

THE BUSINESS COUNCIL OF NEW YORK STATE

# Your Guide to EB360<sup>®</sup>

Stay ahead of the game with real-time data  
at your fingertips





## **Welcome to The Business Council of New York State, Inc. Insurance Fund**

For more than 60 years, the Business Council of New York State, Inc. Insurance Fund has been partnering with employers to provide a comprehensive, competitive and stable employee benefits package for employees. The long history of stability and high level of local customer service has allowed the Insurance Fund and the 1,800 insured companies to attract and retain top employees with these programs. Further, by selecting to participate in the Insurance Fund programs, employers gain access to the Powerfully Simple EB360® platform for the day to day management of their benefit programs.

EB360®, The Business Council of New York State, Inc. Insurance Fund benefits management platform, allows employers access to ongoing program administration, plan information, employee information, documents (including proposals, benefit summaries and certificates), claim forms and ID cards for dental and vision.

EB360® is designed to keep members and insurance brokers informed and in control of the insurance programs every step along the way:

- Access plan and employee information with your personalized dashboard
- Monitor benefit selections and enrollment in real time
- Pay your monthly premiums
- Oversee your Business Council plans by computer, mobile phone or tablet

This guide will provide instructions for successfully managing your coverages: Life, Supplemental Life, Dependent Life, Short Term Disability (STD), Long Term Disability (LTD), NY DBL & PFL, as well as Dental and Vision.

**If you have questions, call our  
Customer Service Center at 800-692-5483.**

"AXA" is the brand name of AXA Equitable Financial Services, LLC and its family of companies, including AXA Equitable Life Insurance Company (AXA Equitable) (NY, NY), MONY Life Insurance Company of America (AZ stock company, admin. office: Jersey City, NJ) (MONY America), and AXA Distributors, LLC. All group insurance products are issued either by AXA Equitable or MONY America, which have sole responsibility for their insurance and claims-paying obligations. Some products are not available in all states. 'EB360' is a service mark of AXA Equitable Life Insurance Company, New York, NY.

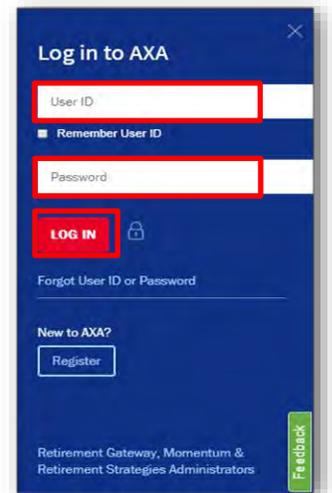
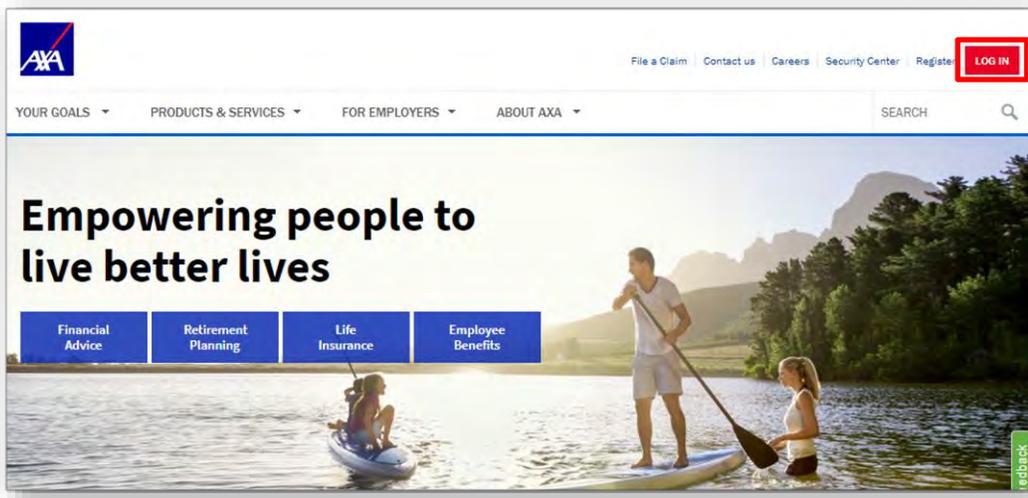


## Topics

Welcome to The Business Council.....	1
Accessing EB360® .....	2
Navigating the Dashboard.....	3
Enrollment & Administration Platform.....	4-12
Reporting.....	13-14
Billing and Payment.....	15-17
Documents.....	18

## Accessing EB360®

1. Open your Google Chrome browser,
2. Go to: <https://us.axa.com>,
3. Log in using your AXA.com User ID and password.



## Navigating the Dashboard

Your dashboard is broken down in 7 sections. The following functionality is available to you:

1. Current Benefits - view total enrollment by coverage and high-level plans
2. Manage Enrollments - employees and their coverages can be added, changed or deleted
3. Billing Summary - view and manage your premiums online
4. Claims - view any claim activity by line of coverage
5. Support - BCNY and broker contact information
6. My Documents - key documents for your Insurance Fund coverages
7. BCNYS Helpful Links - additional resources for Insurance Fund and BCNYS membership

