



PrestigePEO™

RENEWAL PORTAL USER GUIDE

CLIENT MANAGER

www.prestigepeo.com

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Open Enrollment season is here!

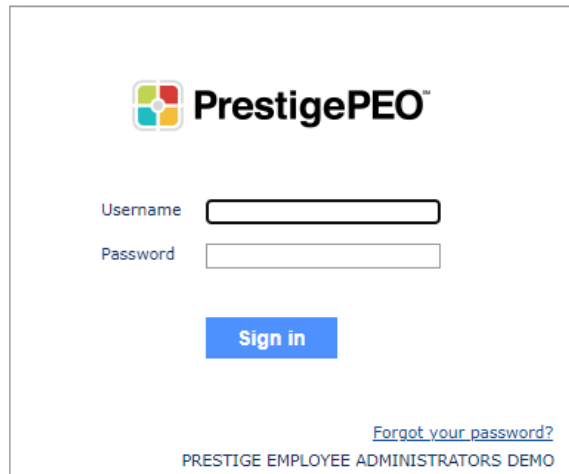
The PrestigePEO Renewal Portal
showcases enhanced features for this
Open Enrollment season.

This step-by-step user guide will show
you how to create, compare, and share
contribution models, to find the best
plans for your business.



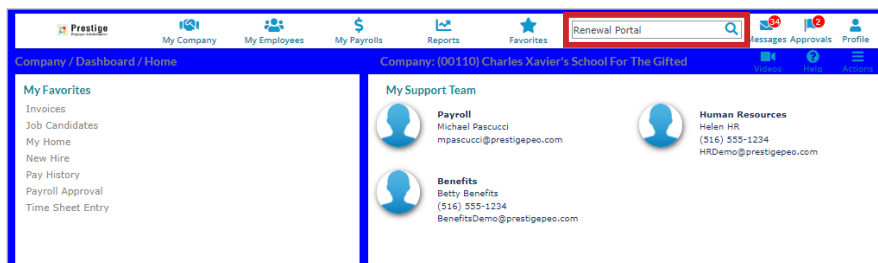
Getting Started

Log in to PrestigePRO with your username and password.

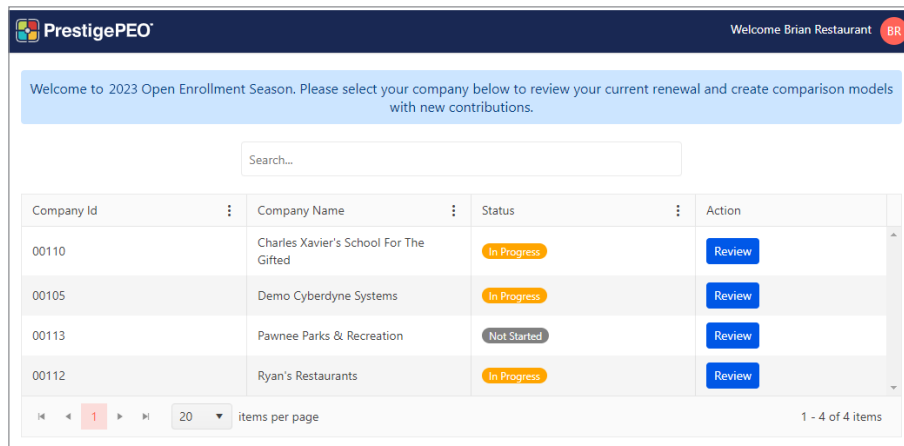


The login screen for PrestigePEO features the logo at the top. Below it are two input fields: 'Username' and 'Password'. A blue 'Sign in' button is centered below the fields. At the bottom, there is a link for 'Forgot your password?' and the text 'PRESTIGE EMPLOYEE ADMINISTRATORS DEMO'.

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



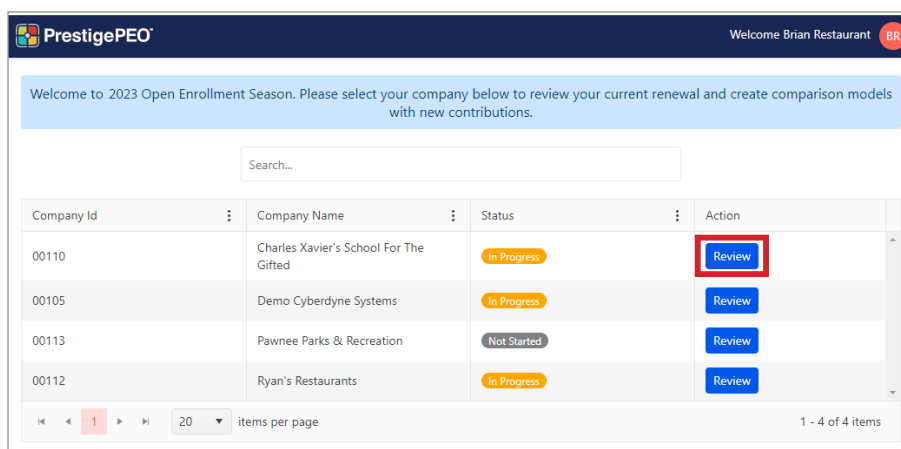
This will bring you to your Renewal Portal homepage, where you'll find a list of all your company's entities with PrestigePEO.



The screenshot shows the Renewal Portal homepage. It features a welcome message for the 2023 Open Enrollment Season and a table listing company entities. The table has columns for Company Id, Company Name, Status, and Action. The first entity, Charles Xavier's School For The Gifted, is in 'In Progress' status and has a 'Review' button. The second entity, Demo Cyberdyne Systems, is also in 'In Progress' status and has a 'Review' button. The third entity, Pawnee Parks & Recreation, is in 'Not Started' status and has a 'Review' button. The fourth entity, Ryan's Restaurants, is in 'In Progress' status and has a 'Review' button. The table is paginated, showing 1 of 4 items.

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

To review and change contributions for a specific entity, click the “Review” button in that entity’s row. You can also use the search bar to enter the name of a company or entity rather than scrolling through the list.

