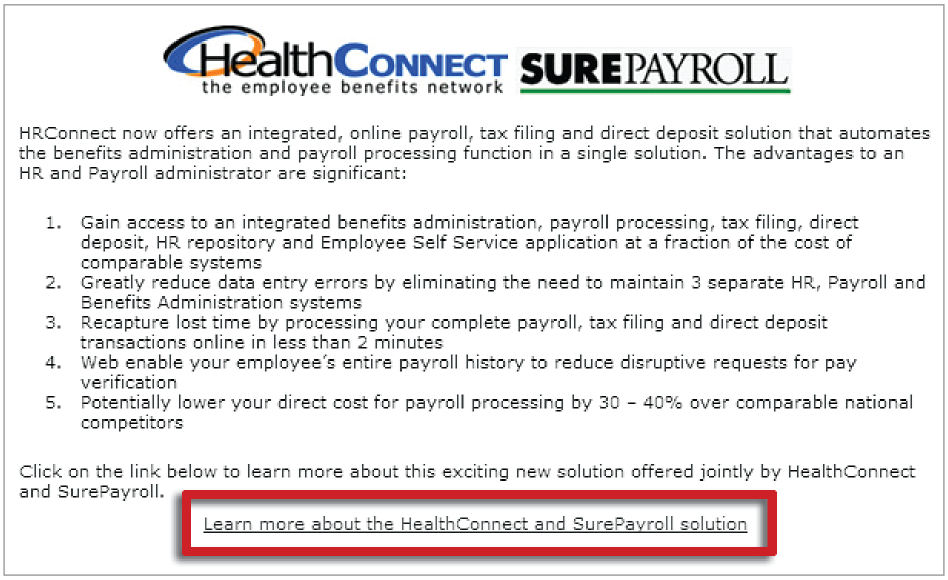
- SurePayroll—Payroll
- TASC—COBRA
- TASC—POP/FSA
- Ceridian—EAP
- HRAnswer Link—HR Resources

With your HRConnect account, five additional tabs are available to you across the top of the screen that tie to each of these Premium Services.

If you need more information about Premium Services or require assistance in setting up any of these services for your company, you will find on each of the Premium Services section a link to submit your contact information, so that an HRConnect representative can be notified to contact you.

Payroll

To obtain more information about SurePayroll and see if their service is a good fit for your company, click the link, Learn more about the HealthConnect and SurePayroll solution, and you will be directed to SurePayroll's Web site.

