2022 BENEFITS RENEWAL PORTAL USER GUIDE CLIENT GUIDE



f 🕑 in 🖸 www.prestigepeo.com

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Open Enrollment season is here!

Open Enrollment season is here! PrestigePEO is excited to introduce the Benefits Renewal Portal, which will allow you to compare contribution models to find the best and most cost-effective plans for your business. The PrestigePEO Benefits Renewal Portal is a new and all-inclusive way to review and make your contribution choices for your employees. Below is a step-by-step user guide to navigating this new portal.

 $\bullet \bullet \bullet$



Getting Started

Log in to PrestigePRO with your username and password.

PrestigePEO®
Username
Password
Sign in
Forgot your password? PRESTIGE EMPLOYEE ADMINISTRATORS DEMO

In the search box in the upper right corner, type the words "Renewal Portal" and click enter.



When you open the Renewal Portal, you will be brought to a Welcome Screen that will list your company's entities with PrestigePEO.

PrestigePEO ⁻			Welcome Brian Restaurant
Welcome to 2022 Open Enrollment	Season. Please select your company with new con	below to review your current renew tributions.	al and create comparison models
	Search		
Company Id	Company Name	Status	Action
00110	Charles Xavier's School For The Gifted	In Progress	Review
00105	Demo Cyberdyne Systems	In Progress	Review
00113	Pawnee Parks & Recreation	Not Started	Review
00112	Ryan's Restaurants	In Progress	Review
H 4 1 ► H 20 ▼ it	ems per page		1 - 4 of 4 items



To review and change contributions for a specific entity, click the "Review" button for that entity. (You can use the search bar and type the company or entity name you would like to start with rather than scrolling through the list.)

PrestigePEO' Welcome Brian R								
Welcome to 2022 Open Enrollment	Season. Please select your company with new cor	below to review your current ren tributions.	newa	al and create comp	arison mod	els		
	Search							
Company Id	Company Name	Status	÷	Action				
00110	Charles Xavier's School For The Gifted	In Progress		Review		^		
00105	Demo Cyberdyne Systems	In Progress		Review				
00113	Pawnee Parks & Recreation	Not Started		Review				
00112	Ryan's Restaurants	In Progress		Review		-		
H4 4 1 ► ► 20 ▼ it	ems per page			1	- 4 of 4 item	s		

Once you click "Review" on the company you selected, you will be taken to the Home Page for that entity.

PrestigePEO [®]							Welc	ome Brian Restaurant 🔐		
=		00110 - Cha	rles Xavier's So	hool For The Gifted	(change client)					
Dashboard Full Rate Benefit Menus	♠ Home									
	Current Benefit Cost Per Month									
	\$60.37 Company Contribution	\$3,830.95 Employee Contribution	\$3,89 Total Contr	1.32 ribution						
	Medical 59.00 \$3,7; Dental \$60.37 \$31,18 Vision \$0.00 \$23,71				Welcon To start model multiple versi	ne to 2022 Op ing, click on the creat ions of the model to c	e model button below. ompare before submit	Season You can create ting the rates.		
	Class Name	Med	dical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status		
				No records ava	ilable			*		
	Total		0	0	0	\$0.00	\$0.00	0/0 Completed		
							Su	bmit Contribution Model		

If you are responsible for multiple entities, you will need to perform the same process for each entity. You will have to save your work for each entity and return to the Welcome Screen to select the next entity. There are two ways to get back to the Welcome Screen:

- 1. By clicking the PrestigePEO logo in the top left corner.
- 2. By clicking your business name on the change client hyperlink on the top banner of the Home Page.

0	PrestigePEO		Welcome Brian Restaurant
	=	00110 - Charles Xavier's School For The Gifted (change client)	
	Dashboard	Allema	
	Full Rate Benefit Menus	# Home	



Your Home Page

You have now reached the Home Page, where you will view both your current contribution model as well as visualize and compare up to three different projected benefit costs, before having to finalize a plan.

PrestigePEO							Welc	ome Brian Restaurant 🌘	BR
=		00110 - Chai	rles Xavier's Sc	hool For The Gifted	(change client)				
Dashboard Full Rate Benefit Menus	+ Home								
	Current Benefit Cost Per Month	\$3,830.95	\$3,89	1.32					
	Company Contribution Total costs Medical 50.00 (5 members) Dental 560.37 (1 members) 531.18 Vision 50.00 (2 members) 523.71 — Company	\$3.7:	Welcon To start model multiple versi	ne to 2022 Op ing, click on the creat ons of the model to c Create New Co	en Enrollment e model button below. ompare before submit	Season You can create ting the rates.			
	Class Name	Mec	lical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status	
	No records a				ts available v				
	Total		0	0	0	\$0.00	\$0.00 Su	0/0 Completed	el
							Su	bmit Contribution Mode	

Before you begin your Open Enrollment process, you have the ability to download the 2022-2023 Full Rate Benefit Menus. If you click the button on the far-left side of the page labeled "Full Rate Benefit Menus" under the Home icon, you can review all of the plan information including deductibles and network details. Reviewing the Full Rate Benefit Menus will assist you in making important decisions regarding your 2022-2023 Open Enrollment.

