

bswift[®] Reviewing Benefit Coverages

- **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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Signed in at FrankCrum Corporate, Inc. as Manager 👻			
	Admin		
elcome to the Benefits Advisor home page!	0		
	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:

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.

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FRANKCRUM CORPC INC 3554286	RATE, User Administr	ration
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Search for User	Use Advanced Search if you wa	int to filter your search results.

* Your ability to search by SSN will be impacted by SSN masking &/or your

Search for an Existing User

Reset Fields

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Search

Jasmine Rodriguez

Search



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:

Admin • Report	s ▼ Library ▼ Billing
FRANKCRUM CORPORATE, INC 3554286 MANAGER AD	User Administration Enter part or all of a user's First Name, Last Name, Employee Use Advanced Search if you want to filter your search result * Your ability to search by SSN will be impacted by SSN mass
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10. Under each benefit click "Additional Information" to see benefit notes:



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



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

