

ONBOARDING CHECKLIST



We are here to make your benefits enrollment a great experience.

DISCOVERY AND DECISION

- Provide an employee census and current plan information
 - MightyWELL provides a group quote and proposal
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GETTING STARTED

- Group setup and onboarding: 15 min, needed information open enrollment dates, EIN, ACH, contribution amounts, and company contact.
 - Email sent to employees with plan information and pricing, employees may call agents to determine best health plan.
 - Welcome email sent to employer with links for each employee to complete enrollment
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OPEN ENROLLMENT

- Employees each complete their application to elect or waive benefits during the open enrollment time frame.
 - Employees that elect for an alternative MVP plan will complete a separate enrollment facilitated by your agent.
 - MightyWELL agent will follow up with employees that have not completed their application after a few days.
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FOLLOW UP EXPECTATIONS

- Employees will receive an email inviting them to login to their member portal. Physical ID cards will arrive by mail to the employee's home address 10-14 days after the start date.
 - Employees are able to schedule a welcome call to review their benefits from their member portal.
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ADMINISTRATION

- Invoices will be emailed on the 1st of each month and drafted on the 5th for the upcoming month.
 - What do we tell them here about how to add and remove employees moving forward?
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