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DENTAL · VISION · LIFE · DISABILITY

RenBenefitsAdmin.com
Employer Portal User Manual

REGISTERING

1

Select **Not registered yet? Sign up now**.

2

Make sure you have your Administrator ID/Customer ID as well as Master Policy Number for registration.

Review the information, then select **NEXT**.

3

Review the Usage Agreement, scroll down and select "I agree to the terms and conditions," and then select **NEXT**.

Then review the Electronic Delivery Disclosure, scroll down and select "I agree to the terms and conditions" and then select **NEXT**.

4

Complete your employer details and select **NEXT**.

5

Complete the security questions and answers and select **NEXT**.

6

Select **SEND CODE**.

7

Enter your passcode into the generated box, you will get a congratulations screen after submitting the correct passcode.

8

You can now successfully log on using the credentials created.

Watch a *video walk-through*

ADDING COVERAGE TO EXISTING EMPLOYEES

1

Start by selecting **Employees** from the group homepage.

2
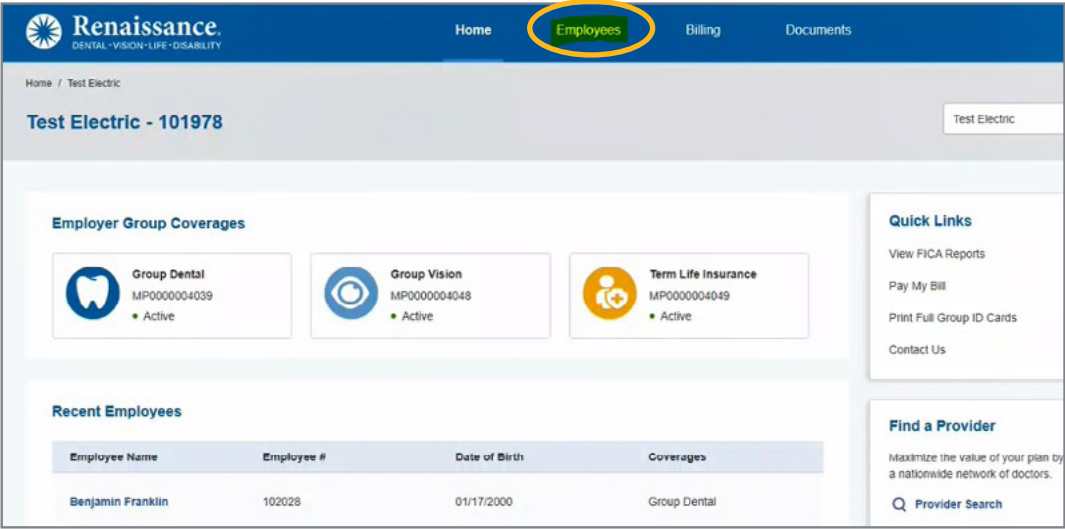
Next, select the employee you want to add coverage for.

3

From the Employee profile screen, select **+Add New Coverage.**

4

Complete all required fields within each step and select **NEXT.**

5

Next, review and then select **CREATE.**
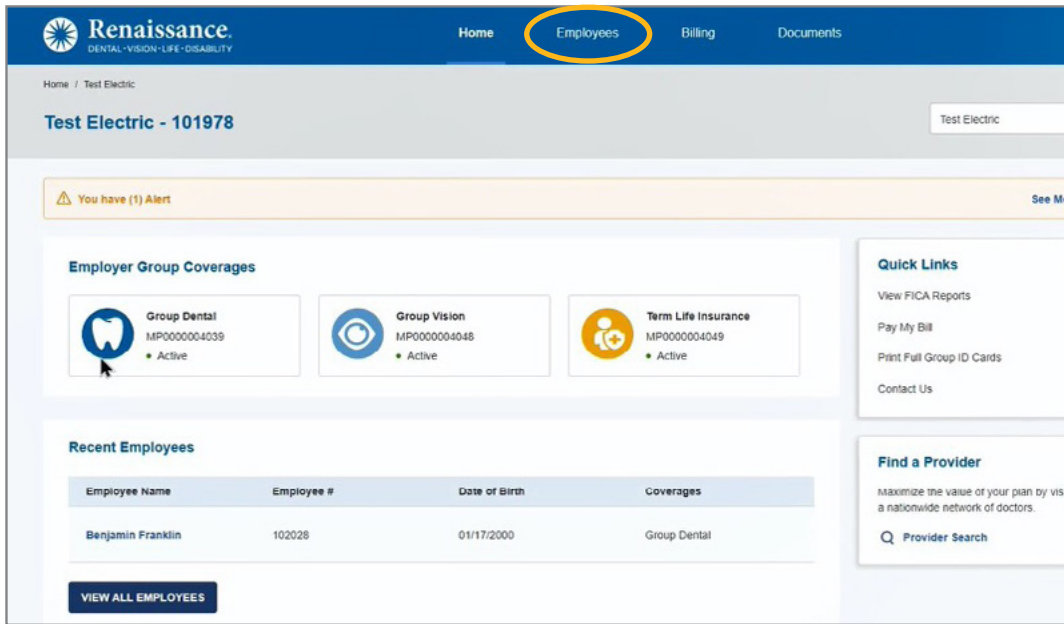
Watch a *video walk-through*