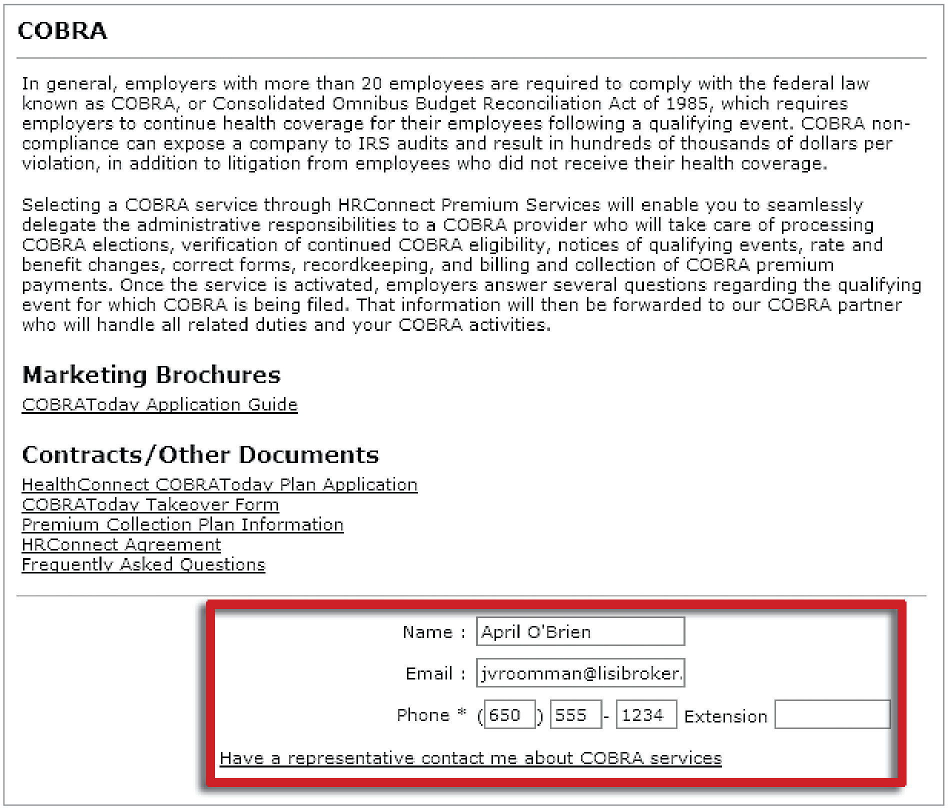


You can enroll online by clicking the link in the *Enroll Today* section on the upper left corner of SurePayroll's home page.

For additional questions, you can contact HealthConnect SurePayroll at (877) 805.2828, extension 250.

COBRA

Under the COBRA section, you can obtain a marketing brochure about COBRA and forms for enrollment.



COBRA

In general, employers with more than 20 employees are required to comply with the federal law known as COBRA, or Consolidated Omnibus Budget Reconciliation Act of 1985, which requires employers to continue health coverage for their employees following a qualifying event. COBRA non-compliance can expose a company to IRS audits and result in hundreds of thousands of dollars per violation, in addition to litigation from employees who did not receive their health coverage.

Selecting a COBRA service through HRConnect Premium Services will enable you to seamlessly delegate the administrative responsibilities to a COBRA provider who will take care of processing COBRA elections, verification of continued COBRA eligibility, notices of qualifying events, rate and benefit changes, correct forms, recordkeeping, and billing and collection of COBRA premium payments. Once the service is activated, employers answer several questions regarding the qualifying event for which COBRA is being filed. That information will then be forwarded to our COBRA partner who will handle all related duties and your COBRA activities.

Marketing Brochures

COBRAToday Application Guide

Contracts/Other Documents

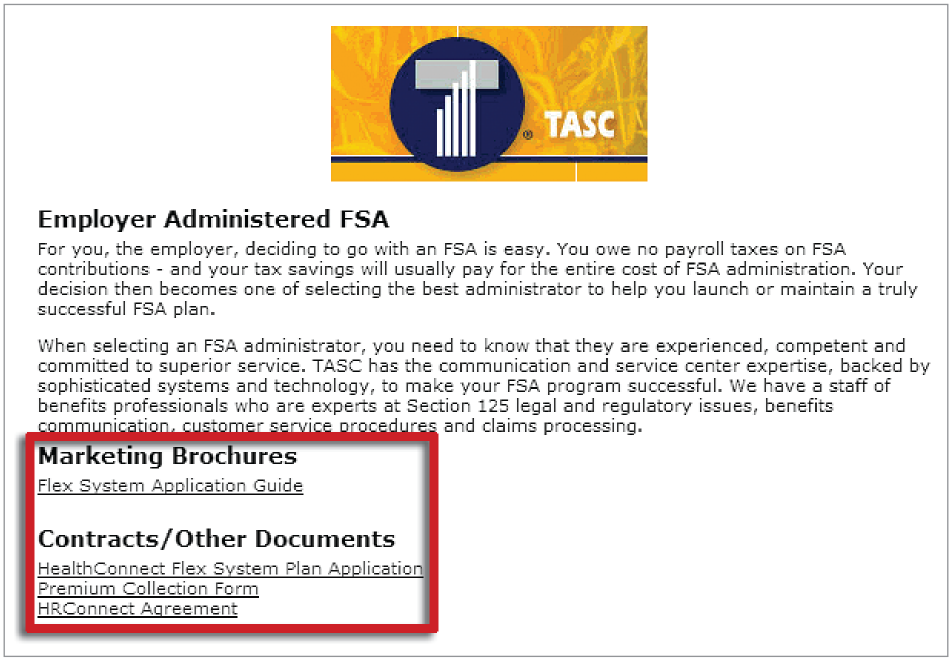
HealthConnect COBRAToday Plan Application
COBRAToday Takeover Form
Premium Collection Plan Information
HRConnect Agreement
Frequently Asked Questions

Name : April O'Brien
Email : jvroomman@lisibroker.
Phone * (650) 555 - 1234 Extension
Have a representative contact me about COBRA services

If you require further assistance, click the link, Have a representative contact me about COBRA services. Once you enter your contact information and submit the form, a representative will be notified to contact you.