The screenshot displays the BCNYS Insurance Fund dashboard for Group #032058. The interface is organized into several key sections:

- Current Benefits:** Shows enrollment across 4 products, with a group effective date of 11/1/2018 and a renewal date of 1/1/2020. It features four coverage metrics: 6 Dental, 11 Group Life, 5 Short-Term Disability, and 5 Long-Term Disability.
- Manage Enrollments:** Provides instructions on adding new hires and updating existing employees' information. It includes a link to the Enrollment & Administration Platform.
- Billing Summary:** Displays a balance of \$288.51 as of 04/17/2019, with coverage paid through 04/30/2019. A link to Invoices & Payments is provided.
- Claims:** Shows a bar chart with 1 YTD claim. A legend indicates MTD Claims (blue) and YTD Claims (yellow).
- Support:** Lists contact information for the Policy Admin & Billing Manager and the Broker, Ludwig Von Drake.
- My Documents:** Lists various documents including Enrollment, Evidence of Insurability Reports, Policies and Welcome Kit, Proposals, Enrollment and Admin Template, Life Claim Form, and Disability Claim Form.
- BCNYS Helpful Links:** Provides links to About BCNYS, Customer and Producer Resources, Insurance Fund Benefits Programs, and BCNYS Forms.

## Enrollment & Administration Platform

- Available for groups that don't offer online self-service enrollment to their employees
- Accessible from EB360® with no additional login
- Enables these self-service features
  - Initial enrollment setup via a census file upload
  - Post enrollment changes
    - Mass changes via spreadsheet
    - Individual-level changes and addition of new employees and dependents
  - Report generation of:
    - Census
    - Benefit elections
    - Confirmation statements

There are two options for navigating to the *Enrollment & Administration Platform*:

Option 1: From the menu option in the upper right-hand corner of your dashboard, select *Enrollment & Administration Platform* link

Option 2: In the Manage Enrollment" section on your dashboard, select *Enrollment & Administration Platform* link.

The screenshot displays the EB360 dashboard for Group #0032058. At the top right, a user menu for Donald is visible with a notification bell icon. Below the header, the dashboard is divided into several sections. The 'Current Benefits' section shows 235 Dental, 223 Vision, and 466 Group Life. The 'Manage Enrollments' section contains a blue button labeled 'Enrollment & Administration Platform'. A red dashed arrow originates from this button and points to the 'Enrollment & Administration Platform' link in the top-right menu. The menu also includes 'Dashboard', 'Find a Provider', 'Claims Forms', and 'Help'. Other sections include 'Billing Summary' with an 'Invoices & Payments' link and a 'Claims' bar chart showing 145 claims.

These links will bring you to the *Enrollment & Administration Platform* landing page where you can access the following:

- Plan Details: Displays all products your group is enrolled in, as well as the rates and features for each product. You can also generate benefit summaries from here.
- Enrollment Actions: Initial and post enrollment changes can be made on employees and dependents. Users can also access individual employee pages from this section.
- Download a blank enrollment file or a pre-populated demographic and benefits file.
- Reporting: Confirmation statements, census reports and benefit election reports are available to generate.



## Plan Details

Displays the following:

- Your Coverages with BCNYS
- Rates and features for each product
- Generate benefit summaries for each employee from here

redefining / standards®

Miner, Melissa

Return to Main Page Return to Group Search

Enrollment & Administration Platform

Selected Group: SAGE MultiClass 100% ER Paid## (004980)

Enrollment: In-Progress Complete

- Group Life
- Dental
- Vision
- Short Term Disability
- Long Term Disability

Cancel Back **Generate Benefit Summary**

redefining / standards®

Miner, Melissa

Return to Main Page Return to Group Search

Enrollment & Administration Platform

Selected Group: SAGE MultiClass 100% ER Paid## (004980)

Enrollment: In-Progress Complete

- Group Life
  - Class 1
 

Marketing Name	Effective Date	Renewal Date	Termination Date	
Basic Group Life	01/01/2019	01/01/2021		<a href="#">Edit Features</a>

Plan Name: Basic Group Life Plan Renewal Date: 01/01/2021

Current In-Force Rates

Rate Amount	Effective Date	Effective End Date	Rating Base	EE Contribution Percentage	ER Contribution Percentage	Rate Updated Date	Updated By	Edit
0.872	01/01/2019		1000	100.000	0.000	12/07/2018	UpdateProposal	

Future Rates

Rate Amount	Effective Date	Effective End Date	Rating Base	EE Contribution Percentage	ER Contribution Percentage	Rate Updated Date	Updated By	Edit
No records found								

HISTORICAL RATES

Rate Amount	Effective Date	Effective End Date	Rating Base	EE Contribution Percentage	ER Contribution Percentage	Rate Updated Date	Updated By	Edit
No records found								