PrestigePEO [®]			Welcome Brian Restaurant							
=	00110 - Charles Xa	00110 - Charles Xavier's School For The Gifted (change client)								
Dashboard										
Full Rate Benefit Menus	Full Rate Benefit Menus									
	Medical Benefit Menu	Dental Benefit Menu	Vision Benefit Menu							
	Click to download Medical Benefit Menu document	Click to download Dental Benefit Menu document	Click to download Vision Benefit Menu document							
	Prestige Medical Menu.pdf	Prestige Dental Menu.pdf	Prestige Vision Menu.pdf							
	Download	Download	Download							



Your Dashboard

The Dashboard is split into three separate sections.

PrestigePEO [.]						Welc	ome Brian Restaurant BR
=		00110 - Charles Xavier's Sc	hool For The Gifted	(change client)			
Dashboard Full Rate Benefit Menus	Home Current Benefit Cost Per Month S60.37 Company Contribution Stol costs	830.95 syee Contribution	1.32 witten	2 Welcon	ne to 2022 On	en Enrollment	Season
	Medical \$0.00 (5 members) Dental \$60.37 (1 members) \$31.18 Vision \$0.00 (2 members) \$23.71 Company Contributi	on — Employee Contribution	\$3,77	To start modeli multiple versi	ing, click on the create ons of the model to c	e model button below. ompare before submit	You can create ling the rates.
	Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
			No records ava	ilable			
	Total	0	0	0	\$0.00	\$0.00 Su	0/0 Completed

- 1. The section on the left are your current benefit costs per month.
- 2. The section on your right will reflect your potential 2022-2023 projected benefits costs per month and where you will begin your Open Enrollment journey.
- 3. The bottom section will be a breakdown of your current Benefit Classes once you build potential models.

*If you click the three bars on the top left hand side of the screen, the left panel will collapse allowing more visibility for your Dashboard.

PrestigePEO ⁻		Welcome Brian Restaurant 🕕
=	00110 - Charles Xavier's School For The Gifted	(change client)
Dashboard Full Rate Benefit Menus	♠ Home	
	Current Benefit Cost Per Month	
	\$60.37 \$3,830.95 \$3,891.32 Company Contribution Employee Contribution Total Contribution	
	Total costs Medical \$0.00	Welcome to 2022 Open Enrollment Season
	(5 members) \$3,7; Dental \$60.37 (1 members) \$20.00	To start modeling, click on the create model button below. You can create multiple versions of the model to compare before submitting the rates.
	(2 members) \$23.1.8 Vision \$0.00 (2 members) \$223.71	Create New Contribution Model



Getting Started

PrestigePEO ⁻							Weld	come Brian Restaurant		
=		00110	Charles Xavier's So	chool For The Gifted	(change client)					
Dashboard Full Rate Benefit Menus	+ Home									
	Current Benefit Cost Per Mor	nth								
	\$60.37 Company Contribution	1.32 ribution								
	Medical \$0.00 (5 members) \$3,77 Dental \$60.37 (1 members) \$31,18				Welcome to 2022 Open Enrollment Season To start modeling, click on the create model button below. You can create multiple versions of the model to compare before submitting the rates.					
	Vision \$0.00 (2 members) \$23,71 — Con	npany Contribution — Emp	oloyee Contribution			Create New Co	ntribution Model			
	Class N	ame	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status		
		No records a				is available				
	Total		0	0	0	\$0.00	\$0.00	0/0 Completed		
							Su	bmit Contribution Model		

To begin, click the "Create New Contribution Model" button.

A new pop-up box will appear where you are now able to name the model. (When naming the model, use a distinct name that will allow you to decipher it from other models. Example: Model Version 1, MV1, OE Model 1, Option 1.)

By clicking the "Create New Contribution Model" button, you can begin creating different potential contribution models that will allow you to select plans while viewing different contribution options.

Current Benefit Cost Per Month						
\$60.37 \$3,83 Company Contribuilon	0.95 S \$3,891 Contribution Total Contrib	1.32 sutton				
Medical (5 members) \$0.00 Dental (1 members) \$60.37 Vision (2 members) \$0.00 \$23.71	Create Contribution Mod Name Model Version 1	del	Welcon start model ultiple versi	ne to 2022 Op ing, click on the creat ions of the model to c Create New Co	ben Enrollment te model button below. compare before submitt ntribution Model	Seasor You can ci ting the ra
- Company Contribution	Medical Employee Count	Dental Employee Count No records ava	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Sta
Total	0	0	0	\$0.00	\$0.00	0/0 Cor

Click "Create" to save the model's name and to begin building the model.



Summary Page

When the model opens, you will be brought to the Summary page, where you are able to view by Class, your eligibility count (medical, dental, vision), current total employer costs, estimated renewal total employer costs (once the model is built), and the status of the contributions within the model.

PrestigePEO [®]								Welcome Brian Restau	irant BR
=			00110 - Charles Xavier's Scho	ol For The Gifted (ch	ange client)				
Dashboard Full Rate Benefit Menus	♣ Home >	Model Version 1							
	Summary PRIMARY	Summary							
	Executive	Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status	
	All	PRIMARY	0	0	0	\$0.00	\$0.00	Pending 🤒	^
		Executive	2	1	0	\$1,084.47	\$0.00	Pending 😑	
		Management	8	1	1	\$4,283.20	\$0.00	Pending 😑	
		All	8	0	0	\$2,978.80	\$0.00	Pending 😑	
		Total	18	2	1	\$8,346.47	\$0.00	0/4 Completed	
		Iotal	18	2	1	\$8,346.47	\$0.00	0/4 Completed	lodel

*Note: You cannot click the "Submit Contribution Model" button until all the classes and plans have been entered.