FSA/POP

Under the FSA/POP section, you can obtain a marketing brochure, as well as forms for enrollment in the FSA/POP services.



Employer Administered FSA

For you, the employer, deciding to go with an FSA is easy. You owe no payroll taxes on FSA contributions - and your tax savings will usually pay for the entire cost of FSA administration. Your decision then becomes one of selecting the best administrator to help you launch or maintain a truly successful FSA plan.

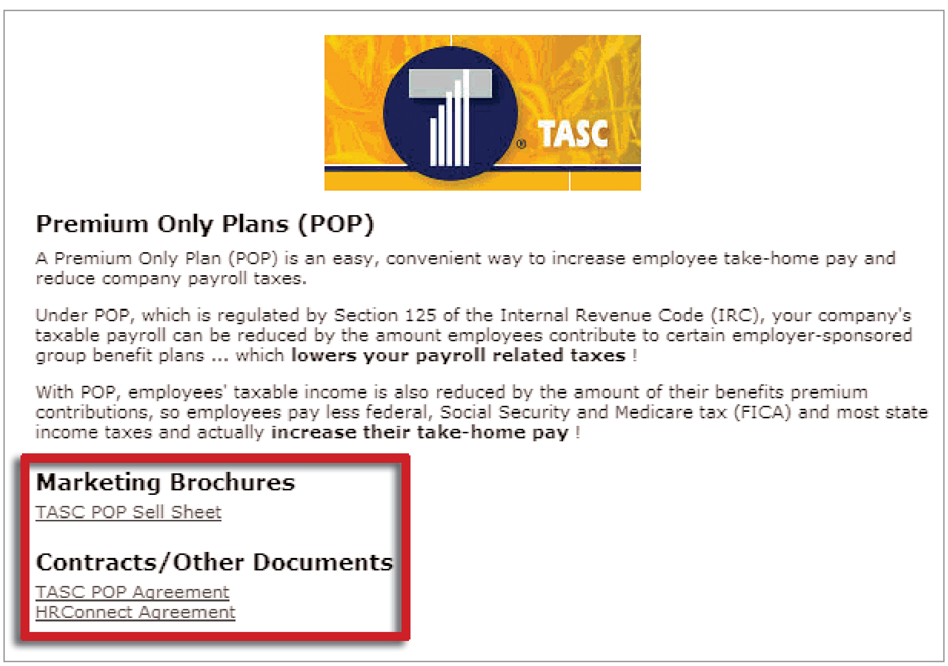
When selecting an FSA administrator, you need to know that they are experienced, competent and committed to superior service. TASC has the communication and service center expertise, backed by sophisticated systems and technology, to make your FSA program successful. We have a staff of benefits professionals who are experts at Section 125 legal and regulatory issues, benefits communication, customer service procedures and claims processing.

Marketing Brochures

Flex System Application Guide

Contracts/Other Documents

HealthConnect Flex System Plan Application
Premium Collection Form
HRConnect Agreement



Premium Only Plans (POP)

A Premium Only Plan (POP) is an easy, convenient way to increase employee take-home pay and reduce company payroll taxes.

Under POP, which is regulated by Section 125 of the Internal Revenue Code (IRC), your company's taxable payroll can be reduced by the amount employees contribute to certain employer-sponsored group benefit plans ... which **lowers your payroll related taxes** !

With POP, employees' taxable income is also reduced by the amount of their benefits premium contributions, so employees pay less federal, Social Security and Medicare tax (FICA) and most state income taxes and actually **increase their take-home pay** !

