

bswift[®] ENROLLMENT REPORTS

- **1.** Visit mfc.frankcrum.com to log in.
- **2.** From the Employer Dashboard, select Benefits from the left navigation menu.



 This will open the Benefits portal in a new browser tab. Your administrator dashboard will appear automatically:

FrankCrum			Presences to Logo
PAYROLL + INSURANCE - SENERITS + HR		Users 👻	Search
Admin • Reports • Library • Billing			
Velcome, JASMINE	Company Library		
igned in at FrankDrum Corporate, Inc. as			
Manager 🐱	Admin		
	User Admin		
Alerts	Benefit Admin		



4. You will have the option to toggle between your Employee and Manager login access by selecting the appropriate option from this drop-down menu:

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Admin • Reports • Library • Billing	
Welcome, JASMINE	Company Li
Signed in at FrankCrum Corporate, Inc. as	
Manager V Employee	Admin
Manager Benefit's Advisor nome page!	User Admin
	Benefit Admin

5. Under the "Reports" section, click on "Report Center":



6. In the Search Bar, type in the name report name. In this case, type in "Benefit Elections" then press enter or click "Search":

Re	Report Library Q benefit elections					
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	Report Name	٠	Category			
\$	Benefit Elections - One EE or Dep Per Row (Column Based)		Custom			
\$	Benefit Elections (EE & Dep. No Codes)		Benefit			
\$2	Benefit Elections (EE & Dep.)		Benefit			
\$	Benefit Elections (EE & Dep.) One Row		Benefit			
\$	Benefit Elections (EE Only No Codes)		Benefit			
\$	Benefit Elections (EE Only)		Benefit			
\$2	Benefit Elections All Coverage		Benefit			
\$	Benefit Elections by Date Range		Change			



7. To view your organization's benefit elections, click on "Benefit Elections (EE Only)" in the blue header:

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☆ Benefit Elections (EE Only)

- 8. Multiple reporting fields and filters will appear as auto populated. You do not need to change these options unless you prefer to customize the report; an example of customization is isolating the report to include only medical plan enrollment under the section labeled Global Categories: Vendor
 - **For additional reporting options and/or customization, please engage with your dedicated FrankCrum Benefits Dept. contact to schedule a demonstration and review of these options.
- Benefit Plan Type (All Selected)

 Vendor (All Selected)

 All Vendors

 Search by Keyword or Number

 Aetna

 Florida Blue

 Health Advocate, Inc.

 MetLife

 Norton LifeLock

 Payflex

Benefit

 Scroll down to the bottom of the page to select your Output (formatting) Type option. Select EXCEL from the drop-down menu:





10. Once you've selected Excel as the preferred format, click on RUN:

Additional Filters	
	Show V
Show Header	Offline
Output Type Excel Run Save As	

11. Your report will typically be located in your downloads folder on your computer, but you may need to engage your technology dept. to confirm your settings for downloaded files from your preferred web browser.