On the left panel you will be able to click on different Benefit Classes to view the details of the plan offering, both current and projected. This will allow you to view the model and different contribution settings by specific Benefit Class.

PrestigePEO [.]							8	Welcome Brian Restaur	rant BR
=		c	00110 - Charles Xavier's Scho	ol For The Gifted (ch	ange client)				
Dashboard Full Rate Benefit Menus	♠ Home →	Model Version 1							
	Summary PRIMARY	Summary							
	Executive	Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status	
	All	PRIMARY	0	0	0	\$0.00	\$0.00	Pending 🥚	^
		Executive	2	1	0	\$1,084.47	\$0.00	Pending 😑	
		Management	8	1	1	\$4,283.20	\$0.00	Pending 🧧 😑	
		All	8	0	0	\$2,978.80	\$0.00	Pending 🤒	
		Total	18	2	1	\$8,346.47	\$0.00	0/4 Completed	
							E	Submit Contribution Mo	odel

*Note: You cannot change or update Classes through the Benefits Renewal Portal. You will need to contact your Benefits Specialist to make any Class changes.



Building Contribution Models

Once you choose a Class to begin working with, you will see the Class details which will show all plans offered to the specific Class, broken down into last year's rates and next year's rates with a potential to edit based on employer contribution levels.

PrestigePEO												Welcome Bria	n Restaurant
=				00110 -	Charles Xa	vier's School	For The Gift	ed (change o	client)				
Dashboard		Mada	al Varaian 1										
Full Rate Benefit Menus	Home	wode	el version I										
	Summary	Class		NRV					Add or Torm	inato Plans	Sot May Modical Plan (ontribution	Sava Draft
	PRIMARY	Class	S: I - PKIIVIA	AKT					Add of Term		Set Max Medical Plan C	ontribution	Save Drait
	Executive					Last Year Rate					Next Year Rate		
	Management				Monthly C	ontributions	Employee		Rate	Month	y Contributions	Final Cor	ntribution
	All		Tier	Rate	%	\$	Count	Total	11/1/2022	%	s	Employer	Employee
		▼ PI	Plan 01 Oxford Lib	erty Direct N	,								
			Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46				
			Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54				
			Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75				
			Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41				
		▼ PI	lan 07 Oxford Fre	edom HDHP I	POS NY								
			Single	\$990.46	0%	\$0.00	2	\$0.00	\$1,250.54				
			Couple	\$2,030.42	0%	\$0.00	0	\$0.00	\$2,556.58				
			Single Parent	\$1,726.29	0%	\$0.00	0	\$0.00	\$2,035.31				
			Family	\$3,003.67	0%	\$0.00	0	\$0.00	\$3,468.21				

*Your monthly contribution for last year's rate will be visible once you create a model.

To add or remove plans from this model, you will click the "Add or Terminate Plans" button.

PrestigePEO											Welcome Bria	n Restaurant BR
=			00110 -	Charles Xav	vier's School	For The Gift	ed (change o	client)				
Dashboard	A 11	Madal Manian 1										
Full Rate Benefit Menus	Home >	wodel version 1										
	Summary	Class: 1 - PRIM	ARY					Add or Termin	ate Plans Set	t Max Medical Plan C	ontribution	Save Draft
	PRIMARY				Last Year Rate				١	Next Year Rate		
	Management			Monthly Co	ontributions			Rate	Monthly Co	ntributions	Final Cor	ntribution
	All	Tier	Rate	%	s	Count	Total	11/1/2022	%	\$	Employer	Employee
		▼ Plan 01 Oxford Lil	perty Direct NY	,								
		Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46				
		Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54				
		Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75				
		Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41				
		▼ Plan 07 Oxford Fr	eedom HDHP F	POS NY								
		Single	\$990.46	0%	\$0.00	2	\$0.00	\$1,250.54				
		Couple	\$2,030.42	0%	\$0.00	0	\$0.00	\$2,556.58				
		Single Parent	\$1,726.29	0%	\$0.00	0	\$0.00	\$2,035.31				
		Family	\$3,003.67	0%	\$0.00	0	\$0.00	\$3,468.21				

*Note: Plans must be added or terminated before contributions are completed.

Once you click on "Add or Terminate Plans," the "Manage Plans" pop-up screen will appear. This screen is where you can view all available medical, dental, and vision plans.

Medical	Dental Vision					
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$0.00	\$0.00	\$0.00	\$0.00	^
	OXNY02 - Plan 02 Oxford Liberty POS NY	\$0.00	\$0.00	\$0.00	\$0.00	I
	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY05 - Plan 05 Oxford Freedom Access NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$0.00	\$0.00	\$0.00	\$0.00	
•	OXNY07 - Plan 07 Oxford Freedom	60.00	60.00	60.00	60.00	-

To switch between plan types, click the labeled tabs at the top of the page.

Medica	Dental Vision				
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate
	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$0.00	\$0.00	\$0.00	\$0.00
	OXNY02 - Plan 02 Oxford Liberty POS NY	\$0.00	\$0.00	\$0.00	\$0.00
	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$0.00	\$0.00	\$0.00	\$0.00
	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$0.00	\$0.00	\$0.00	\$0.00
	OXNY05 - Plan 05 Oxford Freedom Access NY	\$0.00	\$0.00	\$0.00	\$0.00
	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$0.00	\$0.00	\$0.00	\$0.00
	OXNY07 - Plan 07 Oxford Freedom	60.00	60.00	60.00	50.00 ×



The plans that are highlighted, and have a check box, will reflect the plans that you already offer.