CLOSE

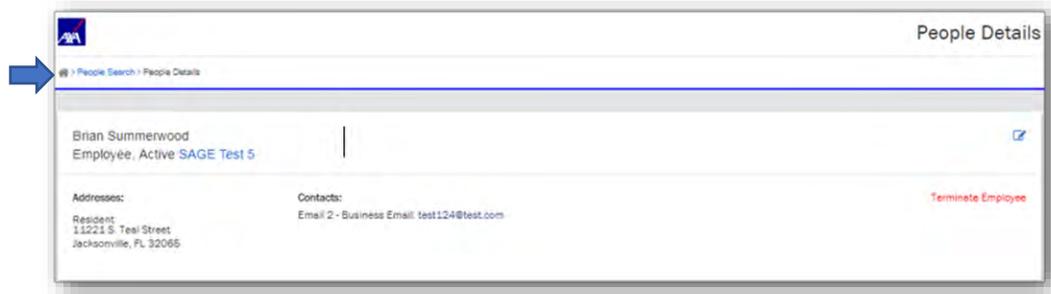
Feature Names

Feature Name	Feature Value	Effective Start Date	Effective End Date
Accelerated Death Benefit Maximum	\$250000	Dec 7, 2018	
Accelerated Death Benefit percentage	75%	Dec 7, 2018	
Benefit Reduction at Age 65	35%	Dec 7, 2018	
Benefit Reduction at Age 70	50%	Dec 7, 2018	
Benefit Reduction at Age 75	50%	Dec 7, 2018	
Benefit Reduction at Age 80	50%	Dec 7, 2018	
Benefit Reduction at Age 85	50%	Dec 7, 2018	
Benefit Reduction at Age 90	50%	Dec 7, 2018	
Commission Structure	Standard	Dec 7, 2018	
Earning Def Period (in month)	24	Dec 7, 2018	

CLOSE

## Enrollment Actions

Navigating the Enrollment Section: You can always navigate back to your group's landing page by simply clicking on the icon in the header. 🏠



## Individual Employee Post-Enrollment Changes

This function will allow you to make changes to active employees or dependents without uploading a new census file. Changes and additions can be completed on a per person basis.



By selecting Individual Employee Post-Enrollment Changes and clicking next, you will see an employee listing for your group. Here you can search and update employee and dependent coverage. You can also add an entirely new employee and dependent coverage.

**Option A:** Updates to existing employees and dependents

Selected Group: SAGE Test 5 (003248)

Last Name	First Name	SSN	Role	DOB	Status	Start Date	Termination Date	Cert Number	
miner	melissa	****5806	Employee	10/07/1985	A	04/11/2018		00023420	Terminate
Grain	John	****8157	Employee	01/01/1975	T	01/01/2008	06/12/2018	00023421	Terminate
Summerwood	Brian	****7840	Employee	02/01/1976	A	02/01/2009		00023422	Terminate
Griffy	James	****4157	Employee	03/02/1977	A	03/01/2010		00023423	Terminate
Jackson	Lauren	****7157	Employee	06/05/1977	A	03/01/2010		00023424	Terminate
Kirby	Deborah1	****6789	Employee	04/21/1987	T	09/03/2007		00023453	Terminate
Anthony	Kimberly	****3259	Employee	06/04/1967	A	11/15/2014		00023454	Terminate
Kirby	Deborah	****2999	Employee	07/26/1978	A	09/03/2007		00023455	Terminate
Anthony	Kimberly	****3256	Employee	06/04/1967	A	11/15/2014		00023456	Terminate
Smith	Daniell	****5676	Employee	05/16/1949	A	02/09/1995		00023457	Terminate

Buttons: + Add Employee, + Add Dependent, + Add Coverage, + Add Document

After clicking on the desired individual, you will be sent to that person’s details page. Here you can view the current information and submit any changes.

**People Details**

John Jones  
Employee, Active SAGE MultiClass 100% ER Paid#

Addresses: 21111 central street, Houston, AK 77460

Demographic: SSN: \*\*\*\*1111, DOB: 01/01/2000, Gender: Male, Marital Status: UNK

Employment: Member ID: 03/01/2010, Class: 1, Salary: , Termination Date: , Cobra Ind: , Pay Schedule: , Reinstated Date: , Branch No:

Other Information: Student Ind: 0048011221111V, BSwift User ID: , Certificate No: 00234809, LDAP ID: EBEMP303648, Disability Ind: , Primary Ind:

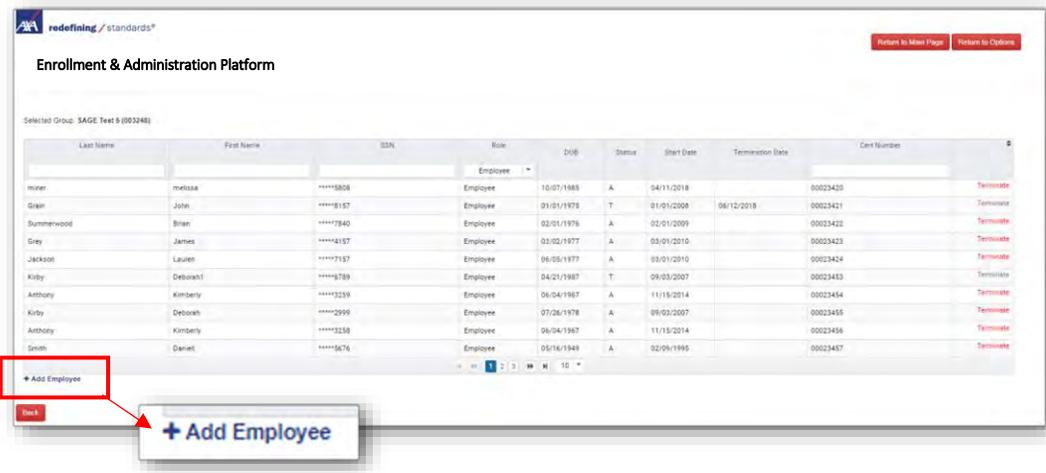
Dependents: + Add Dependent

Coverages: + Add Coverage

Documents: No records found

Buttons: Show Person History, Terminate Employee, Generate Confirmation Statement, Upload Document

