Selecting the Right Benefits Administration System

➢ If you're currently using a ben admin system, does it meet your needs?

➢ What do you spend most of your time doing?

✓ Can the system handle all your benefit plans?
✓ What's the timeline to implement and train?
✓ What's the User Interface like? Is it simple and intuitive?
✓ How is compliance handled & COBRA integrated?
✓ Is the system truly paperless?
✓ How are open enrollments conducted?
✓ Onboarding – can documents be distributed & e-signed through the system?
✓ How are new hires, adds and deletes tracked?
✓ Is mobile important to you?
✓ What third party integrations can be made?
✓ How robust are the reporting features? (Bill reconciliation for payroll, etc.)
✓ Can voluntary benefits be included?
✓ Is the system secure and HIPPA compliant?
✓ How's wellness built in, delivered and offered?
✓ Is your broker well-versed in ben administration systems?
✓ How's the system priced, including minimums, and set up fees?