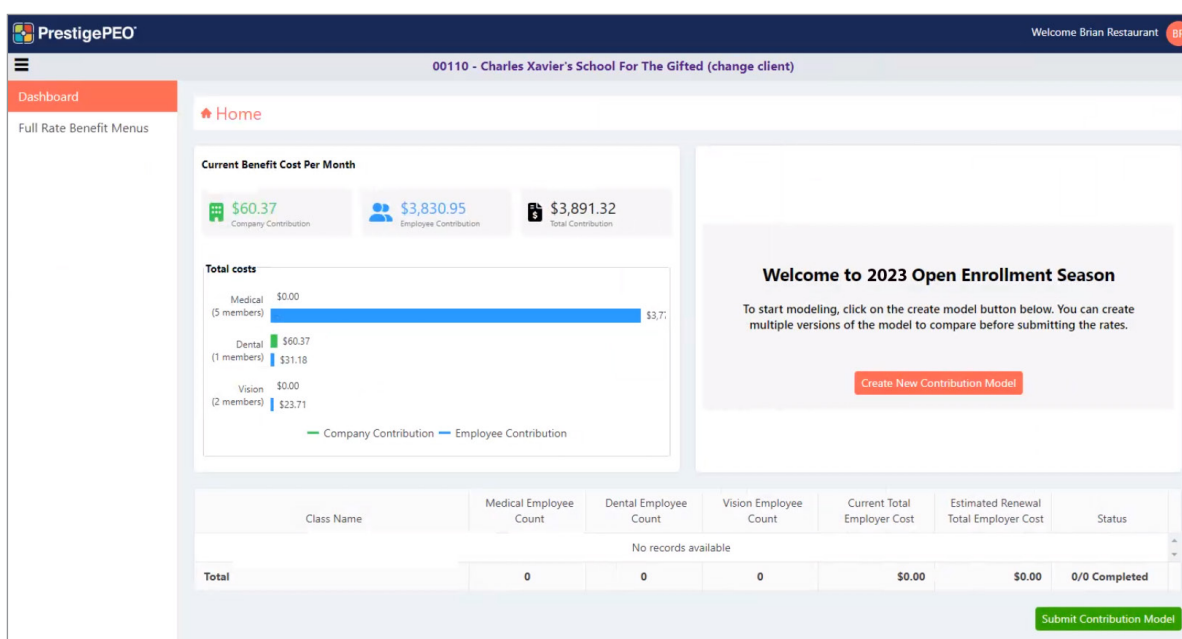


Search...

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

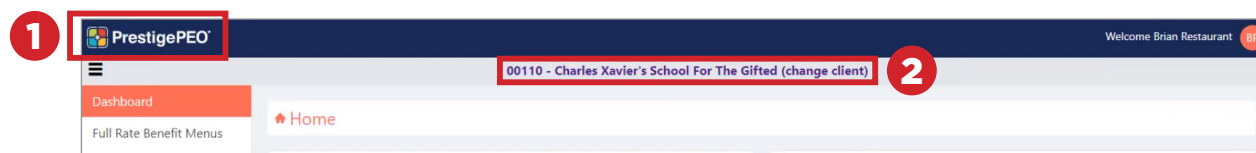
1 - 4 of 4 items

Clicking “Review” will pull up your selected entity’s dashboard.



If you are responsible for multiple entities, you will need to perform the same process for each. There are two ways to return to your client list on the homepage:

1. Click the PrestigePEO logo at the top left corner of your screen.
2. Click your business’ name on the “Change Client” hyperlink at the top of your screen.



Don’t forget to save your work before navigating back to the Renewal Portal's homepage.

Your Dashboard

You have now reached your dashboard where you can see your current contribution model, as well as create and compare up to three new contribution models before you finalize next year's benefits plans.

PrestigePEO Welcome Brian Restaurant **BR**

00113 - Pawnee Parks & Recreation (change client)

Home

Benefit Rep: Betty Benefits **Email:** BenefitsDemo@prestigepeo.com **Ph:** 516-555-1234

Current Benefits Cost Per Month

Company Contribution: \$4,901.25
Employee Contribution: \$5,032.93
Total Contribution: \$9,934.18

Total costs

Category	Company Contribution	Employee Contribution	Total
Medical (6 members)	\$4,741.58	\$4,906.00	
Dental (3 members)	\$159.67	\$122.66	
Vision (1 members)	\$0.00	\$4.27	

Welcome to the 2023 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.

[Create New Contribution Model](#)

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
		No records available				
Total	0	0	0	\$0.00	\$0.00	0/0 Completed

[Submit Contribution Model](#)

If you have questions or any issues while navigating the portal, you can easily access your benefit specialist's contact information at the top of your screen.

Before you create your first contribution model, you can download and review the 2023-2024 Full Rate Benefits Menus. Click "Full Rate Benefits Menus" at the left side of your screen to see all plan information including deductibles and network details.

Reviewing the Full Rate Benefits Menus will help you make informed decisions about your 2023-2024 benefits offerings. Please note, you can now export your previous year's benefits menu as a PDF or Excel file for a side-by-side comparison with this year's plan options.

PrestigePEO Welcome Brian Restaurant

00113 - Pawnee Parks & Recreation (change client)

Full Rate Benefits Menus

Medical Benefit Menu
Please select the desired file format below to initiate the download
[PrestigePEO 2023 Medical Benefits Menu.pdf](#)
[PrestigePEO 2023 Medical Benefits Menu.xls](#)

Dental Benefit Menu
Please select the desired file format below to initiate the download
[PrestigePEO 2023 Dental Benefits Menu.pdf](#)
[PrestigePEO 2023 Dental Benefits Menu.xls](#)

Vision Benefit Menu
Please select the desired file format below to initiate the download
[PrestigePEO 2023 Vision Benefits Menu.pdf](#)
[PrestigePEO 2023 Vision Benefits Menu.xls](#)

