



# Advanced Industrial Services, Inc. Online Benefit Enrollment Login Instructions

To access your Benefits online, go to the web portal at:

<https://ese.benefitmall.com/>

Your username will be in the format of your last name.last four of your social security #.your BenefitMall group number (318655).

*If you have a space, hyphen or other special character in your last name, it will not be included in your login (eg: Smith-Jacobs would be smithjacobs, O'Connor would be oconnor).*

**User Name Example:** smith.1234.318655

Your initial password will be your date of birth in the format MM/DD/YYYY. *Please note that the backslashes are a required part of the initial password.*

**Password Example:** 05/24/1970

*You will be allowed to change your user name and password after your initial login.*

The image displays two side-by-side screenshots of the login page. The left screenshot shows the BenefitMall logo with the tagline 'EmployerFocus' and a green 'Continue' button. The right screenshot shows the AIS logo and an orange 'Sign In' button. Both screenshots show a browser window with the URL 'ese.benefitmall.com/OFE/Account/Login'. Below the screenshots, there are two input fields: 'Username' and 'Password'. The 'Username' field is followed by a green 'Continue' button and a link for 'Forgot Username'. The 'Password' field is followed by an orange 'Sign In' button and a link for 'Forgot Password'.

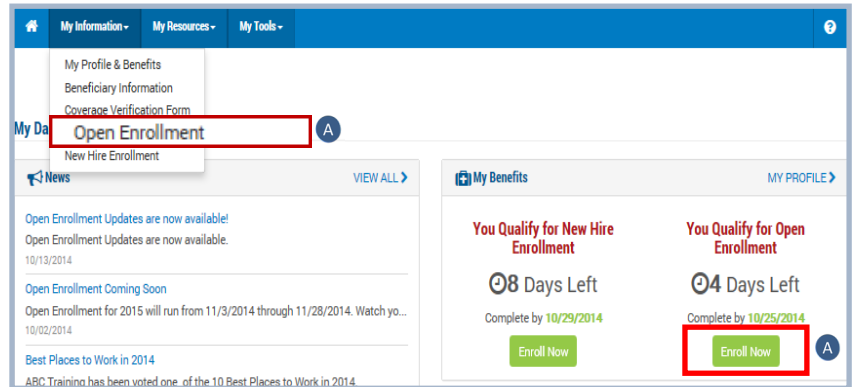
# Open Enrollment

EmployerFocus allows you to enroll or waive your plan coverage, and review Carrier information during Open Enrollment.

Required fields are marked with an asterisk.

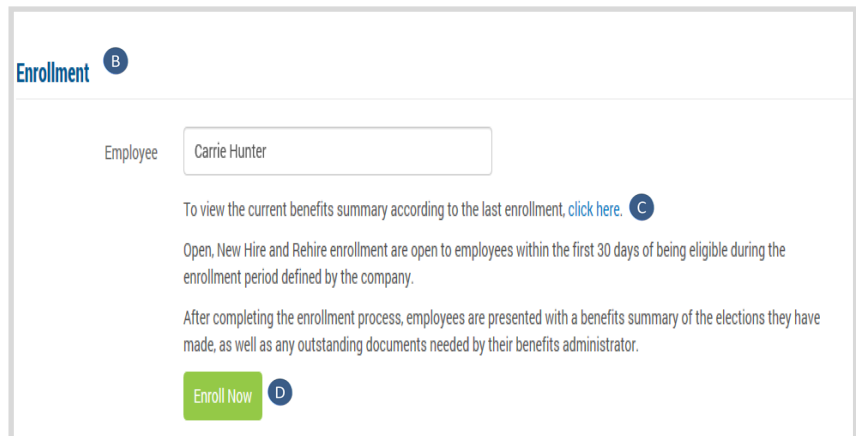
## 1 Navigate to the Participant Enrollment page.

- Click the **Open Enrollment** button on the Welcome page. The link can also be found under the **My Information** tab in the header.
- The Participant Enrollment page displays.



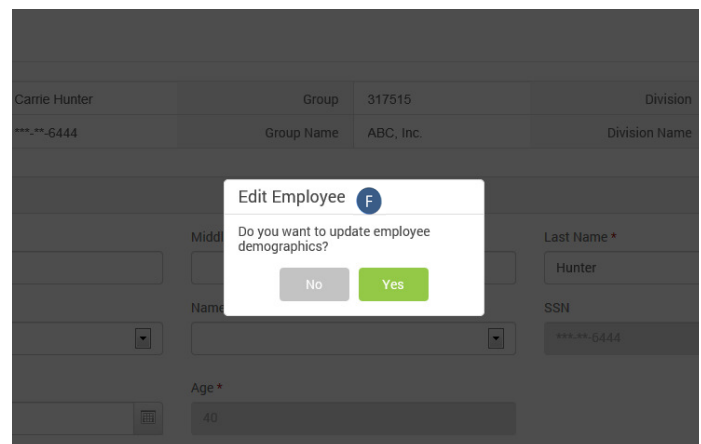
## 2 Utilize the Participant Enrollment page.

- Select the **“click here”** link to view the current benefits summary according to the last enrollment.
- Click **Enroll Now** to continue with the Enrollment process.