Medical	Dental Vision					
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$0.00	\$0.00	\$0.00	\$0.00	*
	OXNY02 - Plan 02 Oxford Liberty POS NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY05 - Plan 05 Oxford Freedom Access NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY07 - Plan 07 Oxford Freedom	60.00	00.00	60.00	60.00	-

To add a plan to your offering, click the check box next to the plan name.

		Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	/ee
		OXNY01 - Plan 01 Oxford Liberty Direct NY	\$0.00	\$0.00	\$0.00	\$0.00	
	لالك	XNY02 - Plan 02 Oxford Liberty OS NY	\$0.00	\$0.00	\$0.00	\$0.00	
L		XNY03 - Plan 03 Oxford Freedom EPO NY	\$0.00	\$0.00	\$0.00	\$0.00	

To remove a plan from your offering, uncheck the check box next to the plan name.

	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	/ee
្តា	XNY01 - Plan 01 Oxford Liberty Virect NY	\$0.00	\$0.00	\$0.00	\$0.00	
	POS NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$0.00	\$0.00	\$0.00	\$0.00	
	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$0.00	\$0.00	\$0.00	\$0.00	

If you choose to terminate a plan that your employees are currently enrolled in from the past 2021 – 2022 enrollment year, you will see another pop-up box that will prompt you to choose a plan to move those employees to. This is necessary to estimate costs and continue to include the current employee count.

Medical	Dental Vision					
	Plan Name	Employee Rate	Please select Plan to move the employees to estimate projected cost	arent Rate	Family Rate	
	OXNY01 - Plan 01 Oxford Liberty Direct NY		Plan 🔻	\$0.00	\$0.00	î
	OXNY02 - Plan 02 Oxford Liberty POS NY		Note: Employees moved to another plan only fo	\$0.00	\$0.00	
	OXNY03 - Plan 03 Oxford Freedom EPO NY		modeling purposes. Employees on this plan will need to elect a new plan through the employee oper enrollment portal before 11/1/2022	o n \$0.00	\$0.00	
	OXNY04 - Plan 04 Oxford Freedom Direct NY			\$0.00	\$0.00	-
			Cancel Save			



Once you have chosen the plans that you would like to include in the model, click the "Save Changes" button.

Ξ			00110 - Charles	Xavier's School For The Gifted	(change client)		
		Allema M	adal Manda n. 1				
Full Ra	Manag	e Plans					
	Medio	al Dental Vision					aft
		Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
		OXNY01 - Plan 01 Oxford Liberty Direct NY	\$0.00	\$0.00	\$0.00	\$0.00	n
		OXNY02 - Plan 02 Oxford Liberty POS NY	\$0.00	\$0.00	\$0.00	\$0.00	yee
		OXNY03 - Plan 03 Oxford Freedom EPO NY	\$0.00	\$0.00	\$0.00	\$0.00	
		OXNY04 - Plan 04 Oxford Freedom Direct NY	\$0.00	\$0.00	\$0.00	\$0.00	
		OXNY05 - Plan 05 Oxford Freedom Access NY	\$0.00	\$0.00	\$0.00	\$0.00	
		OXNY06 - Plan 06 Oxford Liberty EPO NY	\$0.00	\$0.00	\$0.00	\$0.00	
		OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$0.00	\$0.00	\$0.00	\$0.00	
		OXNY08 - Plan 08 Oxford	\$0.00	\$0.00	\$0.00	\$0.00	
						Cance Save Chang	pes and the second s

The updated plans will now be reflected on the Class Details page.

=			0011	0 - Charles)	Kavier's Schoo	ol For The Gift	ed (change o	:lient)				
Dashboard		N. 1 1 2										
Full Rate Benefit Menus	• Home >	Nodel version										
	Summary PRIMARY	Class: 1 - PRIM	ARY					Add or Term	ninate Plans	Set Max Medical Plan	Contribution	Save Draft
	Executive				Last Year Rate					Next Year Rate		
	Management			Monthly C	Contributions			Rate	Monthl	y Contributions	Final Cor	ntribution
	All	Tier	Rate	%	s	Count	Total	11/1/2022	%	s	Employer	Employee
		▼ Plan 01 Oxford Lit	erty Direct NY									
		Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46				
		Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54				
		Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75				
		Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41				
		▼ Plan 02 Oxford Lib	erty POS NY									
		Single	\$0.00	0%	\$0.00	0	\$0.00	\$1,250.54				
		Couple	\$0.00	0%	\$0.00	0	\$0.00	\$2,556.58				
		Single Parent	\$0.00	0%	\$0.00	0	\$0.00	\$2,035.31				
		Family	\$0.00	0%	\$0.00	0	\$0.00	\$3,468.21				
		▼ Plan 03 Oxford Fr	redom EPO NY									
		Single	\$0.00	0%	\$0.00	0	\$0.00	\$0.00				
		Couple	\$0.00	0%	\$0.00	0	\$0.00	\$0.00				
		Single Parent	\$0.00	0%	\$0.00	0	\$0.00	\$0.00				
		Family	\$0.00	0%	\$0.00	0	\$0.00	\$0.00				
		▼ Plan 07 Oxford Fr	redom HDHP P	DS NY								
		Single	\$990.46	0%	\$0.00	2	\$0.00	\$0.00				
		Couple	\$2,030.42	0%	\$0.00	0	\$0.00	\$0.00				
		Single Parent	\$1,726.29	0%	\$0.00	0	\$0.00	\$0.00				
		Family	\$3,003.67	0%	\$0.00	0	\$0.00	\$0.00				
		▼ Plan 08 Oxford Fr	eedom HDHP El	PO NY								



Entering Your Contribution Amounts

After determining what plans you would like to offer your employees, you now can enter potential monthly contribution amounts, either by percentage or dollar amount. This will allow you to have a better understanding of your final contributions and therefore choose the right plans for your organization.