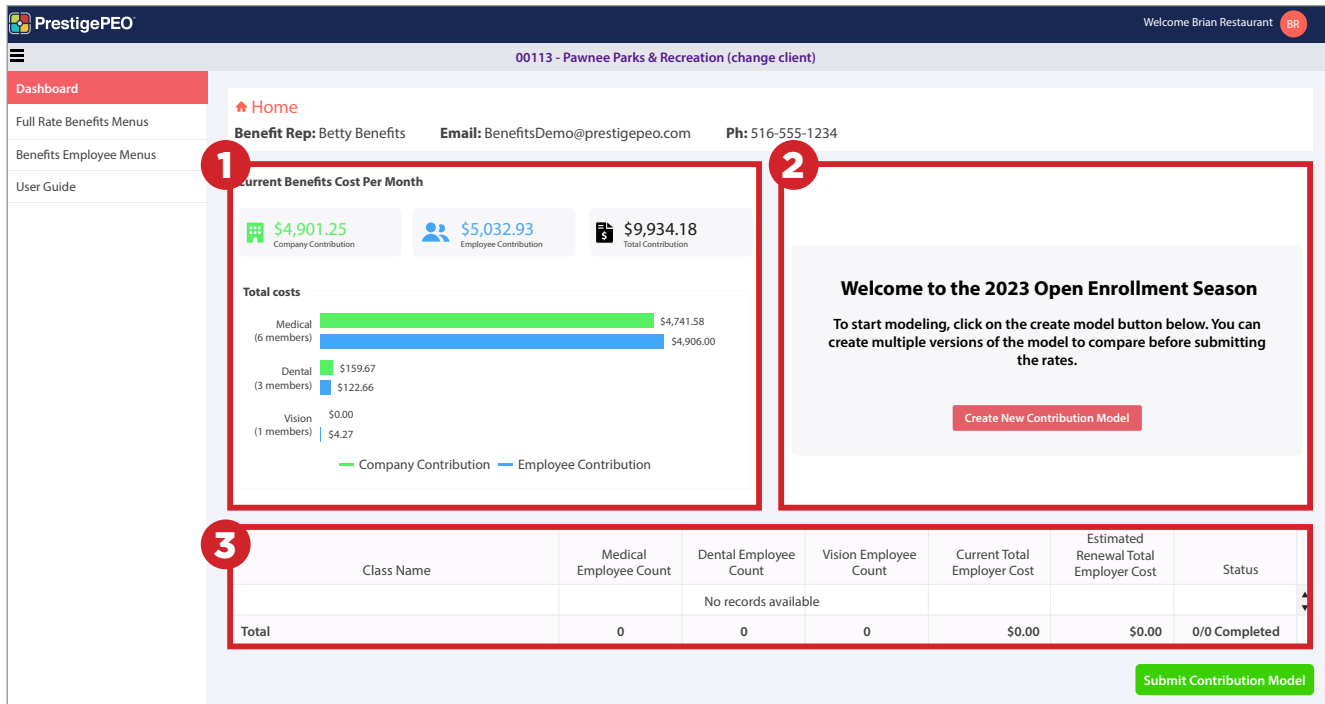
Previous Year Full Rate Benefits Menus

Medical Benefit Menu
Please select the desired file format below to initiate the download
[PrestigePEO 2022 Medical Benefits Menu.pdf](#)
[PrestigePEO 2022 Medical Benefits Menu.xls](#)

Dental Benefit Menu
Please select the desired file format below to initiate the download
[PrestigePEO 2022 Dental Benefits Menu.pdf](#)
[PrestigePEO 2022 Dental Benefits Menu.xls](#)

Medical Benefit Menu
Please select the desired file format below to initiate the download
[PrestigePEO 2022 Vision Benefits Menu.pdf](#)
[PrestigePEO 2022 Vision Benefits Menu.xls](#)

The Dashboard is split into three separate sections.

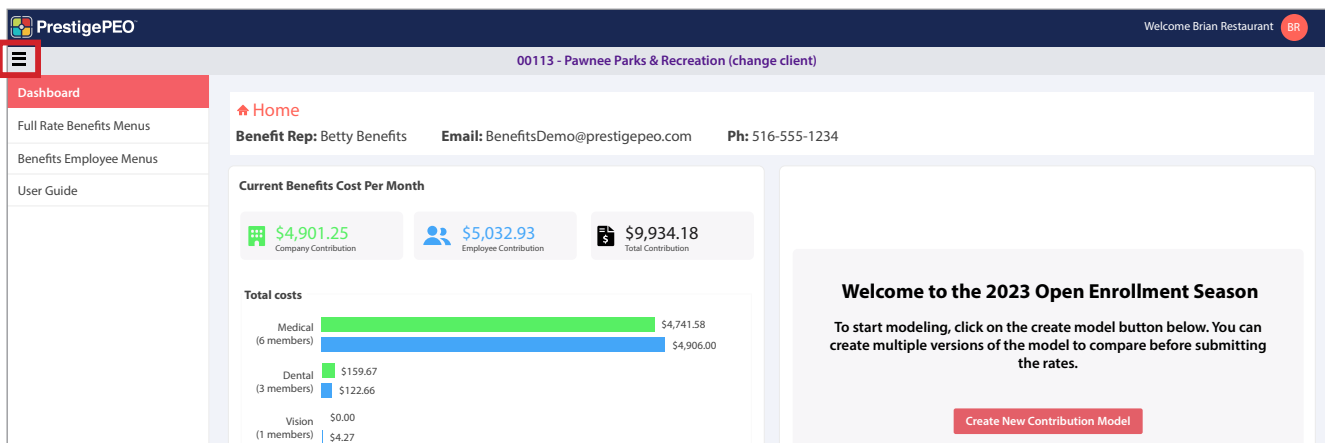


1. The section on the left shows your current benefit costs per month.
2. The section on the right is where you can create up to three contribution models for the upcoming year's benefits plans.

The section at the bottom of the dashboard will show a breakdown on your Benefit Classes with estimated monthly costs for the 2023-2024 contribution models you build.

Don't forget: once you build a contribution model, it can't be deleted, only edited.

**Click the hamburger menu icon at the top left corner of your screen to collapse the menu panel and allow more visibility for your dashboard. To reopen the panel, simply click the hamburger menu icon again.*



Building Contribution Models

To begin, click the “Create New Contribution Model” button.

The screenshot shows the PrestigePEO dashboard for client 00113 - Pawnee Parks & Recreation. The dashboard includes a sidebar with navigation links: Dashboard, Full Rate Benefits Menus, Benefits Employee Menus, and User Guide. The main content area displays the current benefits cost per month, with a total contribution of \$9,934.18. A bar chart shows the breakdown of costs by category: Medical (\$4,741.58), Dental (\$159.67), and Vision (\$0.00). A welcome message for the 2023 Open Enrollment Season is displayed, along with a button to 'Create New Contribution Model' which is highlighted with a red box. Below the chart is a table showing the current total employer cost and estimated renewal total employer cost, both at \$0.00. A 'Submit Contribution Model' button is located at the bottom right.

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
Total	0	0	0	\$0.00	\$0.00	0/0 Completed

This will open a pop-up window that prompts you to name your contribution model. Be sure to use a naming convention to quickly distinguish one model from another. 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.

Click “Create” to save the model’s name and to begin building the model.

The screenshot shows the PrestigePEO dashboard with the 'Create Contribution Model' pop-up window open. The pop-up window has a title bar 'Create Contribution Model' and a text input field labeled 'Name' with the placeholder text 'Enter version name'. Below the input field are two buttons: 'Cancel' and 'Create', with the 'Create' button highlighted by a red box. The background dashboard content is dimmed, showing the same navigation sidebar and main content area as the previous screenshot.

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 and, once your new contribution model is built, estimated renewal total employer cost, and the status of the contributions within the model.

Summary

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	0	\$3,225.18	\$0.00	Pending
SUPERVISORS	1	0	0	\$626.07	\$0.00	Pending
ALL EMPLOYEES	3	2	1	\$1,050.00	\$0.00	Pending
Total	6	3	1	\$0.00	\$0.00	0/3 Completed

[Export](#) [Submit Contribution Model](#)

At this point, you have the option to export your renewal grid in Excel format. This will allow you to share detailed model plans between decision-makers.

Your renewal grid will download as an Excel workbook. The first tab will show a summary page and each Benefit Class on the following tabs.