ADDING NEW EMPLOYEE COVERAGE
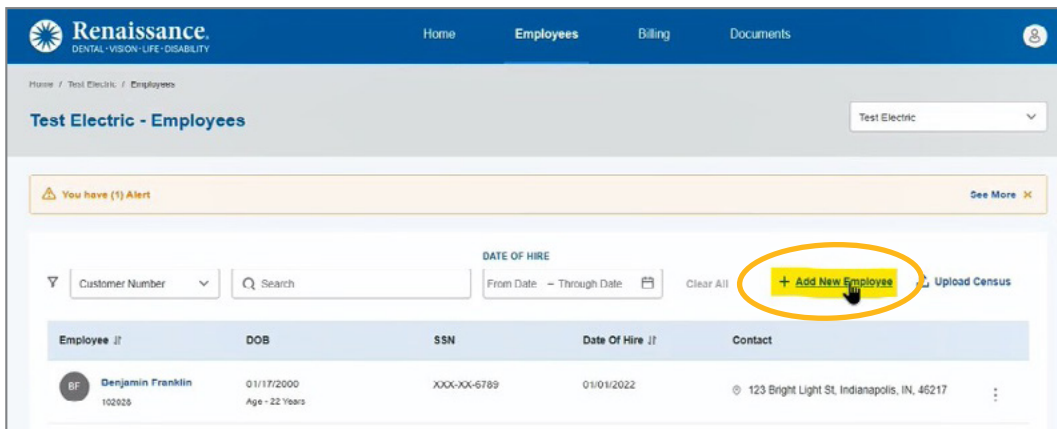
1

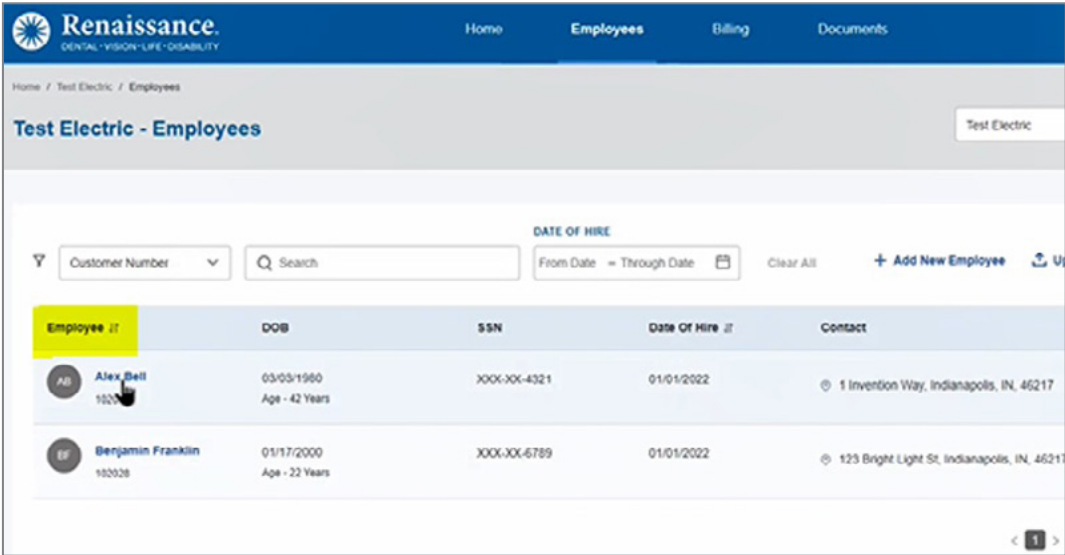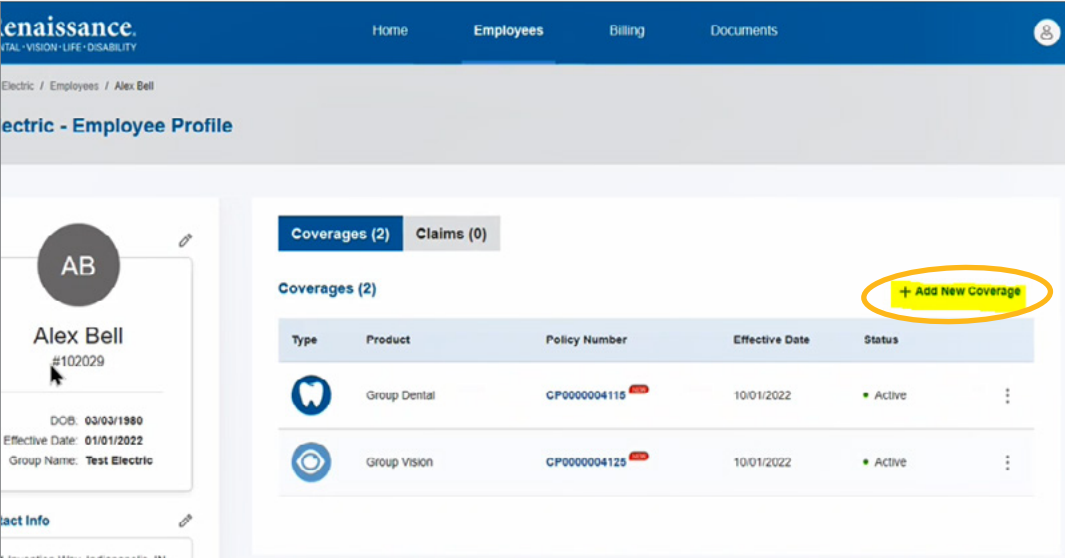
From the group homepage select **Employees.**

2

Next, select **+ Add New Employee.**

3

Complete the required fields within the 4-step Add New Employee process and select **CREATE**.

4

Review and Create

General Information

Name	Date Of Birth	Gender
Alex Bell	03/03/1980	Male

Hire Date	SSN / Tax Identification	
01/01/2022	XXX-XX-4321	

Contact Information

⊙ 1 Invention Way, Indianapolis, IN, 46217

Coverage Selection

Reason for Enrollment	Product	Plan Code
New Hire	Group Dental - MP0000004039	Basic EPOS

Effective Date	Coverage	Coverage Class
10/01/2022	Dental	Train

Cancel   PREVIOUS   CREATE

In the final step you will review and click **CREATE**.

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RenBenefitsAdmin.com
EMPLOYER PORTAL
Adding New Employee Coverage

ADDING A DEPENDENT

1

Start by selecting **Employees** from the group homepage.

2
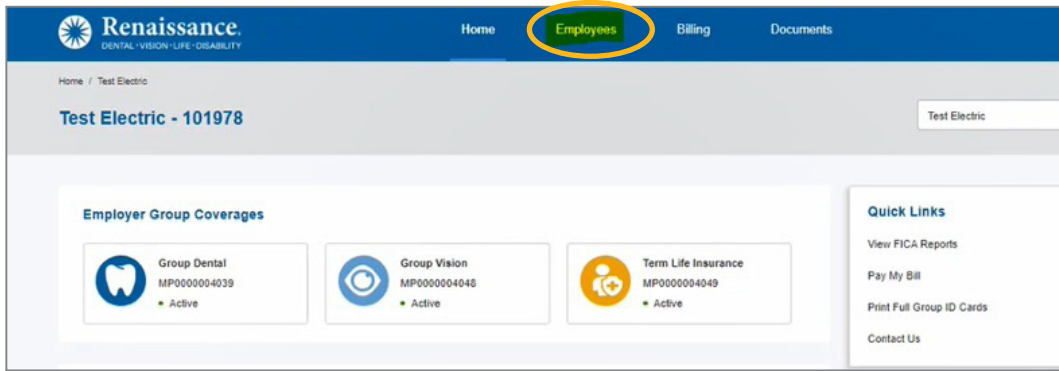
On the employee profile screen, click on the 3 dots and then **View Coverage Details**.