## 3 Update Employee Demographics

- The Employee Demographics overlay displays.
- Choose **Yes** or **No** to Update demographics information.
- Click **Yes** to return to the Edit Employee page, where you can update contact information.
- Click **No** to continue with Enrollment.





# Open Enrollment

## 7 Choose the Primary Care Physician (PCP).

Search for the PCP. If they are not in the system, add a new PCP.

- A. If the PCP is new, enter the PCP required fields, and click the **Save** button.
- B. If you search, use at least one search criteria. Click Search. Click the PCP link next to the desired PCP. To save time, click the **Copy To Other Participants** checkbox. If you have only one PCP to add, click **Save**.

PCP Details for Bobby Thomas - Medical

Please note that the PCP information found by searching on this screen is based on BenefitMall's database and does not necessarily represent the latest carrier providers, provider numbers or whether a provider is accepting new patients. Prior to making updates on this screen, please consult the most up-to-date physician directory on the carrier website.

PCP Number\*    Physician Last Name\*    Physician First Name\*    Existing Patient    Effective Date

**Provider Directory Links**

[HealthyBlue 2.0 Option A Provider Directory](#)  
[HealthyBlue Advantage Opt A Provider Directory](#)

        Copy this physician to all other Participants

## 8 Complete the Open Enrollment Page.

- C. You are returned to the Open Enrollment page. Click **Save**.
- D. Enroll the other lines of coverage.
- E. Click the electronic signature box.
- F. Click the **Submit Elections** button.

**Electronic Signature**

By checking this box, you are consenting to the electronic delivery of this Employee's group insurance selections. Furthermore, you are submitting the request as if the employee physically signed and forwarded a paper authorization to BenefitMall for the proposed changes.

## 9 Review the Enrollment Summary and complete the Open Enrollment process.

- G. You can preview or print the Enrollment Summary by clicking the links.
- H. This summary will show prior coverage, and coverage after the Open Enrollment.
- I. Click the **Next** button.
- J. The Enrollment Form page displays.
- K. Click the links to print the forms. Complete, sign and return to your Benefits Administrator.
- L. Click **Next** to finish the process.

**Prior Coverages**

Show costs by: Bi-Weekly

CARRIER	COVERAGE	PLAN TYPE	CARRIER GROUP NUMBER	COVERAGE LEVEL	EMPLOYEE COST	EFFECTIVE DATE
Carefirst NCA	MEDICAL	HealthyBlue Advantage Opt A	1990	EF	\$850.47	06/10/2014
Carefirst NCA	DENTAL	Trad nonparallel	1990	EF	\$49.66	06/10/2014
Carefirst NCA	VISION	10 CP 12 Mo nonpar	1990	EF	\$6.37	06/10/2014
					Bi-Weekly	\$906.50

**Resulting Coverages after Open Enrollment**

Show costs by: Bi-Weekly

CARRIER	COVERAGE	PLAN TYPE	CARRIER GROUP NUMBER	COVERAGE LEVEL	EMPLOYEE COST	EFFECTIVE DATE	RENEWAL DATE
Carefirst NCA	MEDICAL	HealthyBlue Advantage Opt A	1990	EF	\$850.47	06/10/2014	05/01/2015
Carefirst NCA	DENTAL	Trad nonparallel	1990	EF	\$49.66	06/10/2014	05/01/2015
Carefirst NCA	VISION	10 CP 12 Mo nonpar	1990	EF	\$6.37	06/10/2014	05/01/2015
					Bi-Weekly	\$906.50	

If you experience any technical difficulty with this site, contact your benefits administrator or call 1-800-825-6650 for assistance.

# Frequently Asked Questions

## Open Enrollment

### 1 What fields are required when adding a new spouse or child?

As with all parts of EmployerFocus, all fields marked with an asterisk are required. If you do not complete those fields, the fields will be highlighted in red with red warning icons. You can hover over the icons to get an explanation of the missed fields.

### 2 Can I enter just the last four digits of the SSN?

You must enter all nine digits of the social security number. Hyphens are not necessary, as the system will enter those for you.

### 3 What date formats are acceptable in EmployerFocus?

Some fields will allow you to select the date using the calendar. If you need to enter the date, you can either use the MM/DD/YY or the MM/DD/YYYY formats.

### 4 What information is required when entering a dependent child?

Besides the name, the Social security number is required for all children over one year of age.

### 5 What do the yellow and red triangle mean on the Open Enrollment page?

These icons are called special circumstances icons and can be found in the Special Circumstances columns. A yellow triangle is a warning message about the plan, but it allows you to enroll. A red triangle is a critical error message, and you won't be able to enroll in the plan. Hover over the icons for specifics.

### 6 When do you enter a Primary Care Physician (PCP)?

If the Plan name is red, you must enter a PCP. You can click on the Provider Directory Link, if one is available to be taken to the Carrier's PCP search. You can also select it from the PCP Details overlay. Search using at least one search criteria, and select the radio button. Click the Ok button. If you want to use the same PCP for all dependents, you can click the "Copy to All Other Participants" button.

### 7 How can you compare plans before selecting them?

Click the "Add to Compare" checkbox next to the plans you wish to review. You can compare up to 4 plans at once. When ready, click the "Compare Plans" button.

### 8 How do you know when you are eligible for Open Enrollment?

When you log in, the Open Enrollment button will appear on the welcome page.