**Option B:** Add a new employee and coverage



After clicking the Add Employee link, a form will appear. Fill out all the **Required** fields and then press Continue.

The 'Add Employee' form contains the following fields and sections:

- Personal Information:**
  - First Name (Required)
  - Middle Name
  - Last Name (Required)
  - Suffix (Select suffix)
  - Status (Select Status, Required)
  - SSN (Required)
  - DOB (Required)
  - Gender (Select Gender, Required)
  - Class
  - Start Date (Required)
  - Termination Date
  - Contact Ind
  - Student Ind (None)
- Address Information:**
  - Address Type (Select Address Type, Required)
  - Address Line 1 (Required)
  - Address Line 2
  - City (Required)
  - State (Select State, Required)
  - ZIP (Required)
- Buttons:** Add Address, Add Phone, Add Email, Cancel, Reset, Continue.

A confirmation screen will appear for you to review prior to submitting. Once reviewed, press Submit, and the new employee record will be created.

The screenshot shows a window titled "Add Employee" with a sub-header "Confirm your changes below". It contains a table with three columns: "Field", "Original Value", and "Updated Value".

Field	Original Value	Updated Value
Gender		F
Marital Status		UNK
Status		A
Bowfit User Id		004980012358569V
Last Name		Miner
First Name		Elsie
SSN No		012358569
Date of Birth		Thu May 21 1970 00:00:00 GMT-0400 (Eastern Daylight Time)
HR Contact Indicator		N
Class Code		1
Employee Effective Start Date		Fri Feb 01 2019 00:00:00 GMT-0500 (Eastern Standard Time)

After submitting the new employee record, you will be asked if you want to add coverage to the employee. Pressing Yes will navigate you to the employee's page with the Add Coverage form opened.

The screenshot shows a dialog box titled "Add Coverage" with the question "Would you like to add coverage for Elsie Miner?". Below the question are two buttons: "Yes" and "No".

Once the screen appears, select the desired line of coverage. You will want to know ahead of time what class the employee falls under so the correct coverage can be selected.

The screenshot shows the "Add Coverage" form. At the top, there is a dropdown menu labeled "STD Class [1 Class 1]". Below it is a search bar with a magnifying glass icon. A list of coverage options is displayed below the search bar, with "STD Class [1 Class 1]" highlighted in blue. The list includes: "Vision Plan [1 Class 1]", "Vision Plan [2 Class 2]", "Basic Group Life [1 Class 1]", "Basic Group Life [2 Class 2]", "STD Class [1 Class 1]", "STD Class [2 Class 2]", "LTD Class [1 Class 1]", and "LTD Class [2 Class 2]". At the bottom of the form are three buttons: "Cancel", "Reset", and "Confirm".

Select the Change Reason; note that waiting periods, EOI rules and late entrant rules will apply based on the Change Reason selected.

The screenshot shows a dialog box titled "Add Coverage". It contains a dropdown menu for "STD Class" with the value "1 Class 1". Below it is a "Change Reason\*" dropdown menu that is open, displaying a list of options: "Administrative Change", "Life Event", "New Hire Enrollment", "Open Enrollment", "Salary Change", and "Override calculated benefit amount". The "Override calculated benefit amount" option is currently unchecked. At the bottom of the dialog box, there are three buttons: "Cancel", "Reset", and "Confirm".