Follow the directions below to learn how to enter monthly contributions by either percentage or dollar amount.

*Note: The portal will only allow you to choose one contribution method per category.

Entering Monthly Contribution by Percentage

If you choose to view potential monthly contributions by a percentage, you have two options:

1. If you want to use the same contribution method for all four categories in the plan, click the top check box to enable the ability to input a dollar amount.

=			0011	0 - Charles	Xavier's Schoo	ol For The Gift	ted (change o	client)					
Dashboard													
Full Rate Benefit Menus	♣ Home >	Model Version	1										
	Summary PRIMARY	Class: 1 - PRIM	ARY					Add or T	erminate Plar	s S	et Max Medical Plan	Contribution	Save Draft
	Executive				Last Year Rate	•					Next Year Rate		
	Management			Monthly	Contributions			Rate	Mo	nthly Co	ntributions	Final Cor	ntribution
	All	Tier	Rate	%	s	Count	Total	Effective 11/1/2022	%		s	Employer	Employee
		▼ Plan 01 Oxford Li	berty Direct NY										
		Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46	80			\$761.97	\$190.49
		Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54	80			\$2,034.03	\$508.51
		Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75	80			\$1,839.00	\$459.75
		Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41	80			\$2,615.53	\$653.88
		▼ Plan 02 Oxford Li	berty POS NY										
										-			

*The dollar amount column is shown on this guide as blank to emphasize the impact of entering the monthly contribution by percentage. Monthly contributions will populate with the dollar amount that coincides with the inputted percentage in the portal.

2. OR if you want to use different contribution methods for the four categories, you will click the specific category's check box under the percentage symbol, to enable the ability to input a percentage.

			0011	0 - Charles)	Kavier's Schoo	ol For The Gif	ted (change (client)						
								,						
Dashboard	A 11	Mandal Mandana 1	1											
Full Rate Benefit Menus	# Home >	wodel version	1											
	Summary	Class: 1 - PRIM	ARY					Add or T	erminate P	lans	Set Max Med	ical Plan	Contribution	Save Draft
	PRIMARY													
	Executive				Last Year Rate						Next Year R	ate		
	Management			Monthly C	Contributions			Rate		Monthly	Contributions		Final Cor	ntribution
	All	Tier	Rate	%	s	Employee Count	Total	Effective 11/1/2022	9	6	s		Employer	Employee
		▼ Plan 01 Oxford Li	berty Direct NY											
		Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46	80				\$761.97	\$190.49
		Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54	0		2,034.03		\$2,034.03	\$508.51
		Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75	80				\$1,839.00	\$459.75
		Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41	0		2,615.53		\$2,615.53	\$653.88
		▼ Plan 02 Oxford Li	berty POS NY											
									(



The percent calculation for the premiums will populate to the right of the box in the Final Contribution column showing the new employer and employee potential contribution costs.

Dashboard Full Rate Benefit Menus	♣ Home >	Model Version	1										
	Summary PRIMARY	Class: 1 - PRIM	ARY					Add or T	erminate Pla	ns	Set Max Medical Plan	Contribution	Save Draft
	Executive				Last Year Rate						Next Year Rate		
	Management			Monthly C	ontributions	Freedow		Rate	Mo	onthly	Contributions	Final Cor	ntribution
	All	Tier	Rate	%	s	Count	Total	11/1/2022	%		s	Employer	Employee
		▼ Plan 01 Oxford Li	berty Direct NY										
		Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46	80			\$761.97	\$190.49
		Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54	80			\$2,034.03	\$508.51
		Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75	80			\$1,839.00	\$459.75
		Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41	80			\$2,615.53	\$653.88

Entering Monthly Contribution by Dollar Amount

If you choose to view potential monthly contributions by dollar amount, you have two options:

1. If you want to use the same contribution method for all four categories in the plan, click the top check box to enable the ability to input a dollar amount.

Dashboard	+ Home	Mo	del Version	1									
Full Rate Benefit Menus	. Home	1410	der version	'									
	Summary	Cla	ss: 1 - PRIM	ARY					Add or Ter	minate Plans	Set Max Medical Plan	Contribution	Save Draft
	PRIMARY												
	Executive					Last Year Rate					Next Year Rate		
	Management				Monthly C	ontributions	Employee		Rate	Monthly	Contributions	Final Co	ntribution
	All		Tier	Rate	%	s	Count	Total	11/1/2022	%	s	Employer	Employee
		•	Plan 01 Oxford Lil	berty Direct NY									
			Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46				
			Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54				
			Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75				
			Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41				

*The percentage column is shown on this guide as blank to emphasize the impact of entering the monthly contribution by percentage. Monthly contributions will populate with the percentage that coincides with the inputed dollar amount in the portal.

2. OR if you want to use different contribution methods for the four categories, you will click the specific category's check box under the dollar symbol, to enable the ability to input a dollar amount.