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

Year	Rate	Monthly Contributions	Employee Count	Total	Rate Effective	Final Contributions
2023	\$1,050.00	\$1,050.00	3	\$3,150.00	\$1,050.00	\$3,150.00
2024	\$1,050.00	\$1,050.00	3	\$3,150.00	\$1,050.00	\$3,150.00

Summary

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	0	\$3,225.18	\$0.00	Pending
SUPERVISORS	1	0	0	\$626.07	\$0.00	Pending
ALL EMPLOYEES	3	2	1	\$1,050.00	\$0.00	Pending
Total	6	3	1	\$0.00	\$0.00	0/3 Completed

[Export](#) [Submit Contribution Model](#)

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.

**Note: You cannot change or update Classes through the PrestigePEO 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.

Based on the plan and the tier, the column on the far right of the chart will indicate the change in premium rates as a percent, displayed in red or green. If there is a year-over-year increase in premium costs, the percent will appear in red. If there is a year-over-year decrease in premium costs, the percent will display in green. Percentages will be calculated and shown for each contact type (single, couple, single parent, or family) and each plan.

PrestigePEO

Welcome Brian Restaurant

BR

00113 - Pawnee Parks & Recreation (change client)

Home > Model Version 1

Summary

OWNERS

SUPERVISORS

ALL EMPLOYEES

Class:3 - ALL EMPLOYEES

Add or Terminate Plans

Set Max Medical Plan Contribution

Contribution Shortcuts

Save Draft

	Tier	Rate	Last Year Rate				Rate Effective 11/1/2023	Next Year Rate					
			Monthly Contributions		Employee Count	Total		Monthly Contributions		Final Contribution		Rate Change %	
			%	\$				%	\$	Employer	Employee		
▼ Plan 01 Oxford Liberty Direct NY								<input type="checkbox"/>	<input type="checkbox"/>				
	Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
▼ Plan 02 Oxford Liberty POS NY								<input type="checkbox"/>	<input type="checkbox"/>				
	Single	\$897.57	31%	\$350.00	0	\$0.00	\$1,225.91	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Couple	\$1,840.47	15%	\$350.00	1	\$350.00	\$2,518.40	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Single Parent	\$1,549.20	18%	\$350.00	0	\$0.00	\$2,092.91	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Family	\$2,707.05	10%	\$350.00	0	\$0.00	\$3,657.12	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
▼ Plan 03 Oxford Freedom EPO NY								<input type="checkbox"/>	<input type="checkbox"/>				
	Single	\$1,252.15	27%	\$0.00	0	\$0.00	\$1,402.41	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Couple	\$1,840.47	13%	\$0.00	1	\$350.00	\$2,874.93	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Single Parent	\$1,549.20	16%	\$0.00	0	\$0.00	\$2,420.56	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Family	\$2,707.05	9%	\$0.00	0	\$0.00	\$4,229.61	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
▼ Plan 08 Oxford Freedom HDHP EPO NY								<input type="checkbox"/>	<input type="checkbox"/>				
	Single	\$811.85	61%	\$500.00	0	\$0.00	\$909.27	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Couple	\$1,840.47	30%	\$500.00	1	\$350.00	\$1,863.99	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Single Parent	\$1,549.20	35%	\$500.00	0	\$0.00	\$1,569.38	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Family	\$2,707.05	20%	\$500.00	0	\$0.00	\$2,742.30	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
▼ Plan 12 Oxford Metro EPO NY								<input type="checkbox"/>	<input type="checkbox"/>				
	Single	\$1,252.15	100%	\$798.52	0	\$0.00	\$894.34	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Couple	\$1,840.47	100%	\$798.52	1	\$350.00	\$1,833.42	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Single Parent	\$1,549.20	100%	\$798.52	0	\$0.00	\$1,543.65	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Family	\$2,707.05	100%	\$798.52	0	\$0.00	\$2,697.32	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
▼ Metlife Dental DHMO								<input type="checkbox"/>	<input type="checkbox"/>				
	Single	\$12.75	0%	\$0.00	1	\$0.00	\$14.28	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Couple	\$24.17	0%	\$0.00	0	\$0.00	\$27.07	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Single Parent	\$25.52	0%	\$0.00	0	\$0.00	\$28.58	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%
	Family	\$36.34	0%	\$0.00	0	\$0.00	\$40.70	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>		▲ 12%

PrestigePEO Welcome Brian Restaurant BR

00113 - Pawnee Parks & Recreation (change client)

Home > Model Version 1

Summary
OWNERS
SUPERVISORS
ALL EMPLOYEES

Class:3 - ALL EMPLOYEES

1 Add or Terminate Plans
2 Set Max Medical Plan Contribution
3 Contribution Shortcuts
Save Draft

Tier	Rate	Last Year Rate		Employee Count	Total	Rate Effective 11/1/2023	Next Year Rate		Final Contribution		
		%	\$				%	\$	Employer	Employee	Rate Change %
▼ Plan 01 Oxford Liberty Direct NY											
Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28					▲ 12%
Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73					▲ 12%
Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99					▲ 12%
Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41					▲ 12%
▼ Plan 02 Oxford Liberty POS NY											
Single	\$897.57	31%	\$350.00	0	\$0.00	\$1,225.91					▲ 12%
Couple	\$1,840.47	15%	\$350.00	1	\$350.00	\$2,518.40					▲ 12%
Single Parent	\$1,549.20	18%	\$350.00	0	\$0.00	\$2,092.91					▲ 12%
Family	\$2,707.05	10%	\$350.00	0	\$0.00	\$3,657.12					▲ 12%
▼ Plan 03 Oxford Freedom EPO NY											

There are three features that represent actions which can be taken as you begin to build models.

1. Add or Terminate Plans button

This feature allows you to add or remove plans from the current model.

2. Set Max Medical Plan Contribution

This will allow the you to select a defined contribution across all plans and categories.

3. The Contribution Shortcuts

This is a feature for those who have a simple strategy and are not looking to make any changes to the plans offered to employees.

There are three options under this feature, keep same percentage, keep same dollar amount, or split the increase 50/50 between employee and employer.

\$4,901.25 Company Contribution
\$5,032.93 Employee Contribution
\$9,934.18 Total Contribution

Total costs

- Medical (6 members) \$159.67
- Dental (3 members) \$122.66
- Vision (1 members) \$0.00
- \$4.27
- Company Contribution

Contribution Shortcuts

- ☐ Keep same contribution % as previous year
- ☐ Keep same contribution \$ as previous year
- ☐ Split increase 50/50 between employer and employee

Cancel Update Contribution

Welcome to the 2023 Open Enrollment Season

Start modeling. click on the create model button below. You can create multiple versions of the model to compare before submitting the rates

Create New Contribution Model

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
------------	------------------------	-----------------------	-----------------------	-----------------------------	---------------------------------------	--------

Choosing any of these options will populate the full grid for the chosen Benefit Class including medical, dental, and vision. This will also override anything previously populated in the renewal grid.