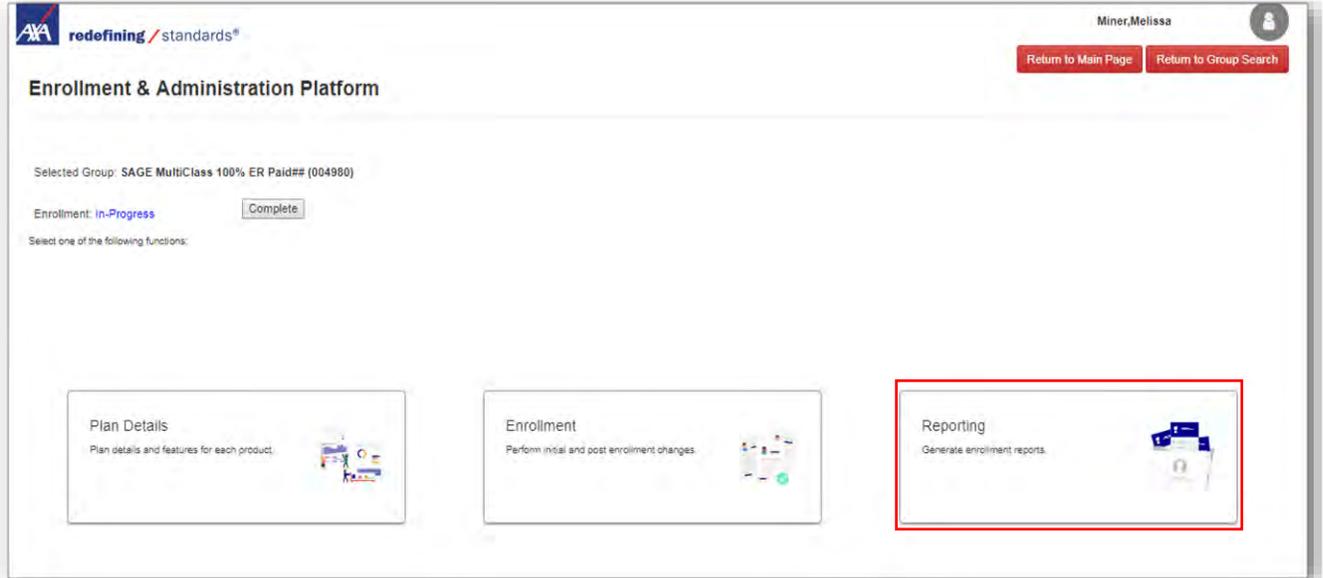
Input an Effective Date; note that the system will also determine the correct effective date for the coverage. It will alert you if it has calculated a different effective date than what you provided. Effective date is not needed for new hires.

This screenshot shows the same "Add Coverage" dialog box as above, but with the "Effective Date\*" field now populated with the date "02/22/2019". A small calendar icon is visible to the right of the date input. The "Override calculated benefit amount" checkbox remains unchecked. The "Cancel", "Reset", and "Confirm" buttons are still present at the bottom.

\*Override calculated benefit amount is only available for some user types.

Initial Census Uploading will be performed by The Business Council Customer Service team; if you require the upload capabilities, please contact us and we will provide instructions and training for that function.

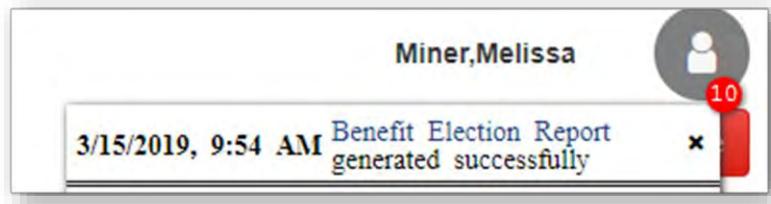
## Reporting



1. To access the reporting tool, you will need to select the Reporting box and then click on the desired report. Within the reporting tool, you will have the ability to generate three different reports:
  - Confirmation Statement
  - Census EE Only Report
  - Benefit Elections EE Report
2. After the report type has been selected, you will be provided with the following report options
  - As of Date – This option allows you to set a specific date and generate any report based on the information from that date; or,
  - Reporting Timeframe – This option allows you to run the report for a set period.
  - Select employee for report- All of Specific

The screenshot shows the configuration screen for the reporting tool. On the left, there are three report options, each with a "Generate" button: "Confirmation Statement" (Generate a confirmation statement report.), "Census Report" (Generate a census report.), and "Benefit Elections EE Only Report" (Benefit elections employee only report.). On the right, the "Report: Confirmation Statement" is selected. Below this, there are settings for "Cost Contribution" (Employee and Employer Cost) and "Custom Message". A section for "Please specify the desired reporting period:" has "As of Date" selected with a date of 3/15/2019, and "Reporting Timeframe" also set to 3/15/2019. Below that, "Please select cost display format" has "Pay Period Cost" selected. At the bottom, there is a "Select employees to whom report need to be generated" dropdown menu currently set to "Choose". At the very bottom, there are three buttons: "Cancel", "Back", and "Generate".

- Once the reporting period has been selected, clicking on the Generate button will trigger the generation of the report. Once the generation is complete, you will receive a notification. Click on the report name, and it will download the document to your computer.



## Report Types

**Confirmation Statements** - This report will create a zip file, which contains PDF statements for each employee based on the period selected.

Confirmation State...zip

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
002855_Anthony_Cousins_2018071...	Adobe Acrobat Document	51 KB	No	53 KB	4%	07/10/2018 10:54 AM
002855_Brian_Heart_2018071010541...	Adobe Acrobat Document	51 KB	No	53 KB	4%	07/10/2018 10:54 AM
002855_Caitlin_James_20180710105...	Adobe Acrobat Document	51 KB	No	53 KB	4%	07/10/2018 10:54 AM

**Census EE Only Report** – This report will create an excel file, which shows the census data for employees based on the period selected.

Census EE Only Rep...

Client Name	Last Name	First Name	Social Security Number	Relationship	Date of Birth	Gender	Time Status	Employment Status	Job Title	Department	Location	Division	Benefit Class Name	Salary	Hire Date
SAGE Test 3	Anderson	Roy	325659889	Employee	6/3/1982	M	1	Active						\$60000.00	10/1/2009
SAGE Test 3	Bennett	Roger	999110006	Employee	10/7/1975	M	1	Active						\$100000.00	3/8/2016

**Benefit Elections EE Only Report** – This report will create an excel file, which shows all coverages for employees based on the period selected.

