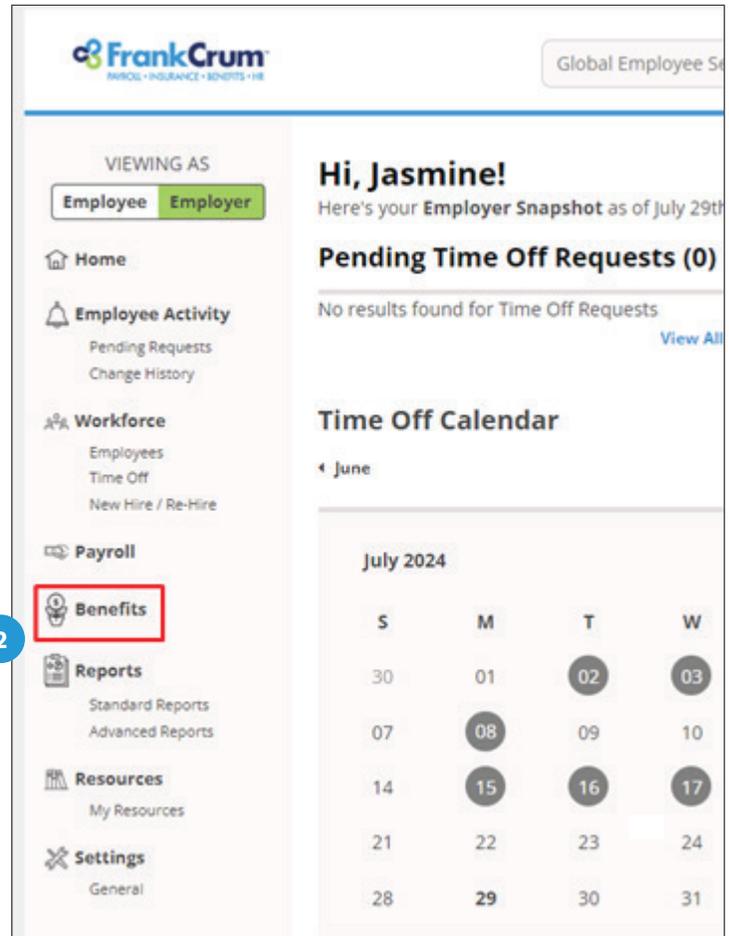


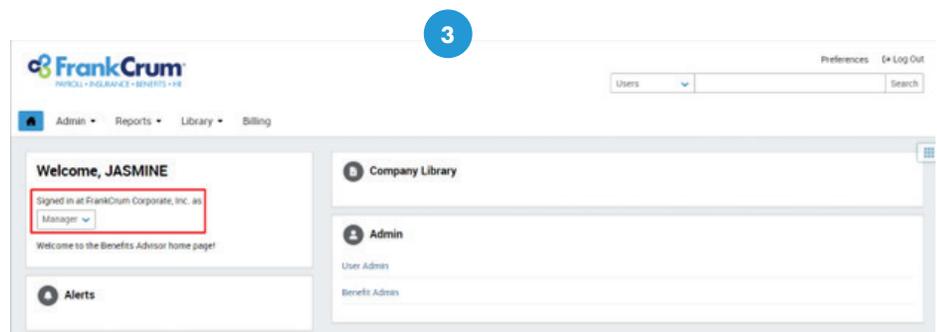


# HOW TO SEARCH FOR USERS

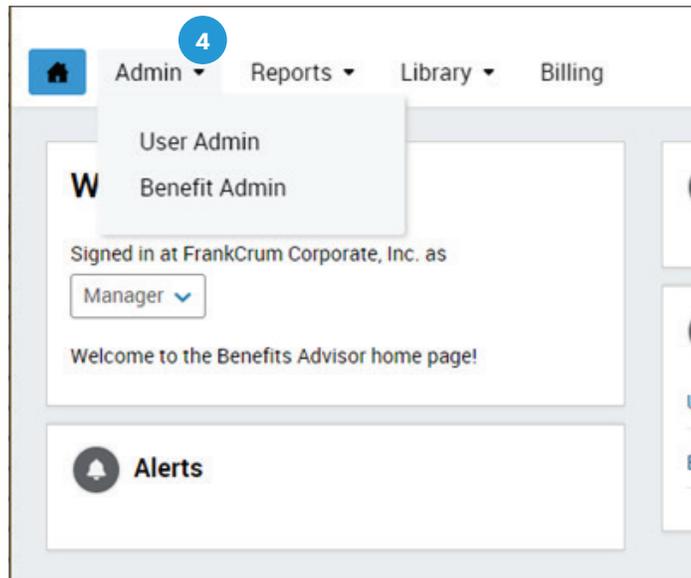
1. Visit [mfc.frankcrum.com](https://mfc.frankcrum.com) to log in.