Add or Terminate Plans Feature

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

Manage Plans						
	Medical	Dental	Vision			
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
<input checked="" type="checkbox"/>	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
<input type="checkbox"/>	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
<input type="checkbox"/>	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,310.24	\$2,686.00	\$2,261.49	\$3,951.67	
<input type="checkbox"/>	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,432.90	\$2,937.41	\$2,473.17	\$4,321.59	
<input type="checkbox"/>	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13	
<input type="checkbox"/>	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67	
<input type="checkbox"/>	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$1,036.41	\$2,124.63	\$1,806.39	\$3,143.04	
<input checked="" type="checkbox"/>	OXNY08 - Plan 08 Oxford Freedom HDHP EPO NY	\$849.51	\$1,741.49	\$1,466.25	\$2,562.09	
<input type="checkbox"/>	OXNY09 - Plan 09 Oxford Freedom EPO NY	\$1,084.92	\$2,224.09	\$1,872.58	\$3,272.13	

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

Manage Plans						
	Medical	Dental	Vision			
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
<input checked="" type="checkbox"/>	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
<input type="checkbox"/>	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
<input type="checkbox"/>	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,310.24	\$2,686.00	\$2,261.49	\$3,951.67	
<input type="checkbox"/>	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,432.90	\$2,937.41	\$2,473.17	\$4,321.59	
<input type="checkbox"/>	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13	
<input type="checkbox"/>	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67	
<input type="checkbox"/>	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$1,036.41	\$2,124.63	\$1,806.39	\$3,143.04	
<input checked="" type="checkbox"/>	OXNY08 - Plan 08 Oxford Freedom HDHP EPO NY	\$849.51	\$1,741.49	\$1,466.25	\$2,562.09	

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

If you do not currently offer dental or vision through PrestigePEO but would like to add them this year to the plans offered to your employees, you can do that here.

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

Manage Plans						
Medical Dental Vision						
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
<input checked="" type="checkbox"/>	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
<input type="checkbox"/>	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
<input type="checkbox"/>	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,310.24	\$2,686.00	\$2,261.49	\$3,951.67	
<input type="checkbox"/>	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,432.90	\$2,937.41	\$2,473.17	\$4,321.59	
<input type="checkbox"/>	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13	
<input type="checkbox"/>	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67	
<input type="checkbox"/>	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$1,036.41	\$2,124.63	\$1,806.39	\$3,143.04	
<input checked="" type="checkbox"/>	OXNY08 - Plan 08 Oxford Freedom HDHP EPO NY	\$849.51	\$1,741.49	\$1,466.25	\$2,562.09	
<input type="checkbox"/>	OXNY09 - Plan 09 Oxford	\$1,084.92	\$2,224.09	\$1,872.58	\$3,272.13	

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	
<input checked="" type="checkbox"/>	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
<input type="checkbox"/>	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
<input type="checkbox"/>	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,310.24	\$2,686.00	\$2,261.49	\$3,951.67	

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	
<input checked="" type="checkbox"/>	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
<input type="checkbox"/>	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
<input type="checkbox"/>	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,310.24	\$2,686.00	\$2,261.49	\$3,951.67	
<input type="checkbox"/>	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,432.90	\$2,937.41	\$2,473.17	\$4,321.59	

If you choose to terminate a plan that your employees are currently enrolled in from the past 2022 - 2023 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.

<input checked="" type="checkbox"/>	OXNY01 - Plan 01 Oxford Liberty Direct NY			\$1,621.09	\$2,832.66	
<input type="checkbox"/>	OXNY02 - Plan 02 Oxford Liberty POS NY			\$1,955.39	\$3,416.80	
<input type="checkbox"/>	OXNY03 - Plan 03 Oxford Freedom EPO NY			\$2,261.49	\$3,951.67	
<input type="checkbox"/>	OXNY04 - Plan 04 Oxford Freedom Direct NY			\$2,473.17	\$4,321.59	
<input type="checkbox"/>	OXNY05 - Plan 05 Oxford Freedom Access NY			\$3,345.05	\$5,845.13	
<input type="checkbox"/>	OXNY06 - Plan 06 Oxford Liberty EPO NY			\$1,858.60	\$3,247.67	
<input type="checkbox"/>	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY			\$1,806.39	\$3,143.04	
<input checked="" type="checkbox"/>	OXNY08 - Plan 08 Oxford			\$1,466.25	\$2,562.09	

Move employees to different plan

Please select Plan to move the employees to estimate project cost

Plan

Note: Employees moved to another plan only for modeling purposes. Employees on this plan will need to elect a new plan through the employee open enrollment portal before 11/1/2023

Cancel Save

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

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	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate
<input checked="" type="checkbox"/>	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66
<input checked="" type="checkbox"/>	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80
<input checked="" type="checkbox"/>	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,310.24	\$2,686.00	\$2,261.49	\$3,951.67
<input checked="" type="checkbox"/>	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,432.90	\$2,937.41	\$2,473.17	\$4,321.59
<input checked="" type="checkbox"/>	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13
<input type="checkbox"/>	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67
<input type="checkbox"/>	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$1,036.41	\$2,124.63	\$1,806.39	\$3,143.04
<input checked="" type="checkbox"/>	OXNY08 - Plan 08 Oxford Freedom HDHP EPO NY	\$849.51	\$1,741.49	\$1,466.25	\$2,562.09
<input type="checkbox"/>	OXNY09 - Plan 09 Oxford Freedom EPO NY	\$1,084.92	\$2,224.09	\$1,872.58	\$3,272.13

Cancel

Save Changes

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

PrestigePEO

Welcome Brian RestaurantBR

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Tier	Rate	Last Year Rate				Rate Effective 11/1/2023	Next Year Rate				
		Monthly Contributions		Employee Count	Total		Monthly Contributions		Final Contribution		
		%	\$				%	\$	Employer	Employee	Rate Change %
▼ Plan 01 Oxford Liberty Direct NY							<div><div></div><div></div></div>	<div><div></div><div></div></div>			
Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
▼ Plan 02 Oxford Liberty POS NY							<div><div></div><div></div></div>	<div><div></div><div></div></div>			
Single	\$897.57	31%	\$350.00	0	\$0.00	\$1,225.91	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Couple	\$1,840.47	15%	\$350.00	1	\$350.00	\$2,518.40	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Single Parent	\$1,549.20	18%	\$350.00	0	\$0.00	\$2,092.91	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Family	\$2,707.05	10%	\$350.00	0	\$0.00	\$3,657.12	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
▼ Plan 03 Oxford Freedom EPO NY							<div><div></div><div></div></div>	<div><div></div><div></div></div>			
Single	\$1,252.15	27%	\$0.00	0	\$0.00	\$1,402.41	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Couple	\$1,840.47	13%	\$0.00	1	\$350.00	\$2,874.93	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Single Parent	\$1,549.20	16%	\$0.00	0	\$0.00	\$2,420.56	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Family	\$2,707.05	9%	\$0.00	0	\$0.00	\$4,229.61	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
▼ Plan 08 Oxford Freedom HDHP EPO NY							<div><div></div><div></div></div>	<div><div></div><div></div></div>			
Single	\$811.85	61%	\$500.00	0	\$0.00	\$909.27	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Couple	\$1,840.47	30%	\$500.00	1	\$350.00	\$1,863.99	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Single Parent	\$1,549.20	35%	\$500.00	0	\$0.00	\$1,569.38	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
Family	\$2,707.05	20%	\$500.00	0	\$0.00	\$2,742.30	<div><div></div><div></div></div>	<div><div></div><div></div></div>			▲ 12%
▼ Plan 12 Oxford Metro EPO NY							<div><div></div><div></div></div>	<div><div></div><div></div></div>			

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.