Benefit Election EE...

Client Name	Group Number	Last Name	First Name	Middle Initial	Social Security Number	Benefit Plan Type	Coverage Effective Date	Employee Cost	Employer Cost	Coverage Amount 1	Benefit Class Name
SAGE Test 3	002855	Bennett	Roger	R	999110006	Basic Group Life 45327	6/1/2018	\$24.80	\$0.00	\$200000.00	Owners, Executives, and Managers
SAGE Test 3	002855	Bennett	Roger	R	999110006	Basic Group Life AD&D 45326	6/1/2018	\$2.80	\$0.00	\$200000.00	Owners, Executives, and Managers
SAGE Test 3	002855	Bennett	Roger	R	999110006	Dental Plan 21551	6/1/2018	\$83.18	\$83.18		Owners, Executives, and Managers

## Billing (List Bill)

On your dashboard, you will find Billing Summary.

**Billing Summary**

Balance as of 03/19/2019 @ 08:23 AM

\$895.17

Coverage paid thru  
01/31/2019

[Invoices & Payments ↗](#)

Payments made today on EB360® are reflected the next business day.

[Details on current balance →](#)

Click on Invoices & Payments. This will bring you to transactions and includes:

- Summary of Amount Due broken down by Total Due and Overdue Amount
- In the Account History:
  - Invoices are the billing statements
  - Receipts are payments made and applied to your account

Total Amount Due - Payment Due 4/1/2019: \$895.17

**Payment Amount**

Total Amount Due: \$895.17

Overdue Amount: \$596.78

You have the ability to change the method of how you can receive your invoice. Please select the method you wish to receive your invoice and click Save.

Mail  
  Email  
  Both

[Save](#)

[Pay Now](#)
[Manage Accounts](#)

Account History

Transaction Identifier	Due Date	Coverage Month	Amount	Transaction Type	Transaction Date	View
1000007418	4/1/2019	4/2019	\$895.17	Invoice	3/17/2019	<a href="#">PDF</a> <a href="#">CSV</a>
1000005910	3/1/2019	3/2019	\$596.78	Invoice	2/21/2019	<a href="#">PDF</a> <a href="#">CSV</a>
100001256			\$298.39	Payment	2/9/2019	<a href="#">Receipt</a>
1000004259	2/1/2019	2/2019	\$596.78	Invoice	2/6/2019	<a href="#">PDF</a> <a href="#">CSV</a>
1000001685	1/1/2019	1/2019	\$298.39	Invoice	1/7/2019	<a href="#">PDF</a> <a href="#">CSV</a>

Each of your bills can be viewed as CSV (Excel) files or PDF.

To remit payment to BCNYS, please note:

- Print the PDF file, detach the coupon and mail it with your payment.
- Pay as billed only. Any adjustments will be reflected in the next month's bill.

**BENEFITS ACCOUNT STATEMENT**

<b>Previous Balance</b>	<b>\$596.78</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Current Period Premium Charges</b>	<b>\$298.39</b>
<b>Current Period Fee Charges</b>	<b>\$0.00</b>
<b>Prior Period Premium Adjustments</b>	<b>\$0.00</b>
<b>Prior Period Fee Adjustments</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$895.17</b>

The above charges include a \$0.39 per-employee-per-month fee for the Employee Assistance Program (EAP).

Your payment is due by the date shown above. The grace period is thirty (30) days past the due date.

If payment is not received at that time, coverage may be terminated.

Please pay in full as billed. Changes will be reflected on your next invoice.

For enquiries, call 1-800-692-5483.

**NOTICE:** When you provide a check as payment, you authorize the use of information from your check for a one-time electronic fund transfer. Funds may be withdrawn on the same day that the check is received and you will not receive your check back from your financial institution.

**Please detach and include with payment, keep top portion for your records.**

Account #: 20000000011905  
Invoice #: 1000007418  
Due Date: 04/01/2019  
Total Amount Due: **\$895.17**

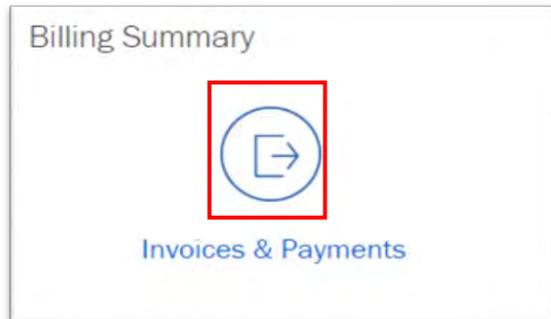
Amount Included: \$

--	--	--	--	--	--	--	--	--	--

Please make checks payable to:  
THE BUSINESS COUNCIL OF NYS, INC. INSURANCE FUND  
P.O. Box 21749  
New York, NY 10087-1749

