



Compliance Basics^{Plus} SPD Wrap & 125 POP

We are happy to provide you with a service that keeps you current with PPACA, employment laws (federal & state) and ERISA employee notices. Create, store and update required SPDs & 125 Premium Only Plan documents.

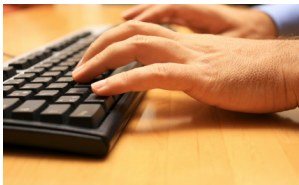


Compliance Basics

- **Affordable Care Act Requirements** – Obtain step by step instructions on PPACA changes, due dates and employer actions.
- **Employment Law Updates & Reminders** – Stay informed of federal and state employment law changes, due date reminders and needed employer actions.
- **Employee Notifications** – Generate customized all-in-one annual employee notices such as Medicare Part D, CHIP, WHCRA, HIPAA, Initial COBRA, Health Exchange, etc. Access triggering event notice templates as needed for FMLA, COBRA, HIPAA Breach and Medical Child Support Order Notice.
- **HR Solutions** – Forms, Templates, Tools, Legal Library and Supervisor Guidance needed to run your human resources department and comply with employment laws.
- **Health Exchange Notice** – Our Web-based system automatically creates and emails this notice for distribution.
- **HIPAA Compliance Kit** – Receive guidance, policies, forms and tools needed to comply with HIPAA.

SPD Wrap & 125 POP

- Create, store and edit Summary Plan Description (SPD) Wrap and 125 POP within our web-based document center.
- Documents are updated automatically with required ERISA changes.
- Clients can access the SPD Wrap Center.
- Service includes ability to run a Summary of Material Modification (SMM) as needed to communicate benefit changes.



- 1 Enter Company Information**
In a few easy steps, your documents will be complete. It only takes a few minutes. One-stop document management location.



- 2 Documents are Emailed**
Login anytime to update and receive new documents for distribution or audits.



- + Updated**
Documents are kept up-to-date with legal requirements. We notify you of changes.