Last Year Rate							Next Year Rate					
Tier	Rate	Monthly Contributions		Employee Count	Total	Rate Effective 11/1/2022	Monthly Contributions		Final Contribution			
		%	\$				%	\$	Employer	Employee	Rate Change %	
Plan 01 Oxford Liberty Direct NY							<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28	40	<input checked="" type="checkbox"/>	403.86	\$403.86	\$601.42	▲12%
Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73	23	<input checked="" type="checkbox"/>	503.13	\$503.13	\$1,643.60	▲12%
Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99	27	<input checked="" type="checkbox"/>	478.90	\$478.90	\$1,328.09	▲12%
Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41	20	<input checked="" type="checkbox"/>	668.18	\$668.18	\$2,675.23	▲12%

**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.

Last Year Rate							Next Year Rate					
Tier	Rate	Monthly Contributions		Employee Count	Total	Rate Effective 11/1/2022	Monthly Contributions		Final Contribution			
		%	\$				%	\$	Employer	Employee	Rate Change %	
Plan 01 Oxford Liberty Direct NY							<input type="checkbox"/>	<input type="checkbox"/>				
Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28	40	<input checked="" type="checkbox"/>	403.86	\$403.86	\$601.42	▲12%
Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73	23	<input type="checkbox"/>	503.13	\$503.13	\$1,643.60	▲12%
Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99	27	<input checked="" type="checkbox"/>	478.90	\$478.90	\$1,328.09	▲12%
Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41	20	<input type="checkbox"/>	668.18	\$668.18	\$2,675.23	▲12%

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.

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Tier	Rate	Last Year Rate		Employee Count	Total	Rate Effective 11/1/2022	Next Year Rate		Final Contribution				
		Monthly Contributions					Monthly Contributions		Final Contribution				
		%	\$				%	\$	Employer	Employee	Rate Change %		
▼ Plan 01 Oxfor Liberty Direct NY													
Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28	40	<input checked="" type="checkbox"/>	403.86	<input type="checkbox"/>	\$403.86	\$601.42	▲ 12%
Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73	23	<input type="checkbox"/>	503.13	<input checked="" type="checkbox"/>	\$503.13	\$1,643.60	▲ 12%
Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99	27	<input checked="" type="checkbox"/>	478.90	<input type="checkbox"/>	\$478.90	\$1,328.09	▲ 12%
Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41	20	<input type="checkbox"/>	668.18	<input checked="" type="checkbox"/>	\$668.18	\$2,675.23	▲ 12%
▼ Plan 02 Oxfor Liberty POS NY													

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.

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	Tier	Rate	Last Year Rate				Rate Effective 11/1/2022	Next Year Rate						
			Monthly Contributions		Employee Count	Total		Monthly Contributions		Final Contribution				
			%	\$				%	\$	Employer	Employee	Rate Change %		
▼ Plan 01 Oxfor Liberty Direct NY														
	Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28	40	<input type="checkbox"/>	403.86	<input checked="" type="checkbox"/>	\$403.86	\$601.42	▲ 12%
	Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73	23	<input type="checkbox"/>	503.13	<input checked="" type="checkbox"/>	\$503.13	\$1,643.60	▲ 12%
	Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99	27	<input type="checkbox"/>	478.90	<input checked="" type="checkbox"/>	\$478.90	\$1,328.09	▲ 12%
	Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41	20	<input type="checkbox"/>	668.18	<input checked="" type="checkbox"/>	\$668.18	\$2,675.23	▲ 12%
▼ Plan 02 Oxfor Liberty POS NY														

*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 entered 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.

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Tier	Rate	Last Year Rate				Employee Count	Total	Rate Effective 11/1/2022	Next Year Rate					
		Monthly Contributions		%	\$				Monthly Contributions		Final Contribution			
									%	\$	Employer	Employee	Rate Change %	
▼ Plan 01 Oxfor Liberty Direct NY									<input type="checkbox"/>	<input type="checkbox"/>				
Single	\$897.57	38%	\$350.00		2	\$700.00	\$1,005.28	40	<input type="checkbox"/>	403.86	<input checked="" type="checkbox"/>	\$403.86	\$601.42	▲ 12%
Couple	\$1,840.47	19%	\$350.00		0	\$0.00	\$2,146.73	23	<input checked="" type="checkbox"/>	503.13	<input type="checkbox"/>	\$503.13	\$1,643.60	▲ 12%
Single Parent	\$1,549.20	22%	\$350.00		0	\$0.00	\$1,806.99	27	<input type="checkbox"/>	478.90	<input checked="" type="checkbox"/>	\$478.90	\$1,328.09	▲ 12%
Family	\$2,707.05	12%	\$350.00		0	\$0.00	\$3,343.41	20	<input checked="" type="checkbox"/>	668.18	<input type="checkbox"/>	\$668.18	\$2,675.23	▲ 12%
▼ Plan 02 Oxfor Liberty POS NY									<input type="checkbox"/>	<input type="checkbox"/>				

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.

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Tier	Rate	Last Year Rate				Employee Count	Total	Rate Effective 11/1/2022	Next Year Rate					
		Monthly Contributions		%	\$				Monthly Contributions		Final Contribution		Rate Change %	
									%	\$	Employer	Employee		
▼ Plan 01 Oxford Liberty Direct NY														
Single	\$897.57	38%	\$350.00		2	\$700.00	\$1,005.28	40	<input type="checkbox"/>	403.86	<input checked="" type="checkbox"/>	\$403.86	\$601.42	▲12%
Couple	\$1,840.47	19%	\$350.00		0	\$0.00	\$2,146.73	23	<input checked="" type="checkbox"/>	503.13	<input type="checkbox"/>	\$503.13	\$1,643.60	▲12%
Single Parent	\$1,549.20	22%	\$350.00		0	\$0.00	\$1,806.99	27	<input type="checkbox"/>	478.90	<input checked="" type="checkbox"/>	\$478.90	\$1,328.09	▲12%
Family	\$2,707.05	12%	\$350.00		0	\$0.00	\$3,343.41	20	<input checked="" type="checkbox"/>	668.18	<input type="checkbox"/>	\$668.18	\$2,675.23	▲12%
▼ Plan 02 Oxford Liberty POS NY														

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.

Begin by clicking the “Set Max Medical Plan Contribution” button.

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Tier	Rate	Last Year Rate				Employee Count	Total	Rate Effective 11/1/2023	Next Year Rate				
		Monthly Contributions		Employer	Employee				Rate Change %				
		%	\$										
▼ Plan 01 Oxford Liberty Direct NY									<input type="checkbox"/>	<input type="checkbox"/>			
Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
▼ Plan 02 Oxford Liberty POS NY									<input type="checkbox"/>	<input type="checkbox"/>			
Single	\$897.57	31%	\$350.00	0	\$0.00	\$1,225.91	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Couple	\$1,840.47	15%	\$350.00	1	\$350.00	\$2,518.40	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Single Parent	\$1,549.20	18%	\$350.00	0	\$0.00	\$2,092.91	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Family	\$2,707.05	10%	\$350.00	0	\$0.00	\$3,657.12	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
▼ Plan 03 Oxford Freedom EPO NY									<input type="checkbox"/>	<input type="checkbox"/>			
Single	\$1,252.15	27%	\$0.00	0	\$0.00	\$1,402.41	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Couple	\$1,840.47	13%	\$0.00	1	\$350.00	\$2,874.93	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Single Parent	\$1,549.20	16%	\$0.00	0	\$0.00	\$2,420.56	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
Family	\$2,707.05	9%	\$0.00	0	\$0.00	\$4,229.61	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>			▲12%
▼ Plan 08 Oxford Freedom HDHP EPO NY									<input type="checkbox"/>	<input type="checkbox"/>			

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

The screenshot shows a 'Set Max Monthly Contribution' pop-up box with the following fields:

- Single Max Contribution: \$500.00
- Couple Max Contribution: \$1,000.00
- Single Parent Max Contribution: \$1,000.00
- Family Max Contribution: \$1,500.00

Buttons: Cancel, Set Max Contribution

Tier	Last Year Rate		Monthly Contribution	Next Year Rate		Rate Change %
	Rate	%		Monthly Contributions	Final Contribution	
Plan 01 Oxford Liberty Direct NY						
Single	\$897.57	38%				▲ 12%
Couple	\$1,840.47	19%				▲ 12%
Single Parent	\$1,549.20	22%				▲ 12%
Family	\$2,707.05	12%				▲ 12%
Plan 02 Oxford Liberty POS NY						
Single	\$897.57	31%				▲ 12%
Couple	\$1,840.47	15%				▲ 12%
Single Parent	\$1,549.20	18%				▲ 12%
Family	\$2,707.05	10%				▲ 12%
Plan 03 Oxford Freedom EPO NY						

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

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

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

This screenshot is identical to the previous one, but the 'Set Max Contribution' button is highlighted with a red rectangle.

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

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Last Year Rate						Next Year Rate					
Tier	Rate	Monthly Contributions		Employee Count	Total	Rate Effective 11/1/2023	Monthly Contributions		Final Contribution		
		%	\$				%	\$	Employer	Employee	Rate Change %
▼ Plan 01 Oxford Liberty Direct NY											
Single	\$897.57	38%	\$350.00	2	\$700.00	\$1,005.28	50	\$500.00	\$500.00	\$505.28	▲12%
Couple	\$1,840.47	19%	\$350.00	0	\$0.00	\$2,146.73	47	\$1,000.00	\$1,000.00	\$1,146.73	▲12%
Single Parent	\$1,549.20	22%	\$350.00	0	\$0.00	\$1,806.99	55	\$1,000.00	\$1,000.00	\$806.99	▲12%
Family	\$2,707.05	12%	\$350.00	0	\$0.00	\$3,343.41	45	\$1,500.00	\$1,500.00	\$1,843.41	▲12%
▼ Plan 02 Oxford Liberty POS NY											
Single	\$897.57	31%	\$350.00	0	\$0.00	\$1,225.91	41	\$500.00	\$500.00	\$725.91	▲12%
Couple	\$1,840.47	15%	\$350.00	1	\$350.00	\$2,518.40	40	\$1,000.00	\$1,000.00	\$1,518.40	▲12%
Single Parent	\$1,549.20	18%	\$350.00	0	\$0.00	\$2,092.91	48	\$1,000.00	\$1,000.00	\$1,092.91	▲12%
Family	\$2,707.05	10%	\$350.00	0	\$0.00	\$3,657.12	41	\$1,500.00	\$1,500.00	\$2,157.12	▲12%
▼ Plan 03 Oxford Freedom EPO NY											

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 the top and bottom of the page.

Home > Model Version 1

Summary
OWNERS
SUPERVISORS

Class:3 - ALL EMPLOYEES

Add or Terminate Plans Set Max Medical Plan Contribution Contribution Shortcuts Save Draft

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.

Home > Model Version 1

Summary
OWNERS
SUPERVISORS
ALL EMPLOYEES

Class:3 - ALL EMPLOYEES

Add or Terminate Plans Set Max Medical Plan Contribution Contribution Shortcuts Save Draft

Last Year Rate						Next Year Rate					
Tier	Rate	Monthly Contributions		Employee Count	Total	Rate Effective 11/1/2023	Monthly Contributions		Final Contribution		
		%	\$				%	\$	Employer	Employee	Rate Change %