3

Select **+ Add New Dependent**.
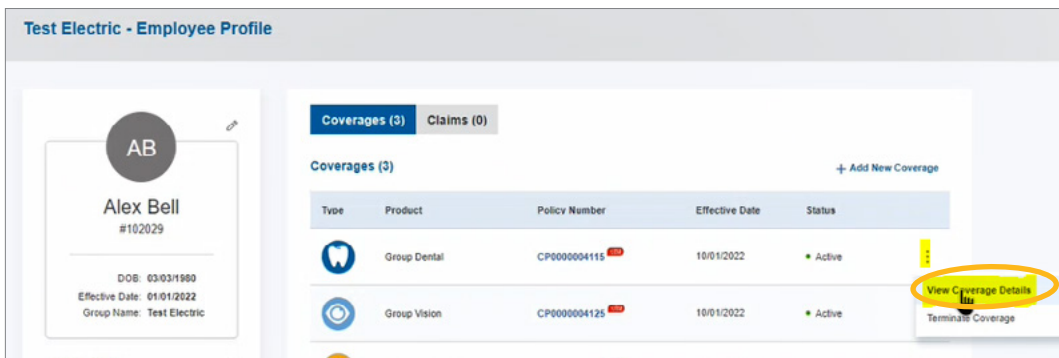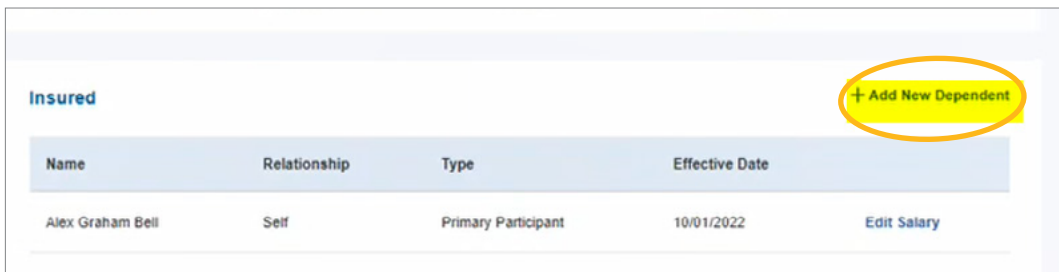
4

Complete the required fields and then select **ADD**.
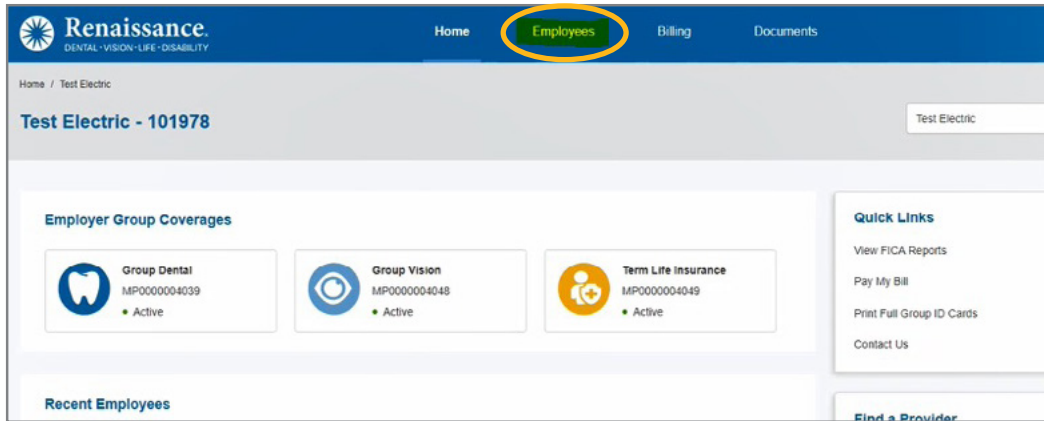
The dependent will now be listed under the insured.

Watch a *video walk-through*

1

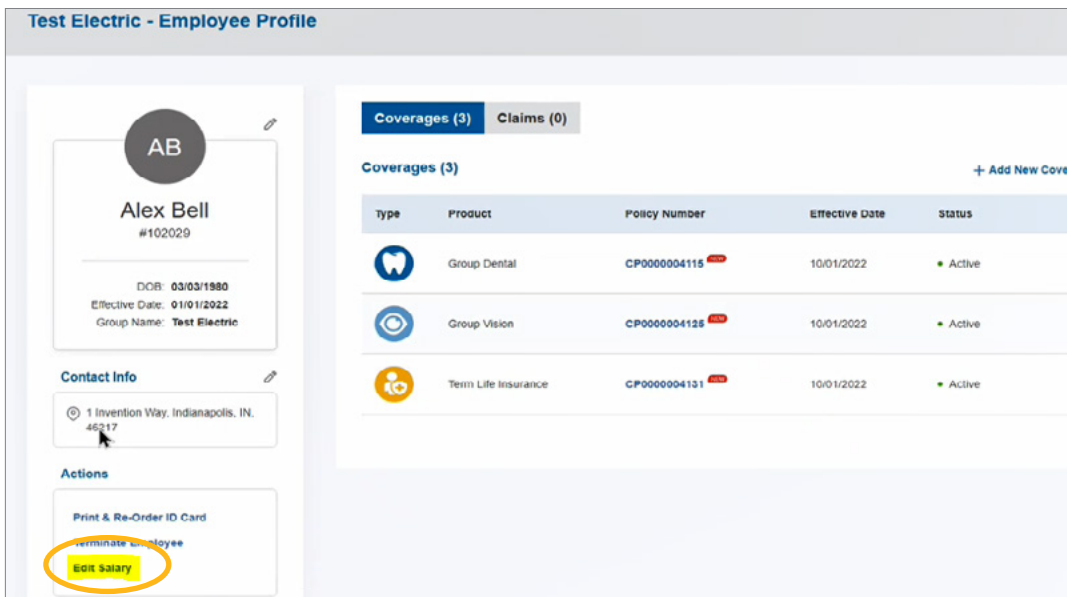
Start by selecting **Employees** from the group homepage.

2

On the Employee Profile page, select **Edit Salary**.

