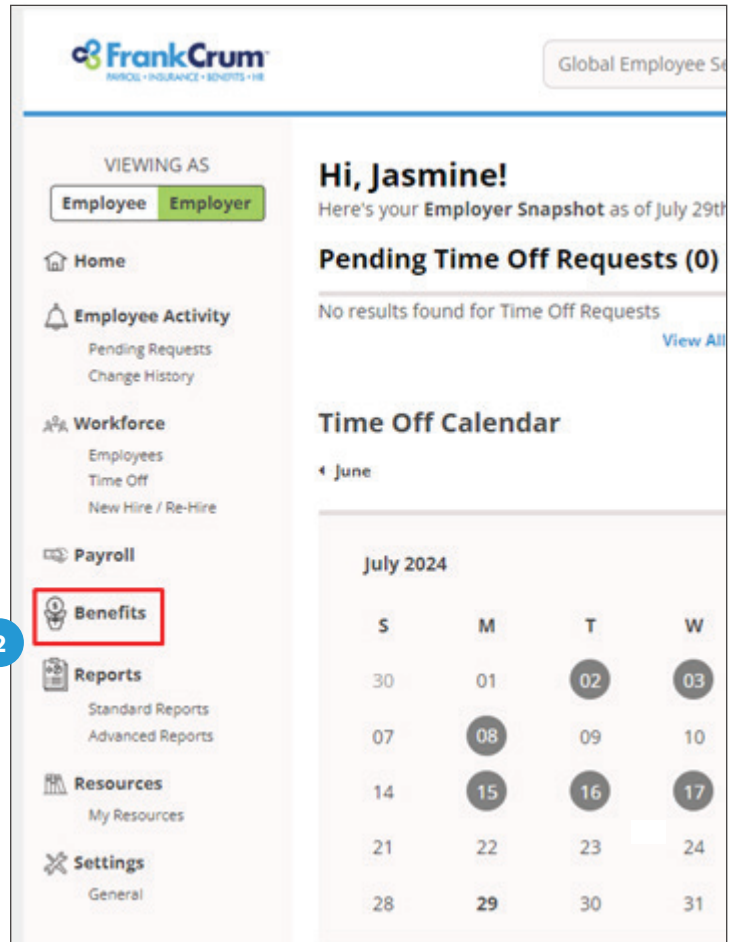


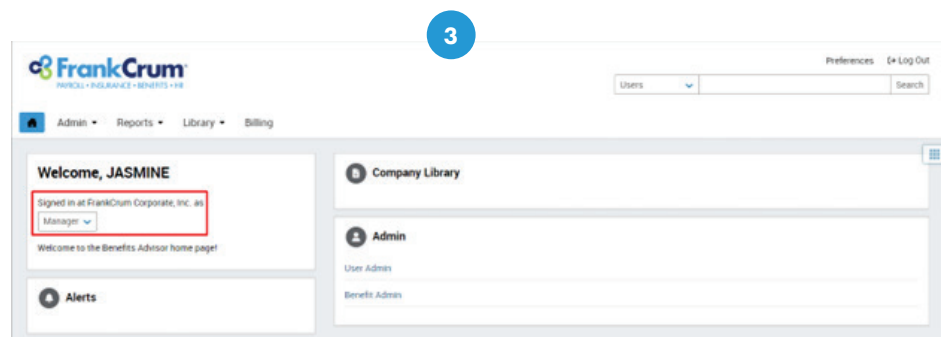


REVIEWING BENEFIT COVERAGES

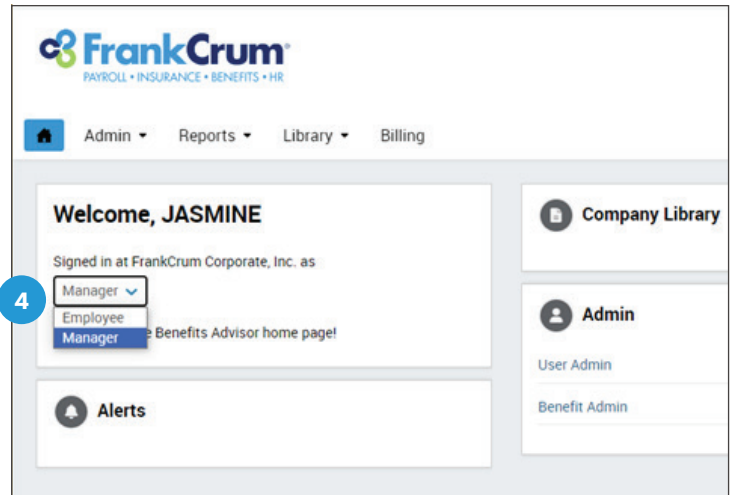
1. Visit mfc.frankcrum.com to log in.
2. From the Employer Dashboard, select **Benefits** from the left navigation menu.