Marketing Brochures

TASC POP Sell Sheet

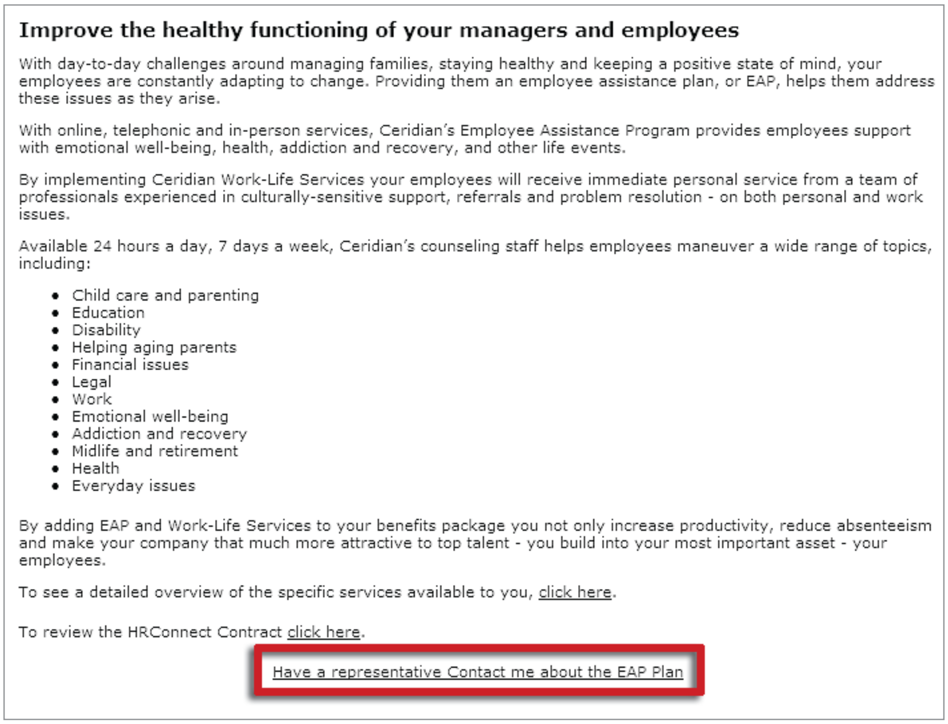
Contracts/Other Documents

TASC POP Agreement
HRConnect Agreement

If you would like to talk to a HealthConnect representive about these services, you can contact (877) 805.2828, extension 250.

EAP

To obtain more information about the Employment Assistance Program (EAP) and to see if their services are a good fit for your company, you can click the link, Have a representative contact me about the EAP Plan, at the bottom of the page (highlighted below). An e-mail will be sent to a representative, notifying to contact you.



Improve the healthy functioning of your managers and employees

With day-to-day challenges around managing families, staying healthy and keeping a positive state of mind, your employees are constantly adapting to change. Providing them an employee assistance plan, or EAP, helps them address these issues as they arise.

With online, telephonic and in-person services, Ceridian's Employee Assistance Program provides employees support with emotional well-being, health, addiction and recovery, and other life events.

By implementing Ceridian Work-Life Services your employees will receive immediate personal service from a team of professionals experienced in culturally-sensitive support, referrals and problem resolution - on both personal and work issues.

Available 24 hours a day, 7 days a week, Ceridian's counseling staff helps employees maneuver a wide range of topics, including:

- Child care and parenting
- Education
- Disability
- Helping aging parents
- Financial issues
- Legal
- Work
- Emotional well-being
- Addiction and recovery
- Midlife and retirement
- Health
- Everyday issues

By adding EAP and Work-Life Services to your benefits package you not only increase productivity, reduce absenteeism and make your company that much more attractive to top talent - you build into your most important asset - your employees.

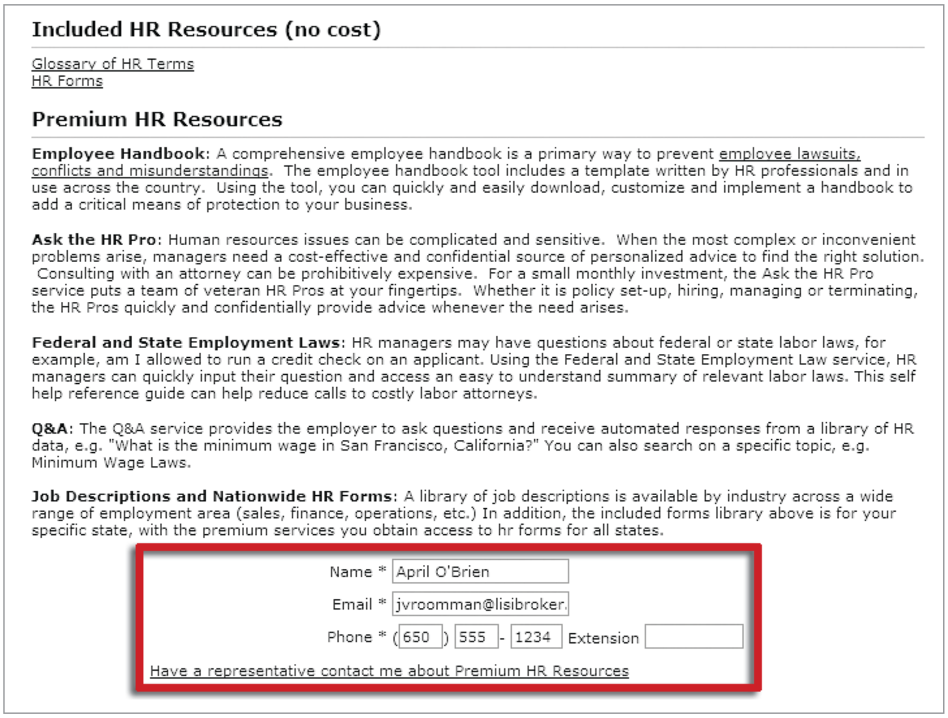
To see a detailed overview of the specific services available to you, click here.

To review the HRConnect Contract click here.

Have a representative Contact me about the EAP Plan

HR Resources

Under the HR Resources section, you can obtain information about this product, including the option that helps you build an employee handbook and the *Ask an HR Pro* feature.



Included HR Resources (no cost)

Glossary of HR Terms
HR Forms

Premium HR Resources

Employee Handbook: A comprehensive employee handbook is a primary way to prevent employee lawsuits, conflicts and misunderstandings. The employee handbook tool includes a template written by HR professionals and in use across the country. Using the tool, you can quickly and easily download, customize and implement a handbook to add a critical means of protection to your business.

Ask the HR Pro: Human resources issues can be complicated and sensitive. When the most complex or inconvenient problems arise, managers need a cost-effective and confidential source of personalized advice to find the right solution. Consulting with an attorney can be prohibitively expensive. For a small monthly investment, the Ask the HR Pro service puts a team of veteran HR Pros at your fingertips. Whether it is policy set-up, hiring, managing or terminating, the HR Pros quickly and confidentially provide advice whenever the need arises.

Federal and State Employment Laws: HR managers may have questions about federal or state labor laws, for example, am I allowed to run a credit check on an applicant. Using the Federal and State Employment Law service, HR managers can quickly input their question and access an easy to understand summary of relevant labor laws. This self help reference guide can help reduce calls to costly labor attorneys.

Q&A: The Q&A service provides the employer to ask questions and receive automated responses from a library of HR data, e.g. "What is the minimum wage in San Francisco, California?" You can also search on a specific topic, e.g. Minimum Wage Laws.

Job Descriptions and Nationwide HR Forms: A library of job descriptions is available by industry across a wide range of employment area (sales, finance, operations, etc.) In addition, the included forms library above is for your specific state, with the premium services you obtain access to hr forms for all states.

Name * April O'Brien
Email * jvroomman@lisibroker.
Phone * (650) 555 - 1234 Extension

Have a representative contact me about Premium HR Resources

If you need more information about the HR Resources service, complete your contact information and click the link, Have a representative contact me about Premium HR Resources. A represention will be notified to contact you, so that he/she may discuss all the benefits of this service.

APPENDIX

Appendix A: Premium Services Detailed Proposal

Utilized for both new groups and groups already in the quoting system, this is an 11-page proposal with detailed pricing and service descriptions.

Appendix B: Premium Services Proposal Summary

Used solely for groups that exist in QuoteStar™, Powered by HealthConnect, this is a two-page proposal with detailed pricing and simplified services descriptions.

Appendix C: Premium Services Pricing Summary

Produced for groups already deployed in the HRConnect system, this proposal is generated for groups that would like pricing on HRConnect's Premium Services. This proposal is a one-page detailed pricing sheet with no description of the services provided.

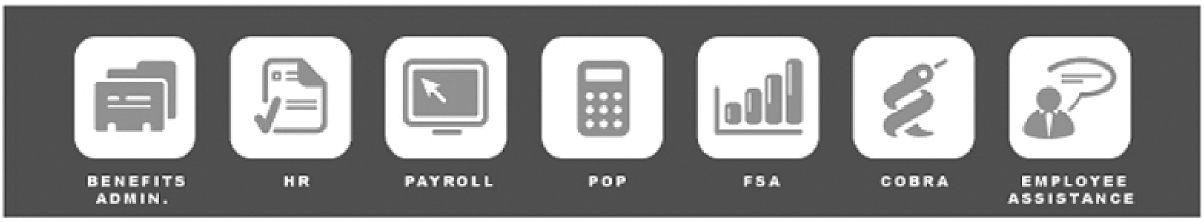
This Page Left Intentionally Blank

Premium Services Detailed Proposal

Page 1

HRConnect

An integrated HR, payroll and benefits system.



Through HRConnect Jason's Test Group can:

- **Track employee information**
- **Summarize all benefit plans**
- **Process payroll**
- **Administer COBRA, POP and FSA plans**
- **Access human resource compliance tools and professionals**
- **Forward employee events to insurance agency automatically**
- **Receive a single bill for all services**

HealthConnect Systems has set up an HRConnect account for Jason's Test Group. To get started, simply logon using the following information:

URL: http://www.ReviewMyBenefits.com

HR Administrator Username/Password: /

(Password may have been edited by employer)

To learn more about HRConnect, go to http://www.healthconnectsystems.com/hcs/HRCVideo.aspx

HRConnect

Premium Services Detailed Proposal

Page 2

HRConnect

What does HRConnect cost?

HRConnect Price Quote for Jason's Test Group (24 employees)

	Set Up	Monthly	+	PEPM	=	Total Monthly	Renewal
Base System *	No Charge	No Charge		No Charge		No Charge	No Charge
Payroll	$195.00	$50.00		$2.65		$113.60	--
Premium Only Plan	$195.00	--		--		$0.00	$125.00
COBRA	$95.00	$50.00		$0.90		$71.60	$75.00
HRAnswerLink	$195.00	$99.00		--		$99.00	--
EAP	$195.00	--		$3.95		$94.80	--
FSA	$395.00	--		$6.00		$144.00	--
FSA w/Debit Card	$395.00	--		$8.00		$192.00	--
Bundled Package (1)	$560.00	$140.00		$3.55		$225.20	$200.00
If Purchased Separately	$680.00	$199.00		$3.55		$284.20	$200.00
Discount	18%					21%	0%

(1) Bundled package consists of payroll, POP, COBRA and HRAnswerLink.

Premium Services Detailed Proposal

Page 3

HRConnect

How does HRConnect compare?

	Jason's Test Group Expected Current Set Up	Jason's Test Group With HRConnect
Payroll	Yes	Yes
Premium Only Plan	Yes	Yes
Human Resource Management System	No	Yes
Unlimited Online Access to HR Consultants	No	Yes
Benefits Administration System	No	Yes
Insurance Agency Integration	No	Yes
One Single System	No	Yes
Monthly Cost (1)	$267.00	$225.20

With HRConnect Jason's Test Group can get more services all in one system at a price comparable to what you are paying currently.

(1) Jason's Test Group current costs are estimated based on average retail pricing of ADP and Paychex for payroll and POP.

Premium Services Detailed Proposal

Page 4

Expression of Interest

Jason's Test Group wishes to learn more about HRConnect and the services marked below!

Employer:	Jason's Test Group
State:	CA
Number of Employees:	24
Contact Name:	______________________
Title:	______________________
Phone:	______________________
Email:	______________________
Date/Time for Demo:	______________________
Agency/Broker:	JPIS/Jill Piccininno - JPIS
General Agency:	QuoteStar, Powered by HealthConnect
Services(*):	
Payroll:	__________
Premium Only Plan:	__________
COBRA:	__________
HRAnswerLink:	__________
Flexible Spending Account:	__________

** Services can be purchased on a bundled basis or "a la carte."*

Instructions:

Please fax this Expression of Interest to HealthConnect Systems, Attention Sales Department, Fax 559-256-1009. Upon receipt a representative of HealthConnect Systems will contact you at the time specified above to provide an online demonstration of HRConnect.

HRConnect

Premium Services Detailed Proposal

Page 5

HRConnect: Benefits Administration

Benefits Administration System

Benefits Administration System:

- Employee recordkeeping
  (address, dependents, emergency contacts, new hires, terminations)
- Benefit plan summaries *(deductible, co pays, Rx)*
- Forms *(enrollment forms, benefit plan change forms)*
- Doctors
- Links to carriers
- Insurance agency integration
  (agency keeps benefit plans up to date, auto forward employee changes)
- Important company information displayed to employees
  (company calendar, company documents, links, announcements)
- Reports *(new hires, terminations, birthdays, service anniversaries)*
- HR manager and employee access

Key Benefits:

- Manage all HR and benefits in one place in partnership with your insurance agency
- Benefits administration and basic HR system provided at no cost to you by your insurance agency

Underlying Service Provider:

HealthConnect Systems (www.healthconnectsystems.com)

- Leading provider of online HR and employee benefit administration systems
- 6,700 agency clients

HRConnect

Premium Services Detailed Proposal

Page 6

HRConnect: Payroll Processing

Online Payroll Processing

Online Payroll Processing:

- Calculate wages and deductions
- Deduct, deposit and file all federal, state and local taxes
- Keep track of accrual benefits, overtime and bonus pay
- Pay your employees through direct deposit, and notify them via e-mail
- Keep an online record of all payroll and tax information
- Keep you clear of IRS penalties

Complete flexibility for employer to initiate payroll when they want (versus conforming to payroll company's schedule). All payroll data available 24/7 (including ability of employees to access historical paystubs, W-2's, etc.)

Key Benefits:

Better-faster-cheaper versus in house or traditional service bureaus *(ADP and Paychex)*

Underlying Service Provider:

Sure Payroll (www.surepayroll.com)

- Largest online payroll company in the United States
- 18,000 companies as clients
- All 50 states
- 98.6% client retention

HRConnect

Premium Services Detailed Proposal

Page 7

HRConnect: COBRA Administration

COBRA Administration

COBRA Administration:

- In general, employers with 20 or more employees are required to comply with the federal mandate known as COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985)
- COBRA is complex and error-prone
- It is very easy for an employer to fall into a state of non-compliance, exposing the company to costly IRS audits and penalties and employee lawsuits

Key Benefits:

Eliminates administrative workload and potential liabilities of complying with COBRA

HRConnect

Premium Services Detailed Proposal

Page 8

HRConnect: Premium Only Plan (POP)

Premium Only Plan (POP)

Premium Only Plan (POP):

- Allows employers to reduce their taxable payroll by the amount employees contribute to certain group sponsored benefit plans, such as medical, which reduces the employers' payroll taxes
- Allows employees to reduce their taxable income by the amount they contribute to their premium payments, which increases their take home pay

Key Benefits:

Easy, convenient and commonly used way to help employees increase their take home pay and employers reduce their payroll taxes

Premium Services Detailed Proposal

Page 9

HRConnect: HR Compliance

HR Compliance and Reference Services

HR Compliance and Reference Services:

- Forms library
  (new hires, terminations, worksite postings and other commonly used HR forms)
- Employee handbook builder
- Ask the HR Pro
  (email or phone HR consultants with questions)
- Newsletters
- Searchable reference tools of state laws and commonly asked questions

Key Benefits:

Provide self help and online assistance to reduce calls to expensive employment law attorneys*

Underlying Service Provider:

HRAnswerLink (www.hranswerlink.com)

- Leading HR Consulting Company specifically targeting small to mid sized businesses

** This is not a legal service, for legal issues you should consult competent legal professionals.*

HRConnect

Premium Services Detailed Proposal

Page 10

HRConnect: Flexible Spending Account

Flexible Spending Account (FSA)

Flexible Spending Account (FSA):

- Allows employees to pay for certain medical, dependent care, and other expenses with pre tax dollars
- Allows employers to reduce their taxable payroll by an amount each employee contributes to the FSA

Key Benefits:

Easy, convenient and commonly used way to help employees increase their take home pay and employers reduce their payroll taxes

Premium Services Detailed Proposal

Page 11

HRConnect: Employee Assistance Plan

Employee Assistance Plan (EAP)

Help employees and supervisers identify and resolve emotional health issues before they become costly workplace issues:

- Counseling *(assessment, assistance and short term counseling)*
- Work and life issues *(child care, elder care, legal matters, financial concerns, retirement planning and concierge services)*
- Online resources *(multi media self help programs and assessments)*