3

Update the salary and effective date and then select **SUBMIT**.
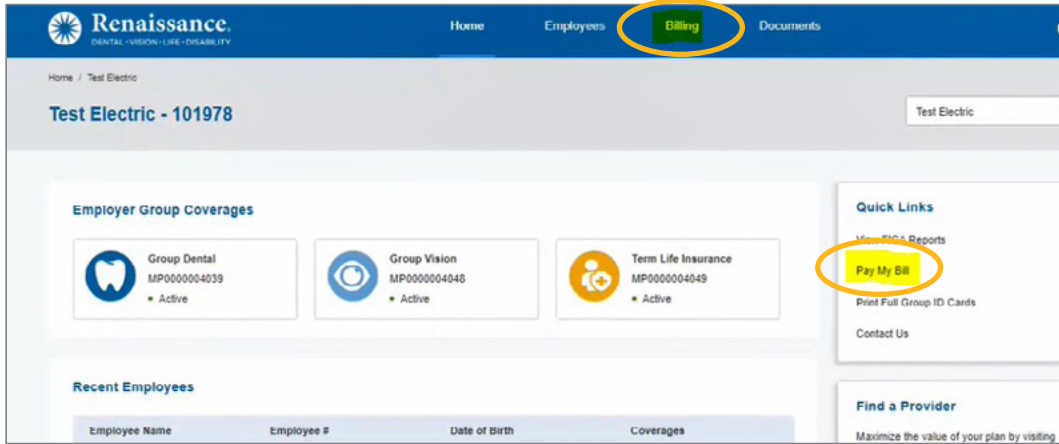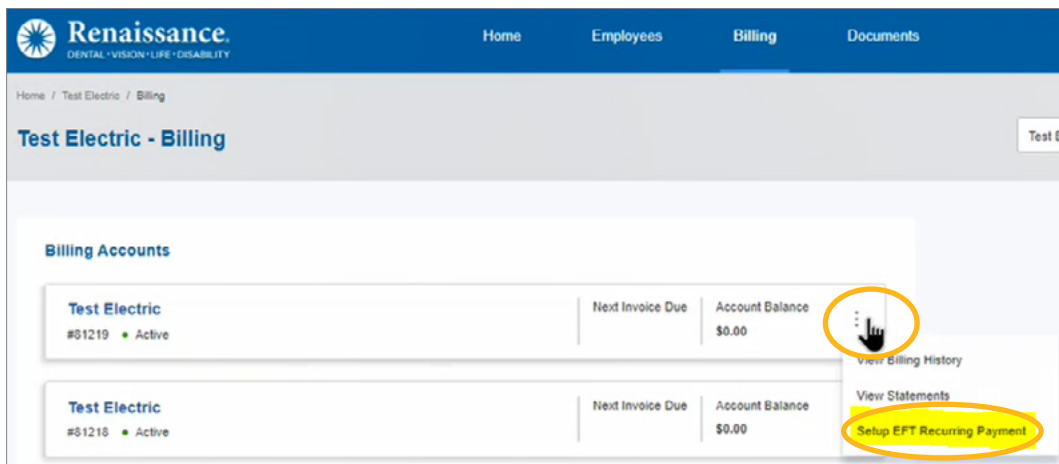
Watch a *video walk-through*
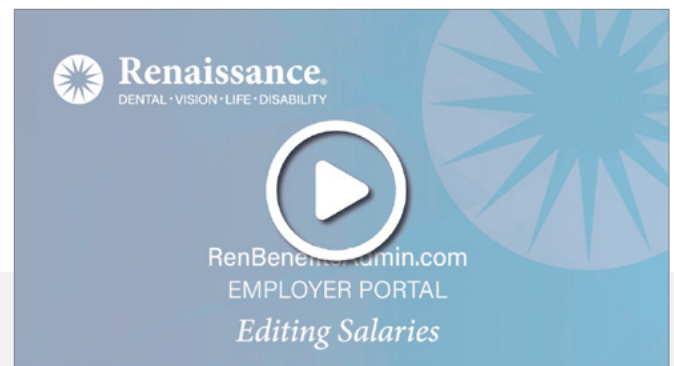
SETTING UP EFT/PAY BILL

1

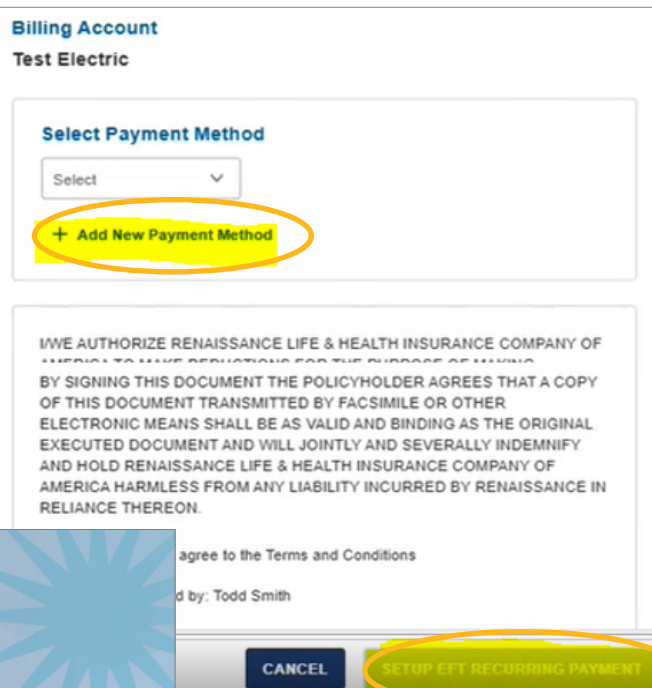From the group homepage, select **Billing** or **Pay My Bill** from the Quick Links sidebar section.

2

On the Billing screen, select the 3 dots and then **Setup EFT Recurring Payment**.
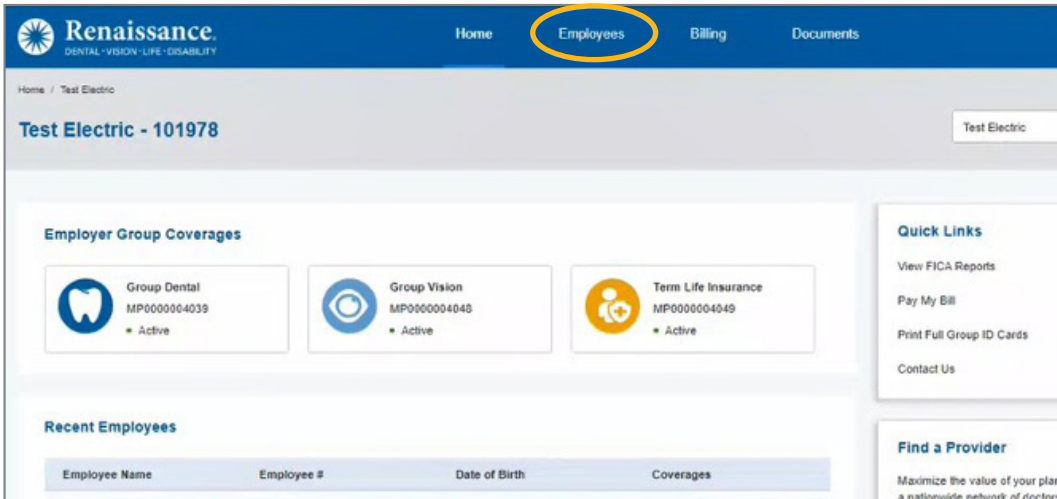
3