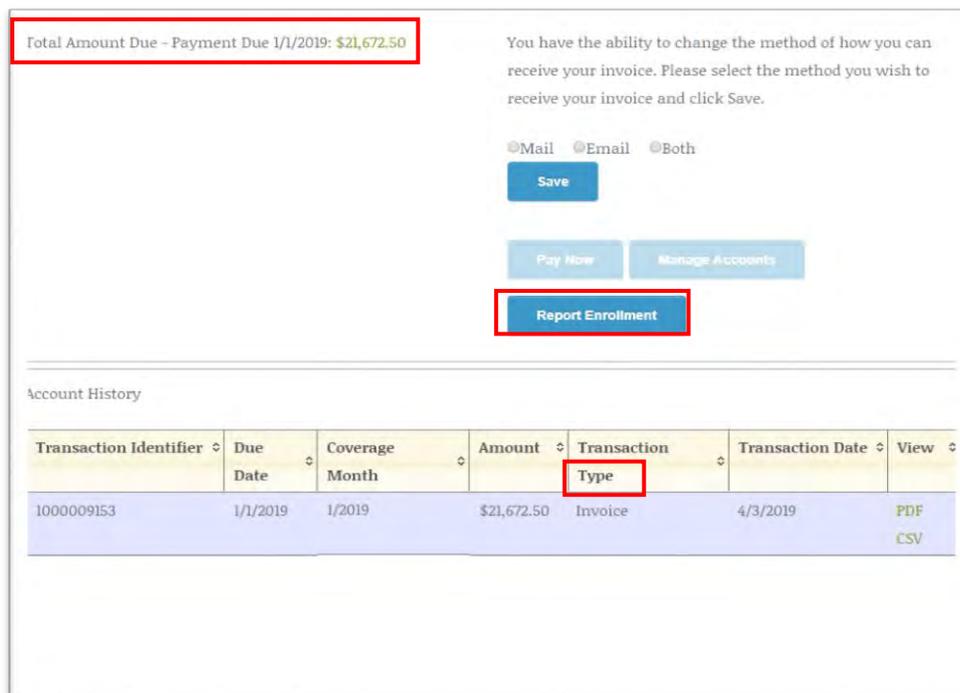
## Billing (Self-Administered Billing)

On your dashboard, you will find Billing Summary.



Click on Invoices & Payments or on the icon. This will bring you to transactions and includes:

- Summary of Amount Due broken down by Total Due and any Overdue Amount
- In the Account History:
  - Invoices are the billing statements
  - Receipts are payments made and applied to your account



Total Amount Due - Payment Due 1/1/2019: **\$21,672.50**

You have the ability to change the method of how you can receive your invoice. Please select the method you wish to receive your invoice and click Save.

Mail  Email  Both

[Save](#)

[Pay Now](#) [Manage Accounts](#)

[Report Enrollment](#)

---

Account History

Transaction Identifier	Due Date	Coverage Month	Amount	Transaction Type	Transaction Date	View
1000009153	1/1/2019	1/2019	\$21,672.50	Invoice	4/3/2019	<a href="#">PDF</a> <a href="#">CSV</a>

To create your new billing statement, click on Report Enrollment. You will be asked if you want to copy the totals from the previous month's report.

### New Month Available

A new month is available to report. Do you want to copy the previous month values?

Yes
No

Your invoice is now ready for input and finalization:

Choose Month: 2/2019 search

Product	Coverage	Coverage Tier	Headcount	Volume	Rate	Rate Basis	Premium
Life	Life 1/All Active Full Time Eligible Employees	Employee	0	0	\$0.154	Per \$1000 of Volume	\$0.00
Life	Life 2/All Active Part Time Eligible Employees	Employee	0	0	\$0.154	Per \$1000 of Volume	\$0.00
Life	Life 3/All Active Eligible Community Member or Religious Staff	Employee	0	0	\$0.154	Per \$1000 of Volume	\$0.00
AD&D	Basic Group Life AD&D 1/All Active Full Time Eligible Employees	Employee	0	0	\$0.02	Per \$1000 of Volume	\$0.00
AD&D	Basic Group Life AD&D 2/All Active Part Time Eligible Employees	Employee	0	0	\$0.02	Per \$1000 of Volume	\$0.00
AD&D	Basic Group Life AD&D 3/All Active Eligible Community Member or Religious Staff	Employee	0	0	\$0.02	Per \$1000 of Volume	\$0.00
Supp. Life	Supplemental Life 1/All Active Full Time Eligible Employees	Employee	0	0	\$0.181	Per \$1000 of Volume	\$0.00
Supp. Life	Supplemental Life 2/All Active Part Time Eligible Employees	Employee	0	0	\$0.181	Per \$1000 of Volume	\$0.00
Supp. Spouse Life	Supplemental Spouse Life 1/All Active Full Time Eligible Employees	Employee	0	0	\$0.181	Per \$1000 of Volume	\$0.00
Supp. Spouse Life	Supplemental Spouse Life 2/All Active Part Time Eligible Employees	Employee	0	0	\$0.181	Per \$1000 of Volume	\$0.00
Supp. Child Life	Supplemental Children's Life 1/All Active Full Time Eligible Employees	Employee	0	0	\$0.12	Per \$1000 of Volume	\$0.00
Supp. Child Life	Supplemental Children's Life 2/All Active Part Time Eligible Employees	Employee	0	0	\$0.12	Per \$1000 of Volume	\$0.00
LTD	Long Term Disability 1/All Active Full Time Eligible Employees	Employee	0	0	\$0.29	Per \$100 of Volume	\$0.00

