



Helping Insurance Agencies
**INCREASE EFFICIENCY
& PROFITABILITY**



According to *Workest*, open enrollment is one of the most labor-intensive and important annual events for an organization.

It is important but does not have to be labor intensive. Going paperless saves time not only for those managing the process but also for the staff who need to complete the paperwork.

OPEN ENROLLMENT

Paperless Process

- Set up the plans/rates in the online system.
- Send link out to group employees that includes plan details.
- Employees go over options online at home with their spouse and enroll.
- Automated reminders are sent out to staff who have not completed them.
- System sends enrollments to carrier.

TOTAL TIME: 4-5 HOURS



Standard Paper Process

- Staff creates open enrollment forms.
- Prints them out.
- Distributes them to group employees.
- Goes over options one-on-one or through an all-staff presentation.
- Answers questions.
- Builds a spreadsheet to manually track who has returned their form and who hasn't.
- Drafts and sends reminders to those who have not submitted their form.
- Audits submitted forms to ensure there are not any errors.
- Inputs submitted forms to each carrier website.
- Waits for confirmation from the carrier.

TOTAL TIME: 25-30 HOURS

GRA Benefits Group is here to make the benefits administration process, including open enrollment, as seamless as possible. Contact us today to see how we can help you!

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