Select **+ Add New Payment Method** and enter your payment information. Next, check the box for "I have read and agree to terms and conditions" and select **SETUP EFT RECURRING PAYMENT**.
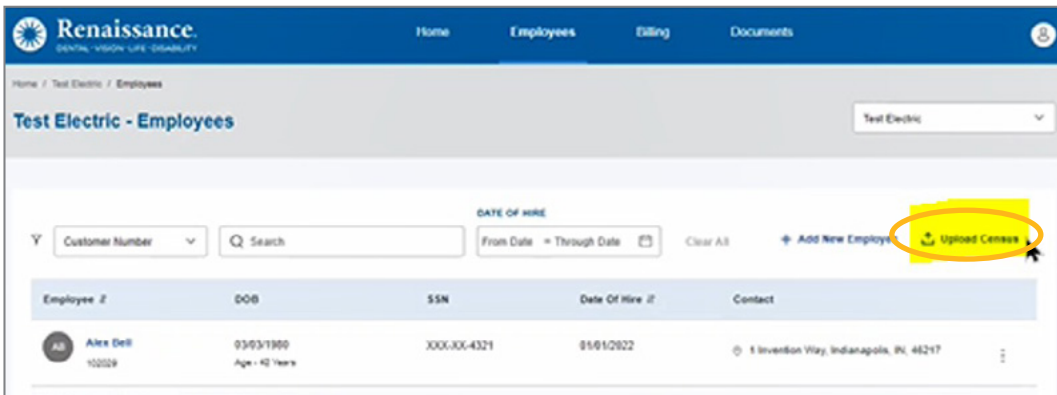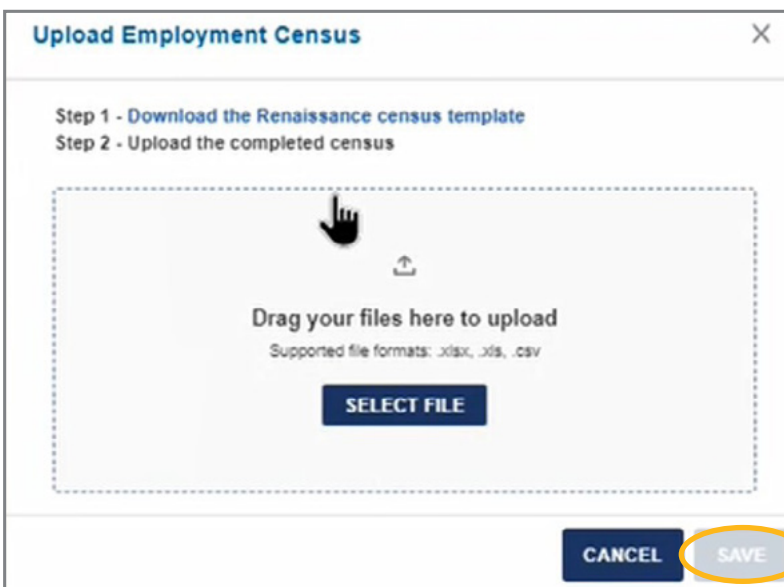
Watch a *video walk-through*

1

Start by selecting **Employees** from the group homepage.

2

Select **Upload Census**.

3

Please note, you must use the Renaissance Census template which can be downloaded in Step 1 of the upload process.
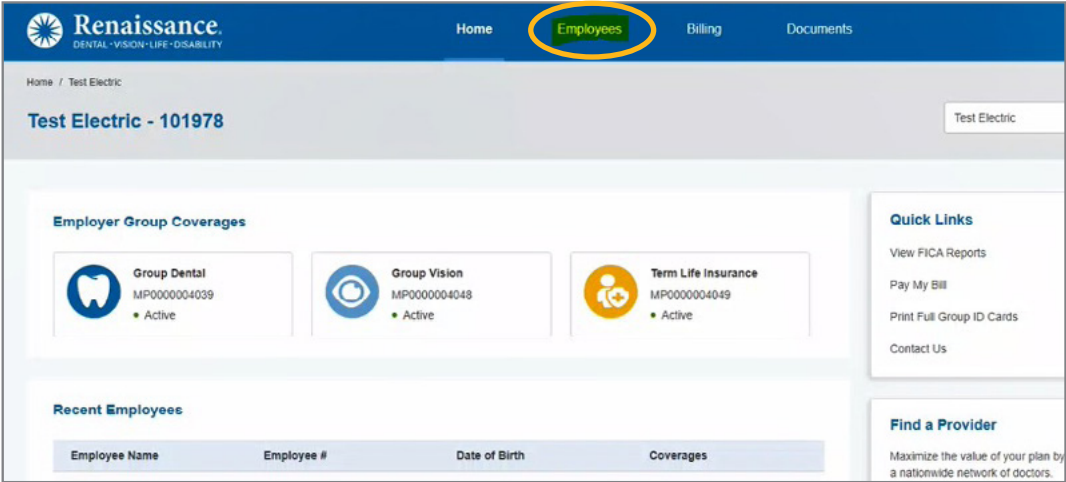
SELECT FILE and then select **SAVE**.
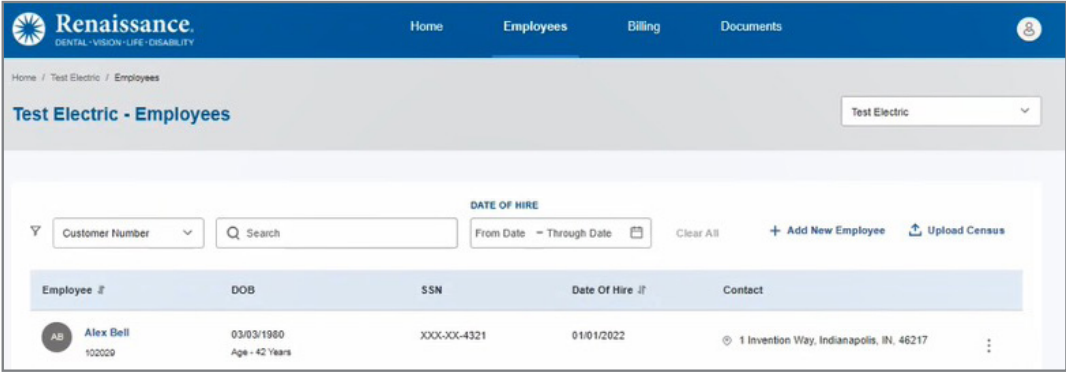
Watch a *video walk-through*
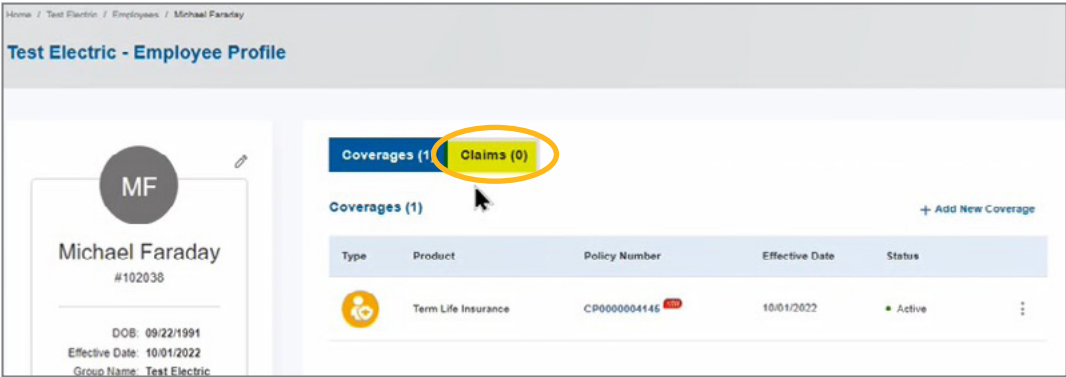
SUBMITTING LIFE & DISABILITY CLAIMS