2. From the Employer Dashboard, select **Benefits** from the left navigation menu.



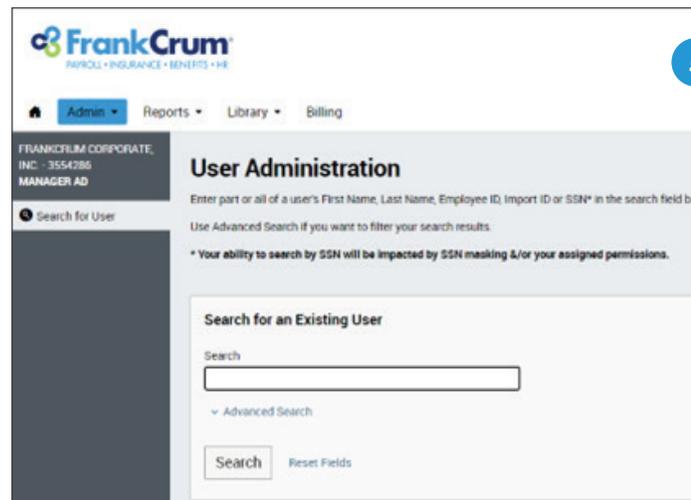
3. This will open the Benefits portal in a new browser tab. Your administrator dashboard will appear automatically:



4. Click on [Admin](#) from the menu options:

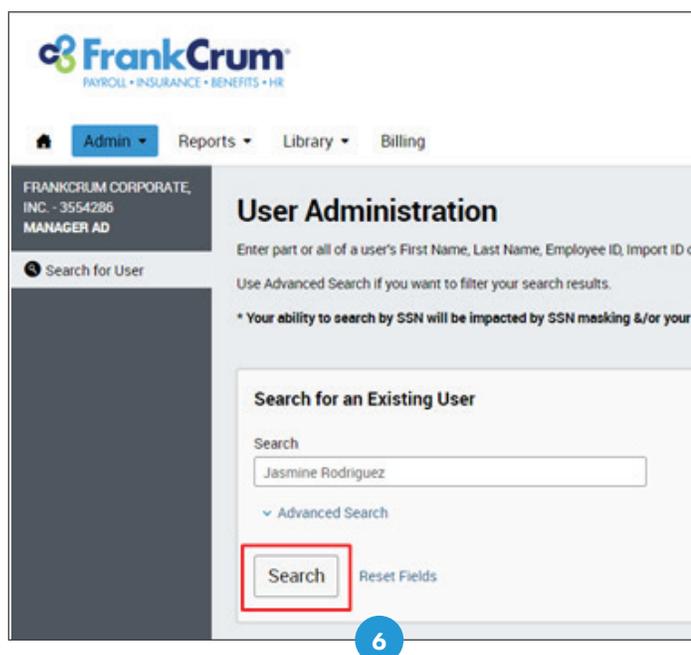


5. If you click on “[User Admin](#)”, you will be routed to view a listing of your employees under your organization(s):

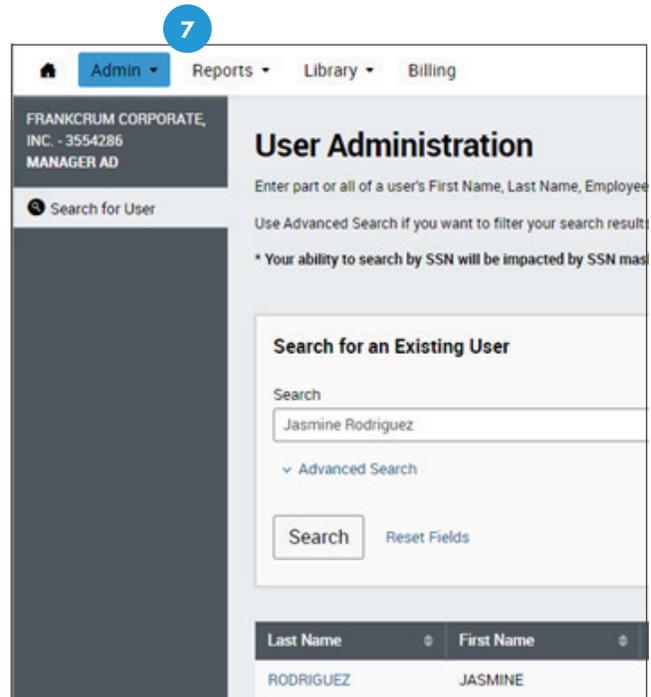


6. In the search bar, you may search by employee name or social security number. Type in either value, then click [SEARCH](#).

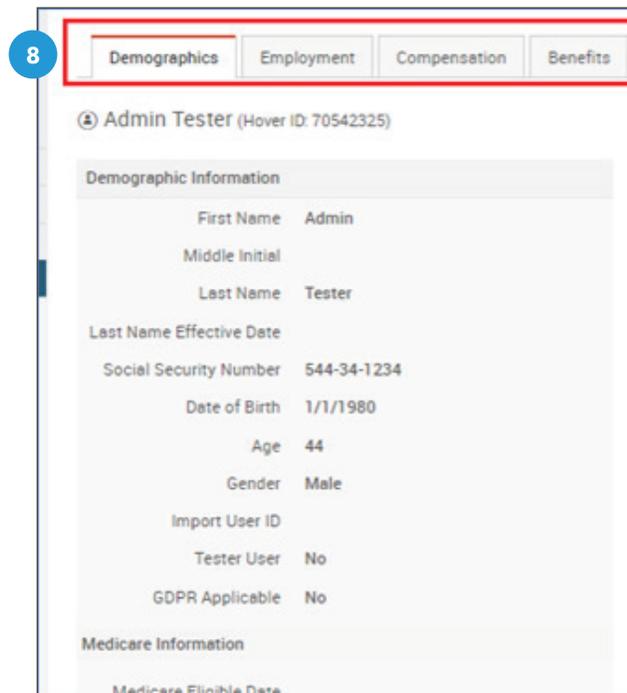
You may also leave the field BLANK to view a listing of all employees.



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



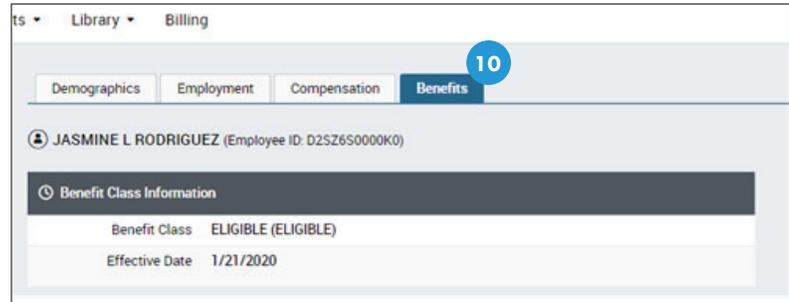
8. Click on the last name of the employee to enter their employee/user information profile:



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:



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