Dashboard	♠ Home >	Mo	del Version	1											
Full Rate Benefit Menus															
	Summary	Cla	ss: 1 - PRIM	ARY					Add or T	erminate Pl	ans	Set Max Med	ical Plan	Contribution	Save Draft
	PRIMARY								_						
	Executive					Last Year Rate						Next Year R	ate		
	Management				Monthly Co	ontributions	Freedows		Rate	N	Nonthly	Contributions		Final Co	ntribution
	All		Tier	Rate	%	s	Count	Total	11/1/2022	%		s		Employer	Employee
		•	Plan 01 Oxford Lil	perty Direct NY											
			Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46	80				\$761.97	\$190.49
			Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54	0		2,034.03		\$2,034.03	\$508.51
			Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75	80				\$1,839.00	\$459.75
			Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41	0		2,615.53		\$2,615.53	\$653.88



The dollar amount calculation for the premiums will populate to the right of the box in the Final Contribution column showing the new employer and employee potential contribution costs.

Dashboard Full Rate Benefit Menus	♣ Home >	Model Version	1										
	Summary PRIMARY	Class: 1 - PRIM	ARY					Add or Terr	minate Plans	Set Max Medical	Plan Contri	oution	Save Draft
	Executive				Last Year Rate					Next Year Rate			
	Management			Monthly C	ontributions			Rate	Monthly	Contributions		inal Co	ntribution
	All	Tier	Rate	%	s	Count	Total	11/1/2022	%	s	Emp	oloyer	Employee
		▼ Plan 01 Oxford Li	berty Direct NY										
		Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46		\$761.97	S1	61.97	\$190.49
		Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54		\$2,034.03	\$2,0	34.03	\$508.51
		Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75		\$1,839.00	\$1,8	39.00	\$459.75
		Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41		\$2,615.53	\$2.6	15.53	\$653.88

Setting a Max Contribution (Max Contributions can only be entered for Medical Plans.)

If the dollar amount you would like to contribute will remain the same across all plans, refer to the following instructions for using the "Set Max Medical Plan Contribution" button. This will allow you to select a defined contribution across all plans and categories. If a max contribution is selected, then the portal will automatically populate the correlating monthly contributions.

			0011	0 - Charles)	(avier's Schoo	ol For The Gift	ed (change o	client)					
Dashboard													
Full Rate Benefit Menus	♦ Home >	Model Version	1										
	Summary PRIMARY	Class: 1 - PRIM	ARY					Add or Terr	ninate Plans	S	et Max Medical Plan	Contribution	Save Draft
	Executive				Last Year Rate					1	Next Year Rate		
	Management			Monthly C	ontributions	Course and		Rate	Mont	hly Co	ntributions	Final Cor	ntribution
	All	Tier	Rate	%	s	Count	Total	11/1/2022	%		s	Employer	Employee
		▼ Plan 01 Oxford Li	berty Direct NY										
		Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46					
		Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54					
		Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75					
		Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41					
		 Plan 02 Oxford Li 	berty POS NY										
		Single	\$0.00	0%	\$0.00	0	\$0.00	\$1,250.54					
		Couple	\$0.00	0%	\$0.00	0	\$0.00	\$2,556.58					
		Single Parent	\$0.00	0%	\$0.00	0	\$0.00	\$2,035.31					
		Family	\$0.00	0%	\$0.00	0	\$0.00	\$3,468.21					
		▼ Plan 03 Oxford Fr	eedom EPO NY										
		Single	\$0.00	0%	\$0.00	0	\$0.00	\$0.00					
		Couple	\$0.00	0%	\$0.00	0	\$0.00	\$0.00					
		Single Parent	\$0.00	0%	\$0.00	0	\$0.00	\$0.00					
		Family	\$0.00	0%	\$0.00	0	\$0.00	\$0.00					

Begin by clicking the "Set Max Medical Plan Contribution" button.



A pop-up box will appear, and you can enter the contribution for each category (Single, Couple, Single Parent, and Family).

=		00	Set Max Monthly Contribution	×	client)			
Dashboard								
Full Rate Benefit Menus	• Home >	Node	\$1,000.00	*				
		Class	Couple Max Contribution		s Set Max Mer	tical Plan Contribution	Sav	Draft
	ALL	Class	\$2,000.00	*		acar han contribution	Jav	
	LIVITEOTEES		Single Parent Max Contribution		1	Next Year Rate		
	TESTING 11/1/18		\$1,500.00	+			Fir	nal
			Family Max Contribution		Monthly	Contributions	Contri	bution
			\$3,000.00	*	21 %	\$	Emplo	Emplc
		▼ Pla				•		
		5	Cancel Set Max Contribution	on		0	\$0.00	\$0.00
		C	ouple \$1,840 0% \$0.00 0 \$0.00	\$0.0	00 0	0	\$0.00	\$0.00

**You can only set a max contribution by dollar amount.*

When all the contributions are entered, click the "Set Max Contribution."

=		00	Set Max Monthly Contribution	×	client)			
Dashboard								
Full Rate Benefit Menus	+ Home	Mode	Single Max Contribution					
		Class	Couple Max Contribution	*	s Set May Medical Plan Contrik	ution	Save	Draft
	ALL EMPLOYEES	Class	\$2,000.00	*	s Set Max Medical Plan Contric	JUON	Save	Dian
	TESTING		Single Parent Max Contribution		Next Year Rate			
	11/1/18		\$1,500.00	*			Fin	al
			Family Max Contribution		Monthly Contributions		Contril	oution
			\$3,000.00	+	21 % \$		Emplc	Emplc
		▼ Pla		_				
		S	Cancel Set Max Contribution	on	0 0		\$0.00	\$0.00
		c	ouple \$1,840 0% \$0.00 0 \$0.00	\$0.0	0 0		\$0.00	\$0.00

*By using this button, any contribution amount that was previously entered either by percentage or dollar amount will be overridden.



Dashboard	♦ Home >	Model Version	1									
Full Rate Benefit Menus		Woder version										
	Summary	Class: 1 - PRIM	ARY					Add or Terr	ninate Plans	Set Max Medical Pl	an Contribution	Save Draft
	Executive				Last Year Rate					Next Year Rate		
	Management			Monthly C	ontributions			Rate	Monthly	Contributions	Final Cor	ntribution
	All	Tier	Rate	%	s	Count	Total	11/1/2022	%	\$	Employer	Employee
		▼ Plan 01 Oxford Lil	berty Direct NY									
		Single	\$897.57	0%	\$0.00	2	\$0.00	\$952.46		\$1,000.00		
		Couple	\$1,840.47	0%	\$0.00	0	\$0.00	\$2,542.54		\$2,000.00		
		Single Parent	\$1,549.20	0%	\$0.00	0	\$0.00	\$2,298.75		\$1,500.00		
		Family	\$2,707.05	0%	\$0.00	0	\$0.00	\$3,269.41		\$3.000.00		
		▼ Plan 02 Oxford Lil	berty POS NY							Sector 100 (1998)		
		Single	\$0.00	0%	\$0.00	0	\$0.00	\$1,250.54		\$1,000.00		
		Couple	\$0.00	0%	\$0.00	0	\$0.00	\$2,556.58		\$2,000.00		
		Single Parent	\$0.00	0%	\$0.00	0	\$0.00	\$2,035.31		\$1,500.00		
		Family	\$0.00	0%	\$0.00	0	\$0.00	\$3 468 21		\$3.000.00		

That will populate the contribution for all medical plans listed for that Benefits Class.

However, once a Max Contribution is entered and calculated, you have the ability to make adjustments to the final contribution amount, as long as the amount that you enter is less then the maximum that you set.

For example, if a group wants to contribute 50% of the premium but does not want to go beyond a maximum amount. In that case, you would set the max contribution, then change the plans where the 50% contribution would be less than the max contribution by using the percentage option.

Once you complete all contributions for medical, dental, and vision for a specific Benefit Class, click the "Save Draft" button which can be found at either both the top and bottom of the page.

Dashboard			
Full Rate Benefit Menus	A Home	Model Version 1	
	Summary		
	PRIMARY	Class: 1 - PRIMARY	Add or Terminate Plans Set Max Medical Plan Contribution Save Draft
	Executive	Last Year Rate	Next Year Rate

To adjust the contribution amounts for the next Benefits Class click the class name on the left panel and repeat the steps above.

Dashboard			1									
Full Rate Benefit Menus	# Home	Model Version	I									
	Summary	Class: 1 - PRIMARY Add or Terminate Plans Set Max Medical Plan Contribution Save Draft										
	PRIMARY	Class: I - PKINIART 700 01 terminate Plans 3et Wak medical Plan Controlonon 3ave Drah										
	Executive				Last Year Rate					Next Year Rate		
	Managemen		Employee		Rate	Monthly	Contributions	Final Co	ntribution			
	All	Tier	Tier Rate % \$ Count Tota					11/1/2022	%	s	Employer	Employee

*Make sure you save your work often, and before you switch to another model, as the portal will not automatically save your changes.

Once all contributions for all Benefit Classes and plans have been determined, you can view your estimated renewal costs by clicking the "Summary" link on the left panel.

Dashboard	A Dama a Madal Manfan d	
Full Rate Benefit Menus	Home > Model Version 1	
	Summary PRIMARY	Add or Terminate Plans Set Max Medical Plan Contribution Save Draft



Creating Different Models

From the Home Page, you can then create another model to compare by selecting "Create New Contribution Model" and naming the next model.

				Model 1		Create New Contribution Model		
Current Benefit Cost Per Month			Projected Benefit Cost	Per Month		Edit Contribution Model		
\$8,454.83 Company Contribution	\$10,294.22 Employee Contribution	\$18,749.05 Total Contribution	\$9,863.58 Company Contribution	\$7,18 Employee 0	4.07	\$17,047.65 Data Contribution		
Total costs \$8,454.83 (13 members) \$9,225.76 Dental \$0.00 (9 members) \$965.73 Vision \$0.00 (9 members) \$102.73 Company Contribution - Employee Contribution			Total costs Medical Medical Dental \$0.00 (9 members) \$300 Vision \$0.00 (9 members) \$0.00	Medical \$9,863.58 (12 members) \$6,795.63 Dental \$0.00 (9 members) \$388.44 Vision \$0.00 (9 members) \$0.00 — Company Contribution — Employee Contribution				
Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status		
ALL FULL TIME EMPLOYEES	12	9	9	\$5,316.83	\$9,863.58	Pending 🤨 🇘		
Total	12	9	9	\$5,316.83	\$9,863.58	0/1 Completed		
						Submit Contribution Model		

The portal will allow you to name up to three different potential contribution models. However, you can edit the plans within those three models, which allows you to continue comparing different contribution scenarios.

To edit an already named contribution model, click the "Edit Contribution Model" button on the Dashboard.