1
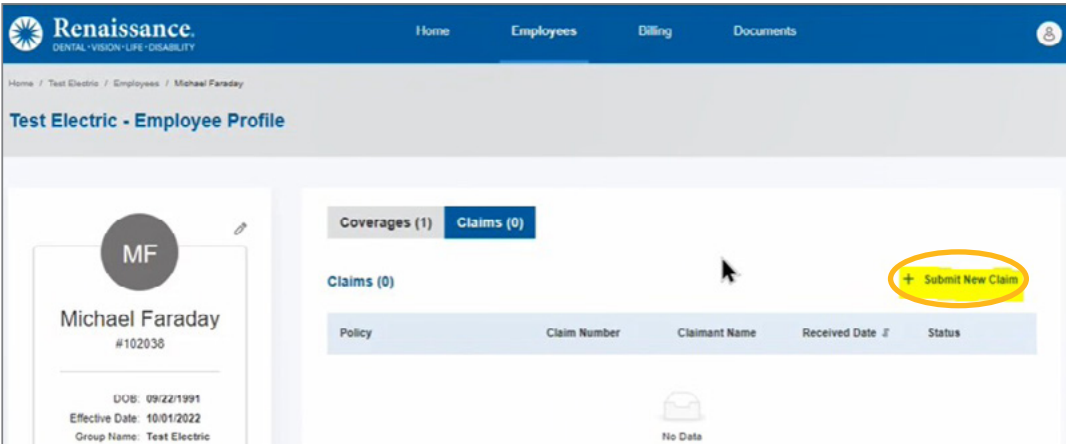
Start by selecting **Employees** from the group homepage.

2

Select the employee.

3

Select **Claims**.

4

Select **+ Submit New Claim**.

5

Complete the required fields under Claim Info and follow the 4-step process.

6

Upload supporting documents and select **NEXT**.
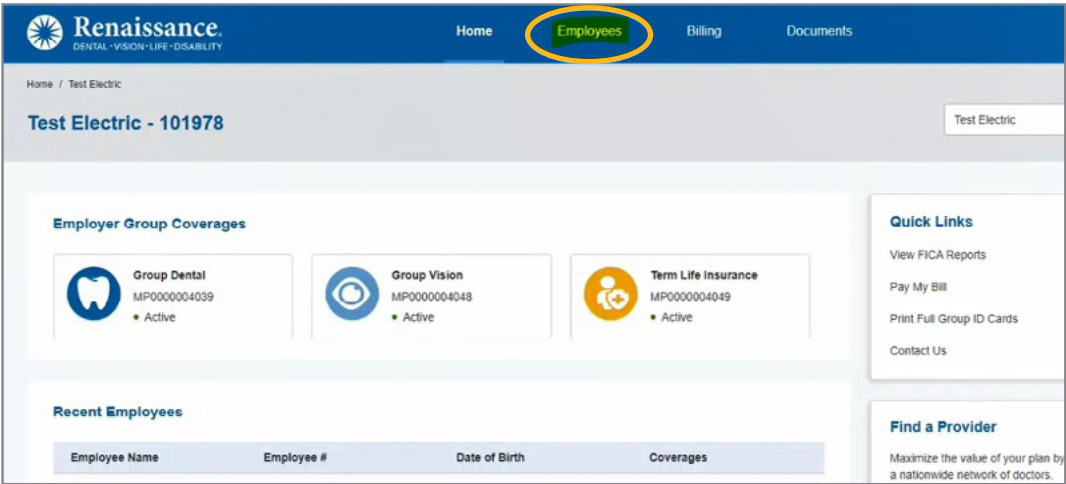
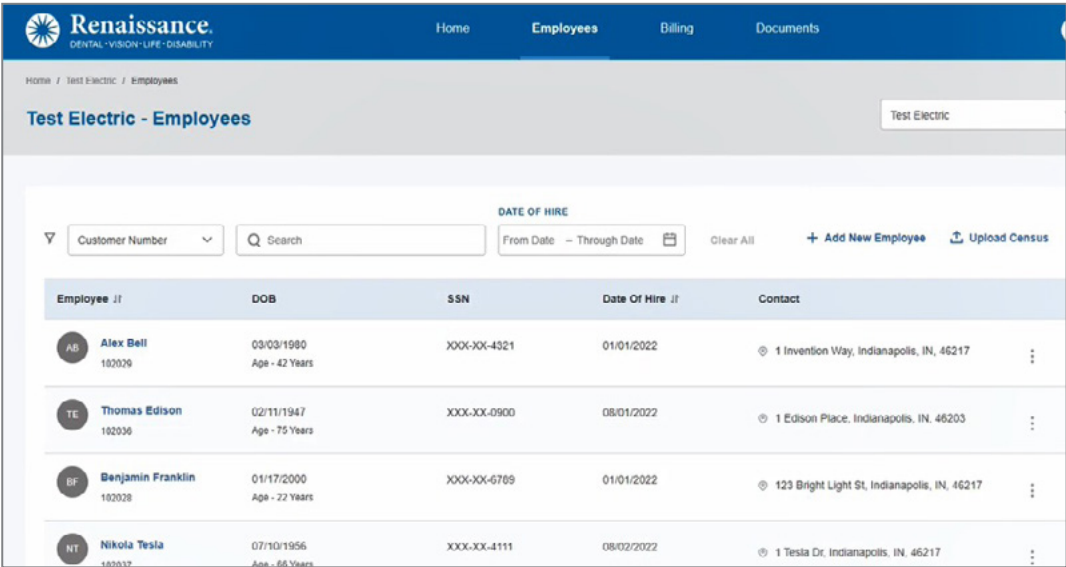Watch a *video walk-through*

13

TERMINATING EMPLOYEES

1

Start by selecting **Employees** from the group homepage.