**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.

Home > Model Version 1

Summary
OWNERS
SUPERVISORS

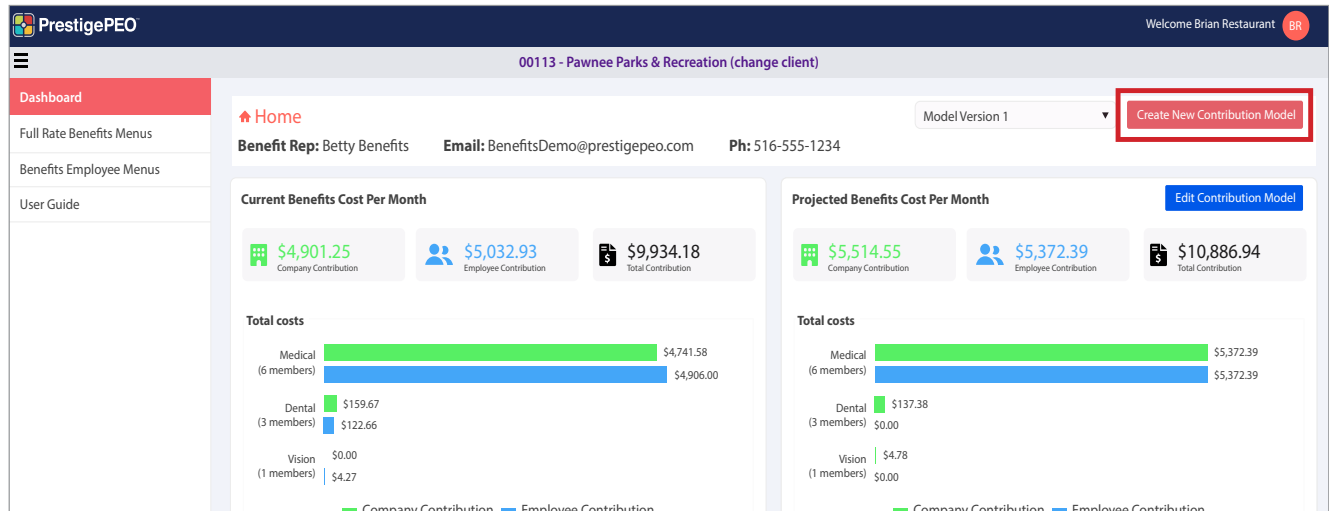
Class:3 - ALL EMPLOYEES

Add or Terminate Plans Set Max Medical Plan Contribution Contribution Shortcuts Save Draft

Last Year Rate						Next Year Rate					
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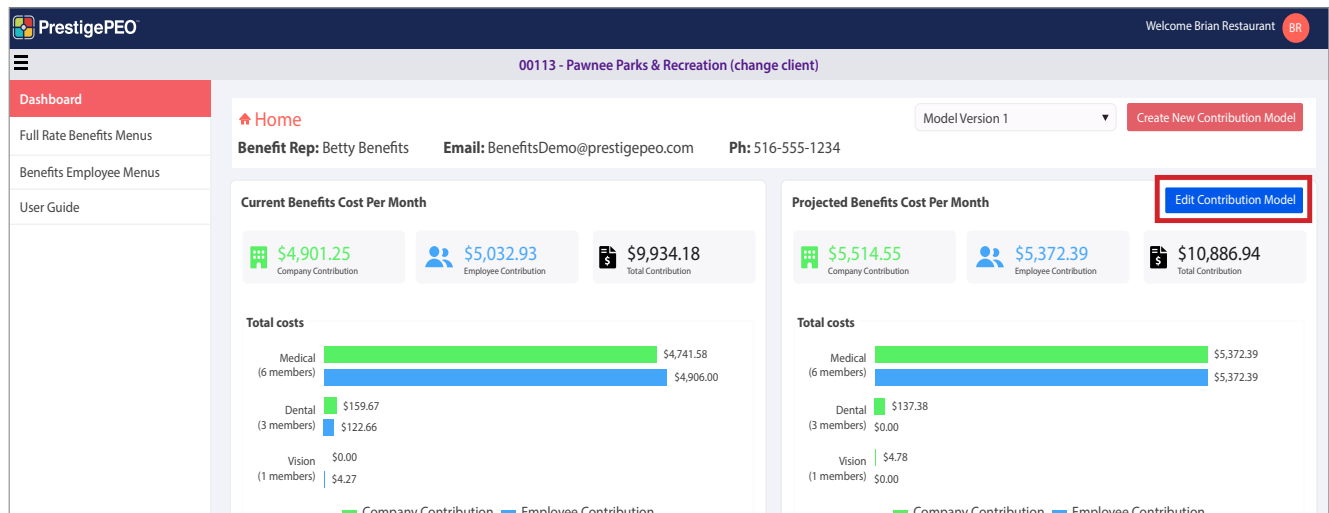
Creating Different Models

From the dashboard, you can then create another model to compare by selecting “Create New Contribution Model” and naming the next 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.



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 Restaurant **BR**

00113 - Pawnee Parks & Recreation (change client)

Home Model Version 1

Summary

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	0	\$3,225.18	\$0.00	Pending
SUPERVISORS	1	0	0	\$626.07	\$0.00	Pending
ALL EMPLOYEES	3	2	1	\$5,522.05.00	\$0.00	Pending
Total	6	3	1	\$0.00	\$0.00	0/3 Completed

Export

Submit Contribution Model

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.

Benefits Employee Menus

User Guide

Current Benefits Cost Per Month

Company Contribution: \$4,901.25
Employee Contribution: \$5,032.93
Total Contribution: \$9,934.18

Total costs

Plan	Members	Company Contribution	Employee Contribution
Medical	6 members	\$4,741.58	\$4,906.00
Dental	3 members	\$159.67	\$122.66
Vision	1 members	\$0.00	\$4.27

Projected Benefits Cost Per Month

Company Contribution: \$5,514.55
Employee Contribution: \$5,372.39
Total Contribution: \$10,886.94

Total costs

Plan	Members	Company Contribution	Employee Contribution
Medical	6 members	\$5,372.39	\$5,372.39
Dental	3 members	\$137.38	\$0.00
Vision	1 members	\$4.78	\$0.00

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	0	\$3,225.18	\$0.00	Pending
SUPERVISORS	1	0	0	\$626.07	\$0.00	Pending
ALL EMPLOYEES	3	2	1	\$5,522.05.00	\$0.00	Pending
Total	6	3	1	\$0.00	\$0.00	0/3 Completed

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 PrestigePRO Employee Benefits Portal and make their elections.

Benefits Employee Menus

User Guide

Current Benefits Cost Per Month

\$4,901.25
Company Contribution

\$5,032.93
Employee Contribution

\$9,934.18
Total Contribution

Total costs

Medical (6 members)	<div><div></div></div>	\$4,741.58
Dental (3 members)	<div><div></div></div>	\$159.67
Vision (1 members)	<div><div></div></div>	\$0.00

Projected Benefits Cost Per Month

\$5,514.55
Company Contribution

\$5,372.39
Employee Contribution

\$10,886.94
Total Contribution

Total costs

Medical (6 members)	<div><div></div></div>	\$5,372.39
Dental (3 members)	<div><div></div></div>	\$137.38
Vision (1 members)	<div><div></div></div>	\$4.78

\$5,514.55
Company Contribution

\$5,372.39
Employee Contribution

\$10,886.94
Total Contribution

Total costs

Medical (6 members)	<div><div></div></div>	\$5,372.39
Dental (3 members)	<div><div></div></div>	\$137.38
Vision (1 members)	<div><div></div></div>	\$4.78

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	0	\$3,225.18	\$1,603.87	Pending
SUPERVISORS	1	0	0	\$626.07	\$1,161.62	Pending
ALL EMPLOYEES	3	2	1	\$4,901.25	\$5,514.55	Pending
Total	6	3	1	\$8,752.50	\$8,137.88	3/3 Completed

Submit Contribution Model

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PrestigePEO Renewal Portal Client Manager User Guide

PrestigePEO™

Summary

We hope you found this guide helpful. Our goal is to help you better understand and navigate your PrestigePEO 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.





www.prestigepeo.com