

bswift How to search for users

- **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:

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4. Click on Admin from the menu options:

5. If you click on "User Admin", you will be routed to view a listing of your employees under your organization(s):

 In the search bar, you may search by employee name or social security number. Type in either value, then click SEARCH.

> You may also leave the field BLANK to view a listing of all employees.



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8. Click on the last name of the employee to enter their

employee/user information profile:

 Your employee listing will appear automatically based on search parameters entered in the search field:

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9. From this profile page, you can view the same employee demographics that are currently stored in MyFrankCrum.

Please note: Edits to these fields are not allowable within the benefit admin portal.



10. Click on "Benefits" to view the employees assigned benefit class and effective date:

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11. Note: To view benefit coverages, please see the how-to-guide labeled "Viewing Benefit Coverages"