2

Select an employee.

3
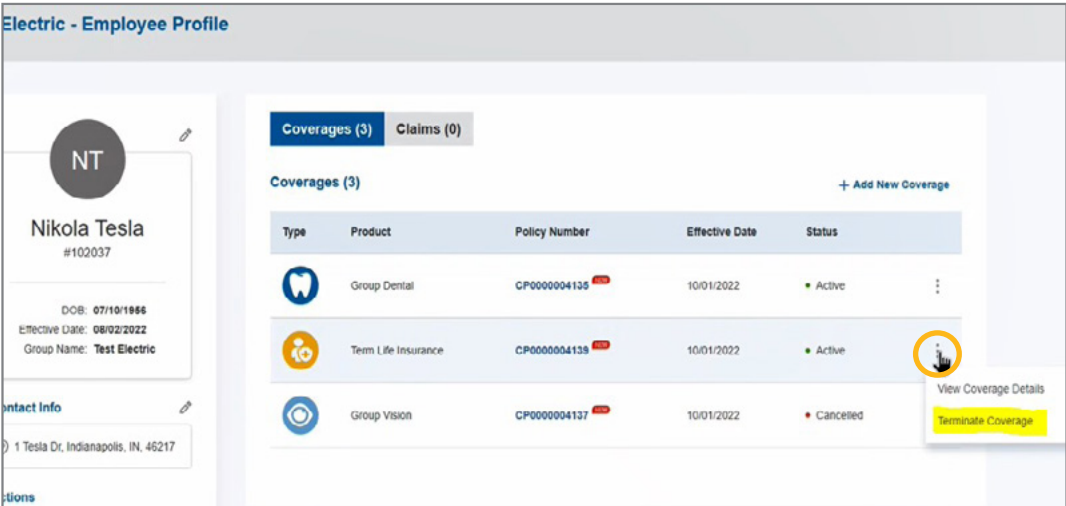
To terminate a single product, on the Employee Profile screen select the 3 dots and then **Terminate Coverage**.

4

Complete the required fields and then select **TERMINATE**.

5

To terminate the employee completely, select **Terminate Employee** under the Actions Menu on the left side of the page.

6

Complete the required fields and then select **TERMINATE**.

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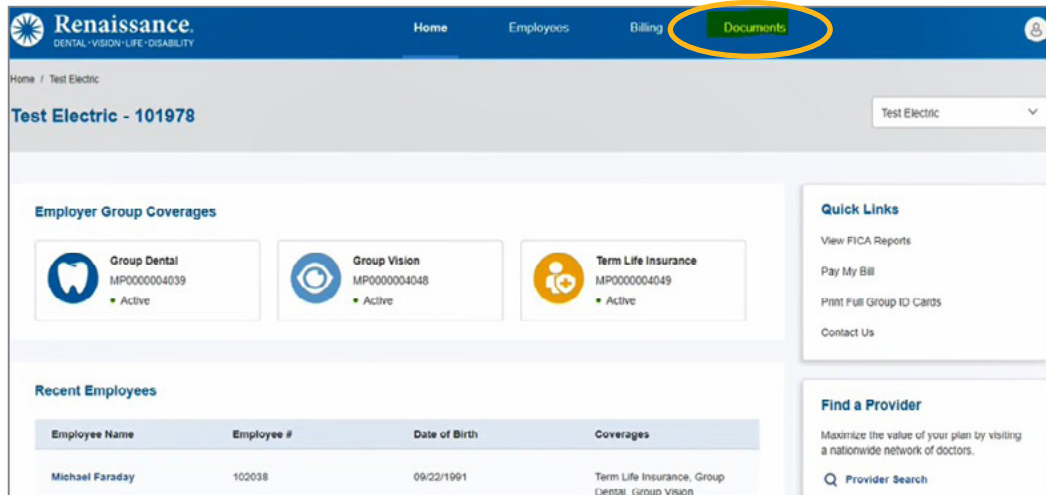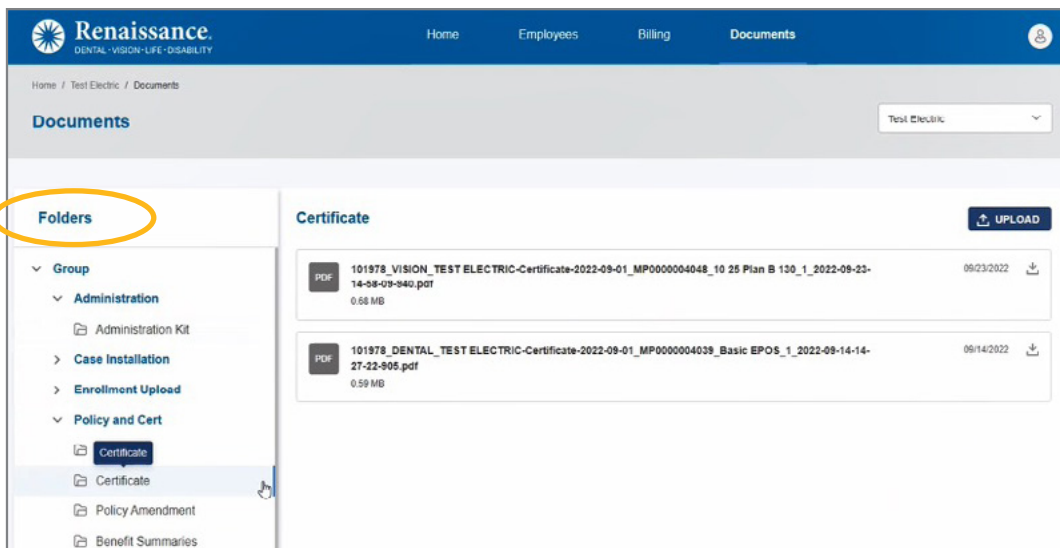# VIEWING DOCUMENTS