				Model 1	•	Create New Contribution Model		
Current Benefit Cost Per Month			Projected Benefit Cost	Per Month		Edit Contribution Model		
\$8,454.83 Company Contribution	\$8,454.83 Converge Contribution \$10,294.22 Employee Contribution to Contribution			\$9,863.58 Company Contribution \$7,184.07 Employee Contribution		\$17,047.65 Total Contribution		
Total costs			Total costs					
Medical (13 members)		\$8,454.83	5.76 (12 members)	Medical \$9,863.58 (12 members) \$6,795.63				
Dental \$0.00 (9 members) \$965.73 Vision \$0.00 (9 members) \$102.73			Dental \$0.00 (9 members) \$38 Vision \$0.00 (9 members) \$0.00	Dental \$0.00 (9 members) \$388.44 Vision \$0.00 (9 members) \$50.0				
-	- Company Contribution — Employee Contribu	ition		— Company Contribu	ution — Employee Contribution			
Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status		
ALL FULL TIME EMPLOYEES	12	9	9	\$5,316.83	\$9,863.58	Pending 🬖 🇘		
Total	12	9	9	\$5,316.83	\$9,863.58	0/1 Completed		
						Submit Contribution Mod		



Reviewing Your Potential Renewal Costs

You can view the side-by-side comparison of your current contribution costs to your projected potential benefits cost per month on the Dashboard by clicking the word "Home."

PrestigePEO ⁻								Welcome Brian Restaur	ant 📴
=			00110 - Charles Xavier's Scho	ol For The Gifted (ch	ange client)				
Dashboard Full Rate Benefit Menus	+ Home	Model Version 1							
	Summary PRIMARY	Summary							
	Executive Management	Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status	
	All	PRIMARY	0	0	0	\$0.00	\$0.00	Pending 😑	^
		Executive	2	1	0	\$1,084.47	\$0.00	Pending 😑	
		Management	8	1	1	\$4,283.20	\$0.00	Pending 😑	
		All	8	0	0	\$2,978.80	\$0.00	Pending	*
		Total	18	2	1	\$8,346.47	\$0.00	0/4 Completed	
								Submit Contribution Mc	Å

Once on the Dashboard, you will be able to choose which model you would like to compare to your current contribution costs by using the drop-down on the top right corner.

When you select a model to review, the section on the right labeled "Projected Benefit Cost Per Month" will update to reflect the potential contributions that you built into the model. You will then see the side-by-side comparison of Total Company Contribution, Total Employee Contribution, the Total Contribution, and the total costs broken down by Medical, Dental, and Vision plans.

Current Benefit Cost Per Month			Projected Benefit Cost	Per Month		Edit Contribution Model
\$8,454.83 Company Contribution	\$10,294.22 Employee Contribution	\$18,749.05 Total Contribution	\$9,863.58 Company Contribution	\$7,184 Employee C	4.07	\$17,047.65 Iotal Contribution
Total costs			Total costs			
Medical (13 members)		\$8,454.83	Medical 25.76 (12 members)		\$6,795.63	\$9,863.58
Dental \$0.00 (9 members) \$965.73			Dental \$0.00 (9 members) 538	38.44		
Vision \$0.00 (9 members) \$102.73			Vision \$0.00 (9 members) \$0.00			
— Com	pany Contribution — Employee Contributio	n		— Company Contribu	tion — Employee Contribution	
Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Iotal Employer Cost	Status
ALL FULL TIME EMPLOYEES	12	9	9	\$5,316.83	\$9,863.58	Pending 🙁 🇘
Total	12	9	9	\$5,316.83	\$9,863.58	0/1 Completed
						Submit Contribution Model

When you have reached your final decision based on a model you created, if you choose to, you can now review your model with your stakeholders or broker.

Once you are content with your choices, you will follow the next instructions for submitting your decisions.



Submitting Your Renewal

To submit your plan renewal, click the "Submit Contribution Model" button under section three.

Once you submit your contribution choices, your Benefits Specialist will receive a notice that your renewal decisions have been submitted. If your Benefits Specialist has no further questions, then PrestigePEO will prepare to send invitations to your benefit-eligible employees inviting them to go through the employee Open Enrollment portal and make their elections.

Current Benefit Cost Per Month			Projected Benefit Cost	Per Month		Edit Contribution Model
\$8,454.83 Company Contribution	\$10,294.22 Employee Contribution	\$18,749.05 Total Contribution	\$9,863.58 Company Contribution	\$7,18 Employee	4.07	\$17,047.65 Iotal Contribution
Total costs			Total costs			
(13 members)		\$9,225	5.76 (12 members)		\$6,795.63	\$9,003.30
Dental \$0.00 (9 members) \$965.73			Dental \$0.00 (9 members) \$38	18.44		
Vision \$0.00 (9 members) \$102.73			Vision \$0.00 (9 members) \$0.00			
— c	Company Contribution — Employee Contributio	n		- Company Contribu	ution — Employee Contribution	
Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
ALL FULL TIME EMPLOYEES	12	9	9	\$5,316.83	\$9,863.58	Pending
Total	12	9	9	\$5,316.83	\$9,863.58	0/1 Completed
						Submit Contribution Mode



Summary

We hope you found this guide helpful. Our goal is to help you better understand and navigate your PrestigePEO Benefits Renewal Portal. We encourage you to use this portal to create different models that will help you make the right decisions for your business. We are always standing by to assist you. Please reach out to your Benefits Specialist for more information or questions.









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