Key Benefits:

- Additional benefit plan for employees
- Improves productivity by addressing emotional issues before they become costly workplace issues

Underlying Service Provider:

Ceridian (www.ceridian.com)

- Leading EAP provider with services offered in over 100 countries
- 110,000 companies with 25 million employees as clients
- New York Stock Exchange listed company

HRConnect

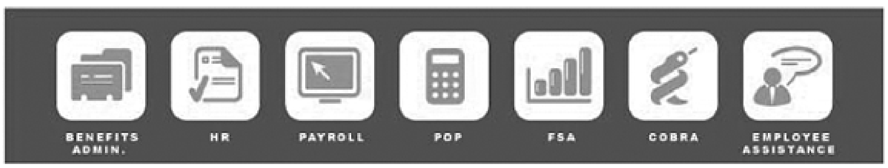
This Page Left Intentionally Blank

Premium Services Proposal Summary

Page 1

HRConnect

An integrated HR, payroll and benefits system.



Through HRConnect Jason's Test Group can:

- Track employee information

- Process payroll

- Access human resource compliance tools and professionals

- Receive a single bill for all services

- Summarize all benefit plans

- Administer COBRA, POP and FSA plans

- Forward employee events to insurance agency automatically

HealthConnect Systems has set up an HRConnect account for Jason's Test Group. To get started, simply logon using the following information:

URL: http://www.ReviewMyBenefits.com

HR Administrator Username/Password: /

(Password may have been edited by employer)

To learn more about HRConnect, go to http://www.healthconnectsystems.com/hcs/HRCVideo.aspx

Premium Services Proposal Summary

Page 2

HRConnect

HRConnect

What does HRConnect cost?

HRConnect Price Quote for Jason's Test Group (24 employees)

	Set Up	Monthly +	PEPM =	Total Monthly	Renewal
Base System *	No Charge	No Charge	No Charge	No Charge	No Charge
Payroll	$195.00	$50.00	$2.65	$113.60	--
Premium Only Plan	$195.00	--	--	$0.00	$125.00
COBRA	$95.00	$50.00	$0.90	$71.60	$75.00
HRAnswerLink	$195.00	$99.00	--	$99.00	--
EAP	$195.00	--	$3.95	$94.80	--
FSA	$395.00	--	$6.00	$144.00	--
FSA w/Debit Card	$395.00	--	$8.00	$192.00	--
Bundled Package (1)	$560.00	$140.00	$3.55	$225.20	$200.00
If Purchased Separately	$680.00	$199.00	$3.55	$284.20	$200.00
Discount	18%			21%	0%

(1) Bundled package consists of payroll, POP, COBRA and HRAnswerLink.

Premium Services Pricing Summary

Page 1

HRConnect Pricing

Employee Count: 24

Generate HRConnect Price Quote

Services	Set Up	Monthly Fee	+ PEPM Fee =	Total Monthly	Renewal
HRConnect- Base System	No Charge	No Charge	No Charge	No Charge	No Charge
Payroll	$195	$50.00	$2.65	$113.60	-
Premium Only Plan	$195	$0.00	$0.00	$0.00	$125
COBRA	$95	$50.00	$0.90	$71.60	$75
HRAnswerLink	$195	$99.00	-	$99.00	$0
EAP	$195	-	$3.95	$94.80	-
FSA - Employer Administered	$995	-	-	$0.00	$395
FSA	$395	$0.00	$6.00	$144.00	-
FSA w/Debit Card	$395	$0.00	$8.00	$192.00	-
Bundled Package(1)	$560	$140.00	$3.55	$225.20	$200
If Purchased Separately	$680	$199.00	$3.55	$284.20	$200
Discount	18%	30%	0%	21%	0%

(1) Bundled package consists of payroll, POP, COBRA and HRAnswerLink.

Review the HRConnect Contract, Employer-administered FSA Contract, HealthConnect CobraToday Plan Application , HealthConnect Flex System Plan Application and TASC POP Agreement.

Have a HealthConnect Systems representative contact you about HRConnect subscription.

This Page Left Intentionally Blank

For information, address LISI, Inc.,
1600 West Hillsdale Avenue, San Mateo, CA 94402