1

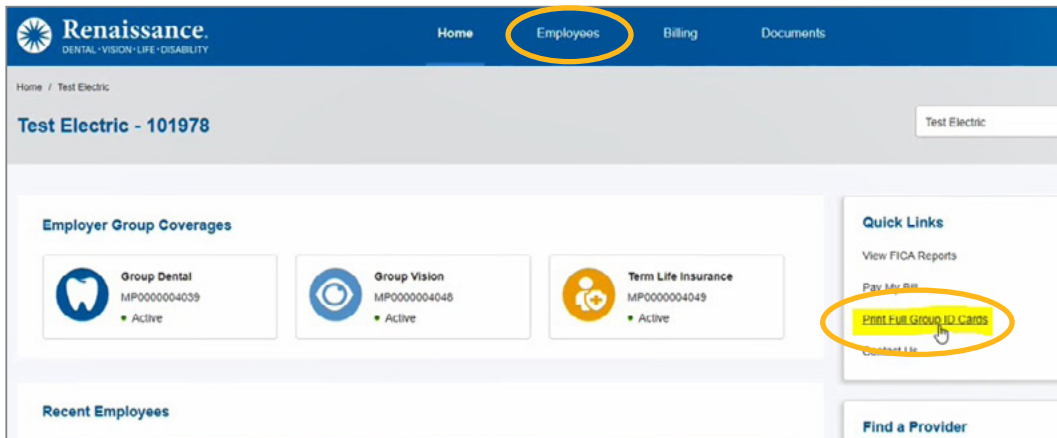Start by selecting **Documents** on the group homepage.

2

From the **Documents** tab you will have access to **Folders** and be able to view and print documents.
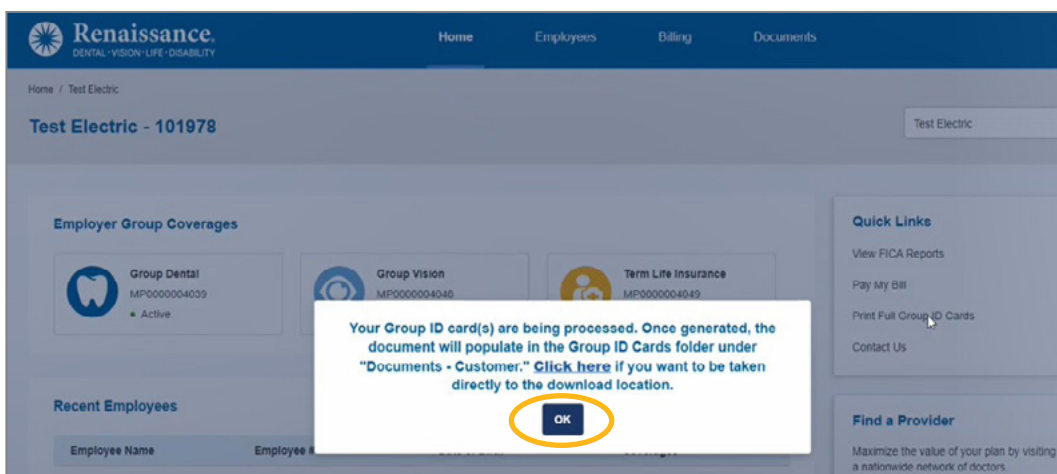
Watch a *video walk-through*
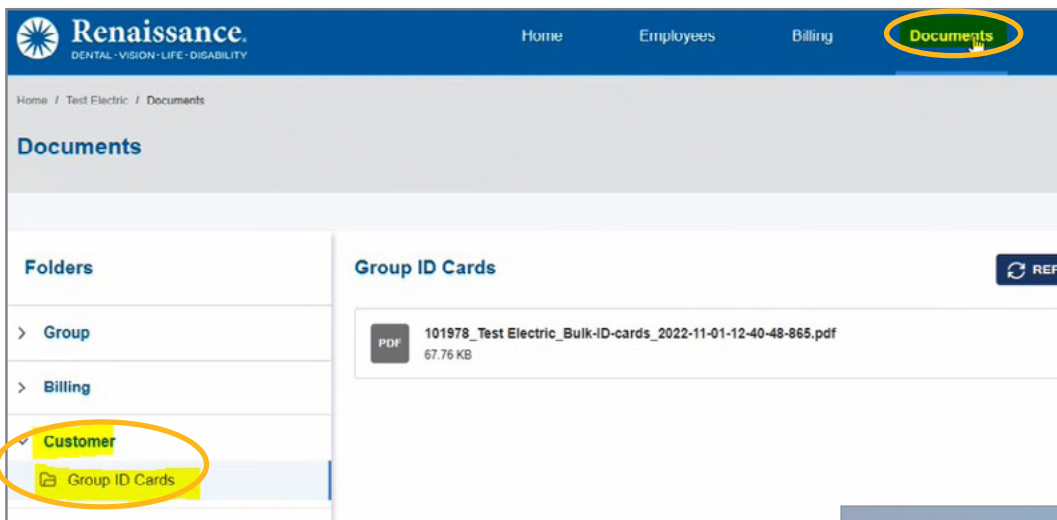
VIEWING AND PRINTING ID CARD FOR FULL GROUP

1

Starting from the group homepage select **Print Full Group ID Cards** under Quick Links on the right side of the page.

2

You will then see a box pop up confirming the ID cards are being generated.

3

The ID cards are stored under the **Documents** tab in the **Customer** folder labeled **Group ID Cards**.

Watch a *video walk-through*

RenBenefitsAdmin.com
EMPLOYER PORTAL
Viewing and Printing ID Card for Full Group

VIEWING, PRINTING AND RE-ORDERING ID CARDS FOR AN EMPLOYEE

1

Start by selecting **Employees** from the group homepage.

2

Next, select the employee.

3

Under Actions, select **Print & Reorder ID Card**.

4

View Dental and Vision ID Card ✕

| Dental | Vision |

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DENTAL

NAME	Michael Faraday
GROUP NAME	Test Electric
GROUP NUMBER	101978
MEMBER ID	102038
PAYOR ID	RLHA1

Submit Claims to:

P.O. BOX 17250. INDIANAPOLIS, IN 46217

Customer Service: (800) 894-4532

This card is for identification purposes only and is not a guarantee of coverage.

CANCEL   RE-ORDER   DOWNLOAD

View, **RE-ORDER**, or **DOWNLOAD** your Dental and Vision ID cards.

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▶

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EMPLOYER PORTAL

*Viewing, Printing, and
Re-ordering ID cards for Employees*

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