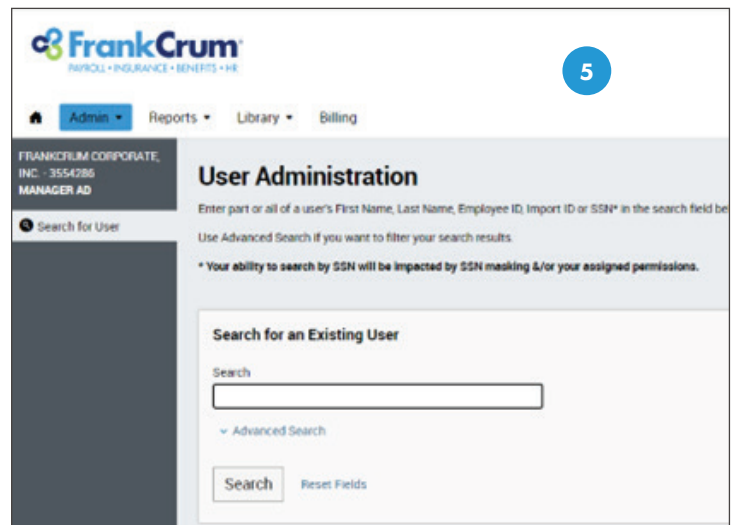
3. This will open the Benefits portal in a new browser tab. Your administrator dashboard will appear automatically:



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

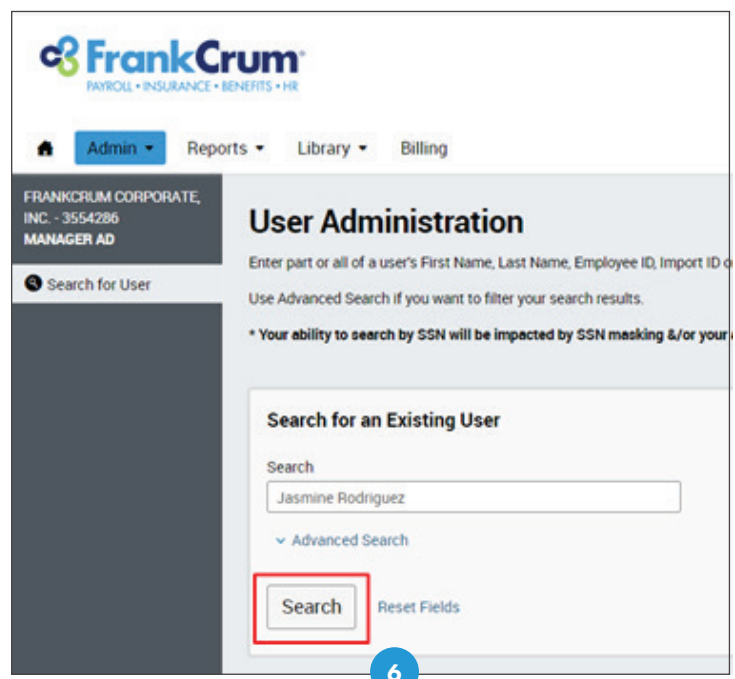


5. If you click on "User Admin", you will be routed to view a listing of your employees under your organization(s):

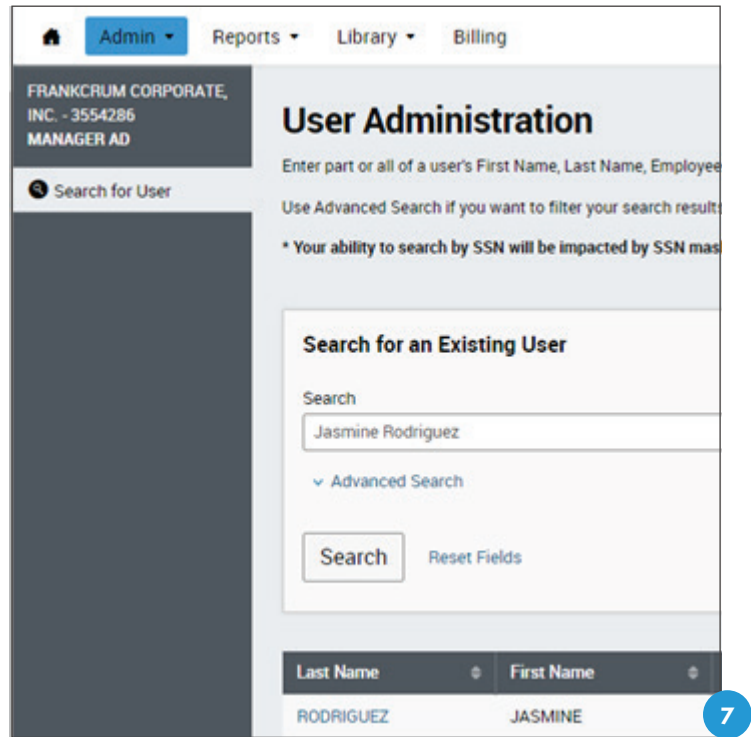


6. In the search bar, you may search by employee name or social security number. Type in either value, then click **SEARCH**.

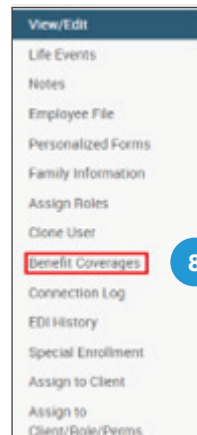
You may also leave the field BLANK to view a listing of all employees.



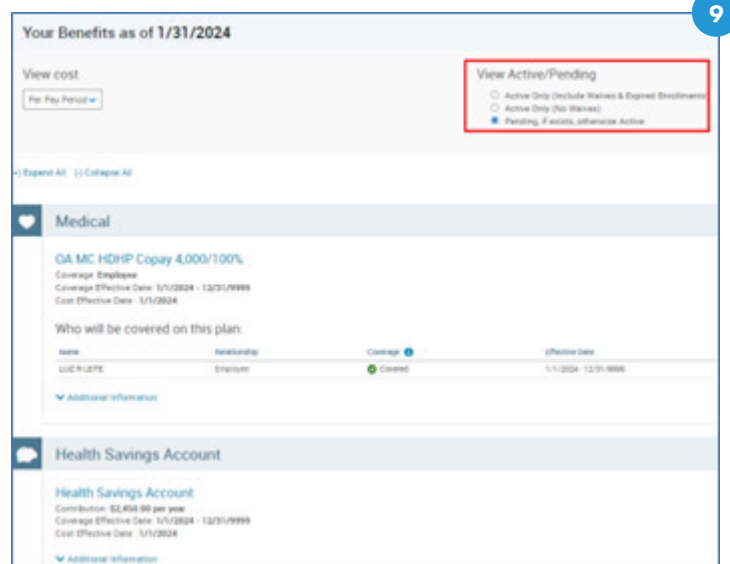
7. Your employee listing will appear automatically based on search parameters entered in the search field or if left blank. Click on the last name of the employee to enter their employee/user information profile:



8. On the left navigation bar, click “Benefit Coverages” to see employee/user benefits:



9. You will see the benefits an employee/user will have. Refer to the items in the middle of the page that will state the status of the benefits you are seeing:



10. Under each benefit click “Additional Information” to see benefit notes:

10

[^ Additional Information](#)

Deduction Type: Pre-Tax Reason for Change: Administrative Correction Saved By: Tim Crum Saved Date: 01/10/2024 06:57 AM CT

11. To the right of each benefit, you will see the employer and employee costs associated with each benefit:

Employee cost per pay period \$59.90

Cost Details Per Pay Period	
Employer Contribution	\$59.90
Employee Cost (pre-tax)	\$59.90
Employee Cost (post-tax)	\$0.00

11

Employee cost per pay period \$46.23

Cost Details	
Employee Cost (pre-tax)	\$46.23
Employee Cost (post-tax)	\$0.00

12. To see benefits for a prior period, enter a date at the top right of the screen:

12

View your benefits as of another date: