

# Consolidated Administration

## One Source Administration

SelectSource provides consolidated invoicing to make reconciliations a breeze. No more writing multiple checks to every carrier. Clients will see what they are being charged for every employee every month for every benefit.

- All carrier premiums in *one* place
- Multiple formats of invoice reporting for client auditing convenience
- Payment of premiums direct to carriers with qualified TPA agreements
- Clients can make *one* payment for benefits
- Detailed invoice reporting provides information on individual employees for payroll tracking

SelectSource has the ability to house benefit documents with secure and convenient access for employees. A designated Benefit Service Representative assigned to the group is there to provide continuing support and monitoring of any benefit changes made by employees via the secure website. Staff is well versed in providing assistance with benefit plan comprehension and eligibility requirements.

- Case management for securely storing and managing employee documents and account inquires
- Reference Center to house plan documents for employee ease of access
- Secure messaging system for communicating between employees and HRs as needed

## Full Service COBRA

With our comprehensive, worry-free COBRA administration, your dedicated SelectSource representative will handle everything. Not only will we continually monitor and interpret all COBRA-related legislation, we will also assume full liability for all COBRA-related transactions.

- All general and specific notices will be generated and sent directly to employees and dependents.
- All monies will be collected directly from enrollees and remitted directly to carriers.
- COBRA participants are included in the platform's online reporting module.