Save & Submit
Save & Close
Cancel

You have two options for reporting the headcount and volume totals:

- Option A (preferred) - provide the numbers by billing class
- Option B - if the rates for each line of coverage are the same, you can "aggregate" lives and volume into one line for each coverage

You can now save your work:

- Save and Close - keeps the statement open to review later
- Save and Submit - locks you bill and becomes a final billing statement

- You will now be asked to confirm enrollment. This will lock/save your bill.
- Refresh the page.
- Your bill is now ready.

Each of your bills can be viewed as CSV (Excel) files or PDF.

To remit payment to BCNYS, please note:

- Print the PDF file, detach the coupon and mail with your payment.
- Pay as billed only. Any adjustments will be reflected in the next month's bill.

**BENEFITS ACCOUNT STATEMENT**

<b>Previous Balance</b>	\$0.00
<b>Payments</b>	\$0.00
<b>Current Period Premium Charges</b>	\$21,672.50
<b>Current Period Fee Charges</b>	\$0.00
<b>Prior Period Premium Adjustments</b>	\$0.00
<b>Prior Period Fee Adjustments</b>	\$0.00
<b>Total Amount Due</b>	<b>\$21,672.50</b>

Your payment is due by the date shown above. The grace period is thirty (30) days past the due date. If payment is not received at that time, coverage may be terminated. Please pay in full as billed. Changes will be reflected on your next invoice. For enquiries, call 1-800-692-5483.

**NOTICE:** When you provide a check as payment, you authorize the use of information from your check for a one-time electronic fund transfer. Funds may be withdrawn on the same day that the check is received and you will not receive your check back from your financial institution.

**Please detach and include with payment, keep top portion for your records.**

Account #:	20000000013019
Invoice #:	1000009153
Due Date:	01/01/2019
<b>Total Amount Due:</b>	<b>\$21,672.50</b>

Amount Included: \$ 

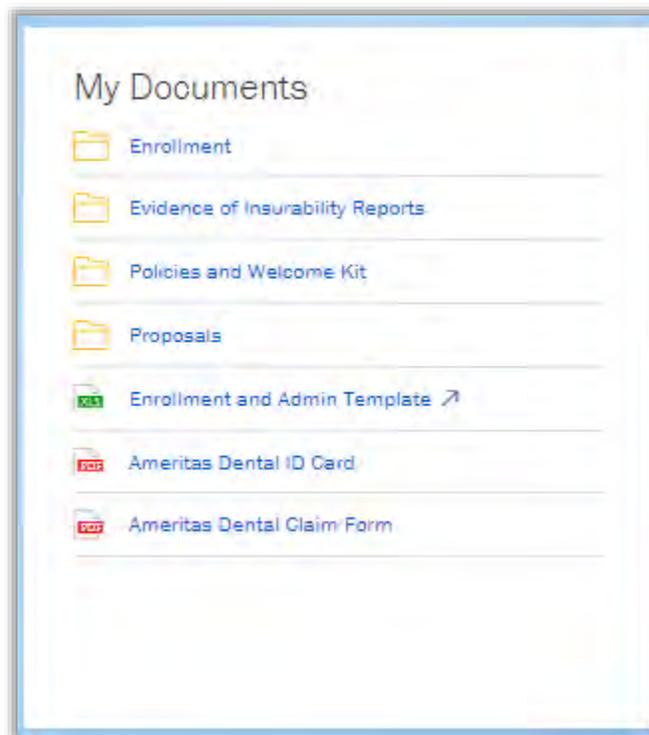
--	--	--	--	--	--	--	--

Please make checks payable to:  
**THE BUSINESS COUNCIL OF NYS, INC. INSURANCE FUND**  
 P.O. Box 21749  
 New York, NY 10087-1749

## Documents

Your important program management documents are included and maintained in the My Documents folder on your dashboard as follows:

- Enrollment contains the latest Benefit Summaries for all of your AXA Life and Disability coverages as well as you Benefit Highlight sheets for Ameritas Dental and Vision plans
- Evidence Reports will display a report of EOI status
- Policies and Welcome Kit contains Certificates for all of your benefits plans
- Proposals display all SOLD proposals
- Enrollment and Admin Template can be used for mass employee/enrollment uploads
- Claim Forms from AXA and Ameritas for their coverages
- ID Cards for Ameritas Dental and Vision plans



"AXA" is the brand name of AXA Equitable Financial Services, LLC and its family of companies, including AXA Equitable Life Insurance Company (AXA Equitable) (NY, NY), MONY Life Insurance Company of America (AZ stock company, admin. office: Jersey City, NJ) (MONY America), and AXA Distributors, LLC. All group insurance products are issued either by AXA Equitable or MONY America, which have sole responsibility for their insurance and claims-paying obligations. Some products are not available in all states. 'EB360' is a service mark of AXA Equitable Life Insurance Company, New York, NY.

