THE BUSINESS COUNCIL OF NEW YORK STATE

Your Guide to EB360®

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

Broker Compensation and Billing

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

Your firm has selected the Business Council of New York State, Inc. Insurance Fund to provide and administer the employee benefit program for your clients.

The products selected can be effectively managed on EB360®, a powerful benefits management platform created by AXA that provides easy access to ongoing program administration, plan information, employee information, documents (including proposal, benefit summaries and certificates), claim forms and ID cards for dental and vision.

As the financial contact at your firm, you now have real-time access to successfully managing Compensation Statements and view Billing transactions on EB360® for AXA Life, Supplemental Life, Dependent Life, Short Term Disability (STD), Long Term Disability (LTD), NY DBL & PFL, as well as Ameritas Dental and Vision plans.

If you have questions on EB360®, call our Customer Service Center at 800-692-5483.

IU-2565368 (6/19) (Exp.6/21)

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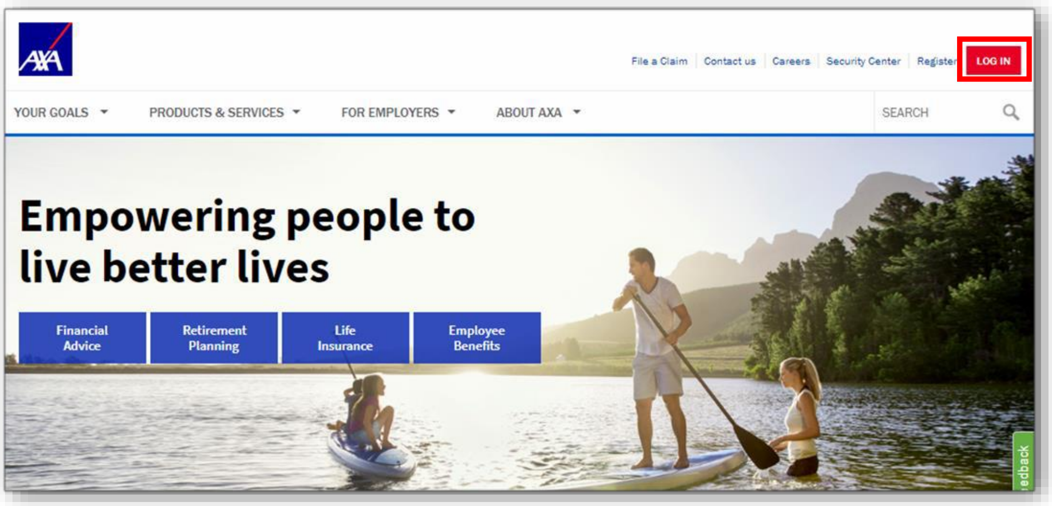
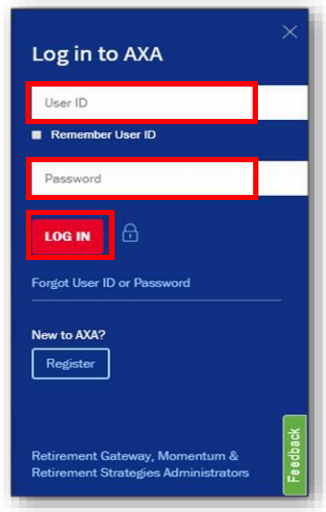
Accessing EB360®

The Business Council will provide you with registration instructions so that you can establish a User ID and Password to gain access to the Compensation and Billing information on your firm's block of business with us.

Open your Google Chrome browser.

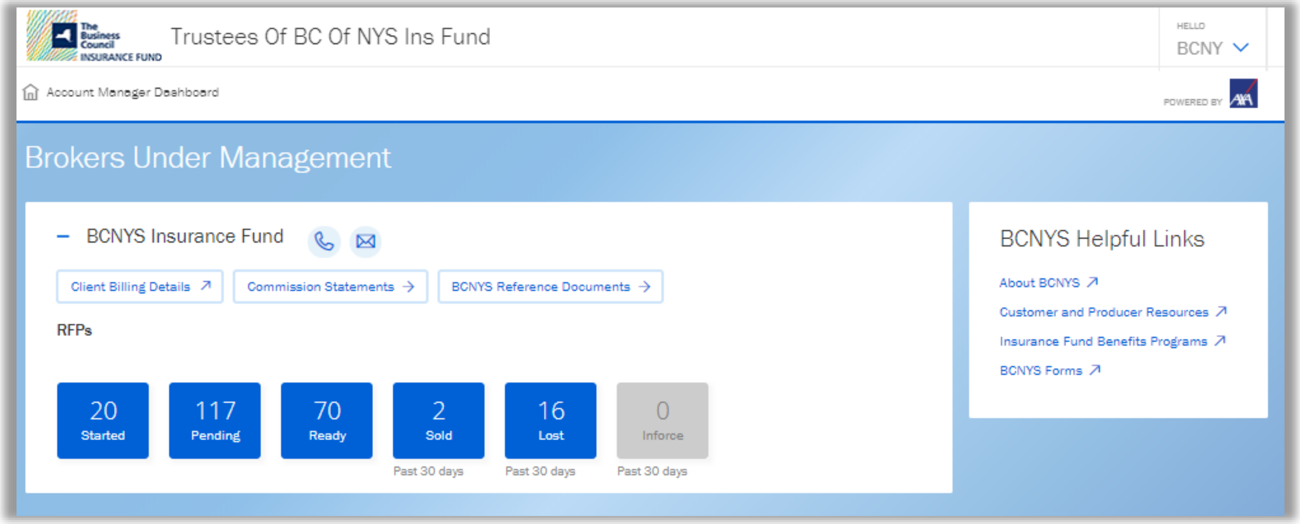
1. Go to: https://us.axa.com.
2. Log in using your AXA.com User ID and password.



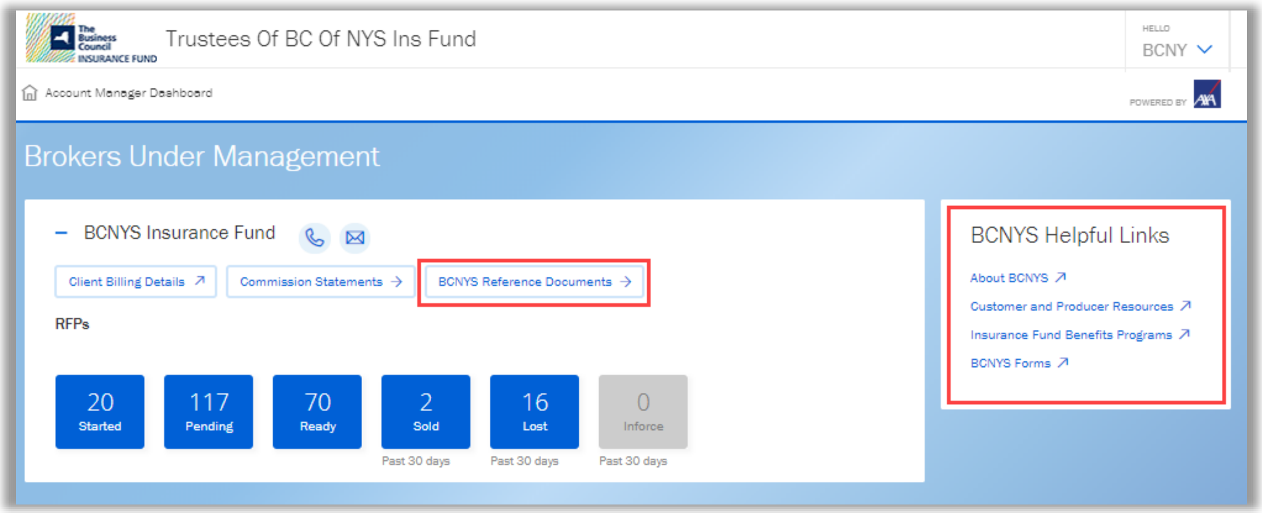


Your Dashboard

The Broker Dashboard has distinct sections of functionality that you, as the financial contact, can access in real time.



By clicking Business Council Reference Documents or on the BCNYS links, you have access to additional documents and forms for your specific client.



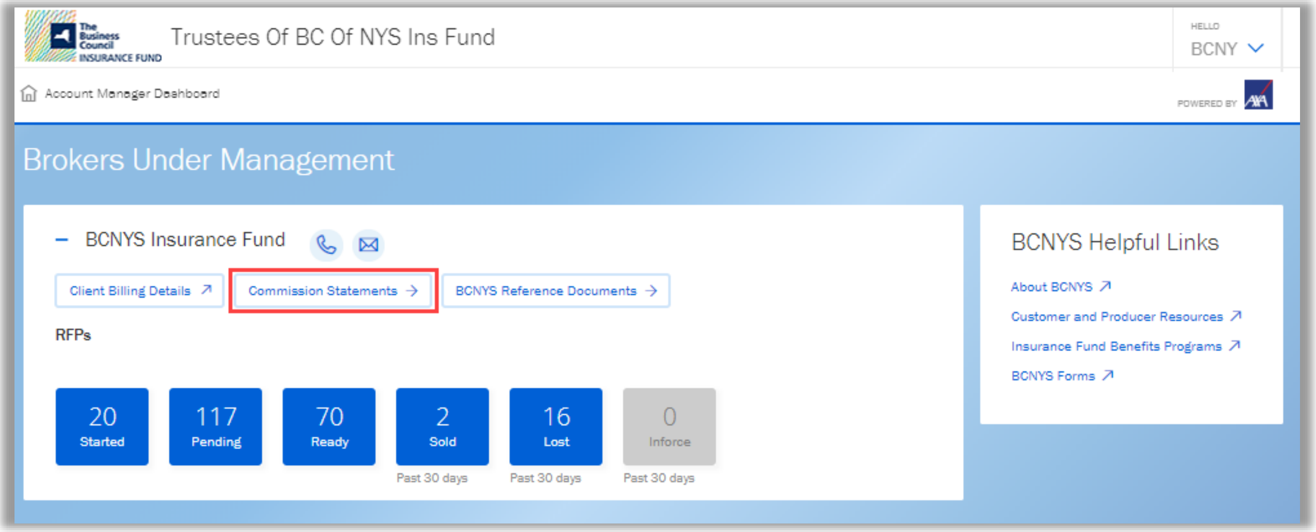
The BCNYS Helpful links include:

- General information about the Business Council
- Customer and producer information
- BCNYS Product and services overview
- EB360® registration information
- Additional documents for enrollment, claims and administration forms

Broker Dashboard

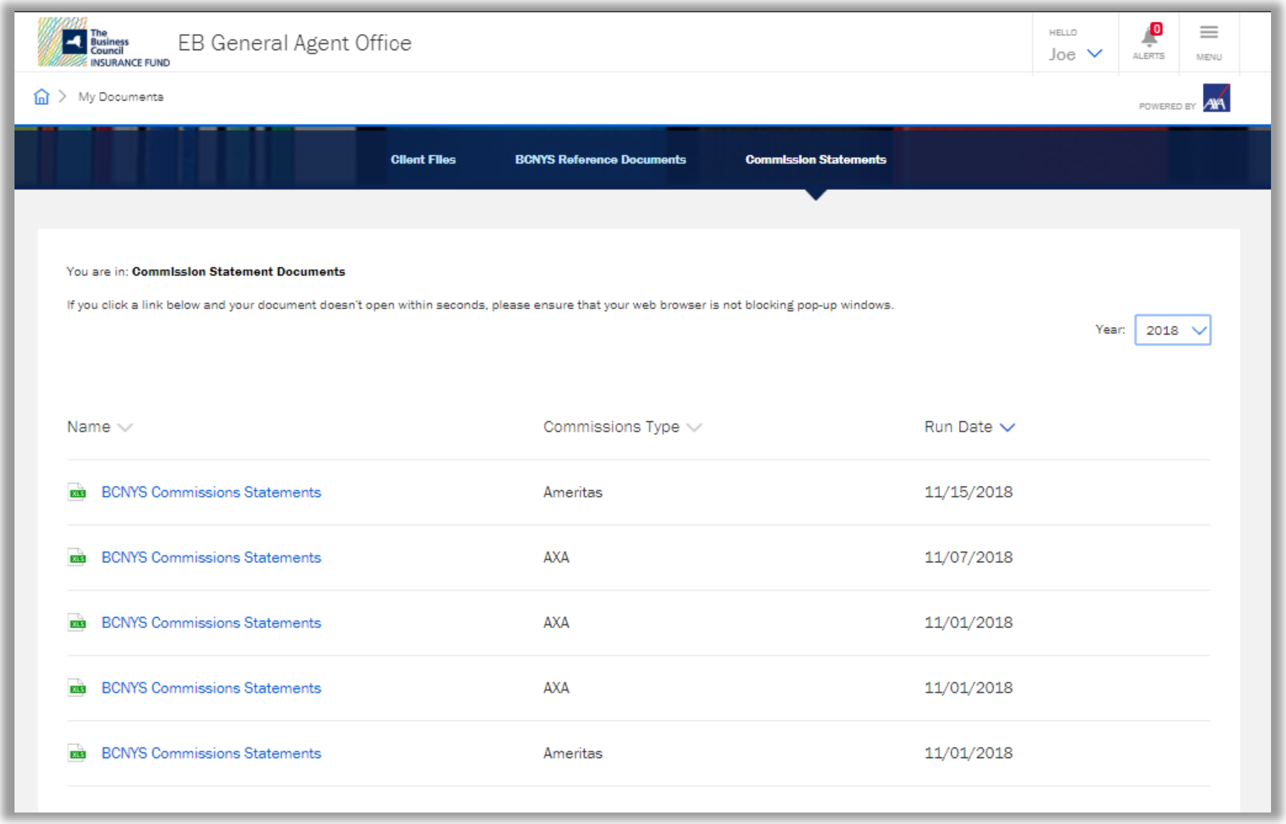
Commissions Statements

Simply click on the Commissions Statements button from your dashboard to view current year and prior year statements. Commissions Statements can be downloaded, saved and printed as needed.



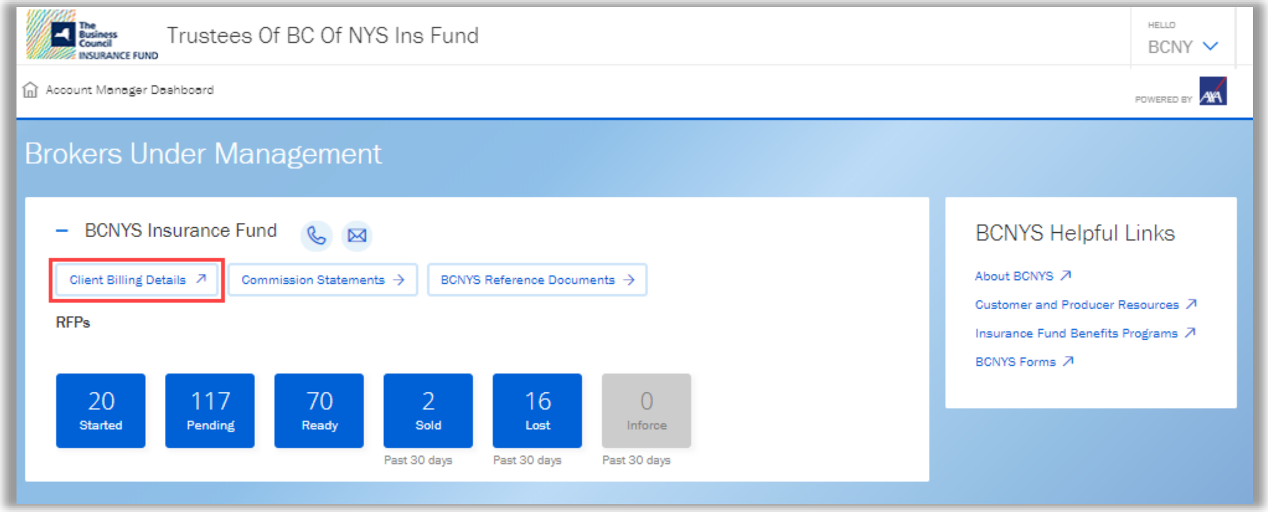
Please note that you will receive an e-mail notification from us each time we post your Commission Statement on EB360®.

All statements generated will be posted and available as shown below.



Client Billing Details

By clicking Client Billing Details, simply select your client from your book of business.



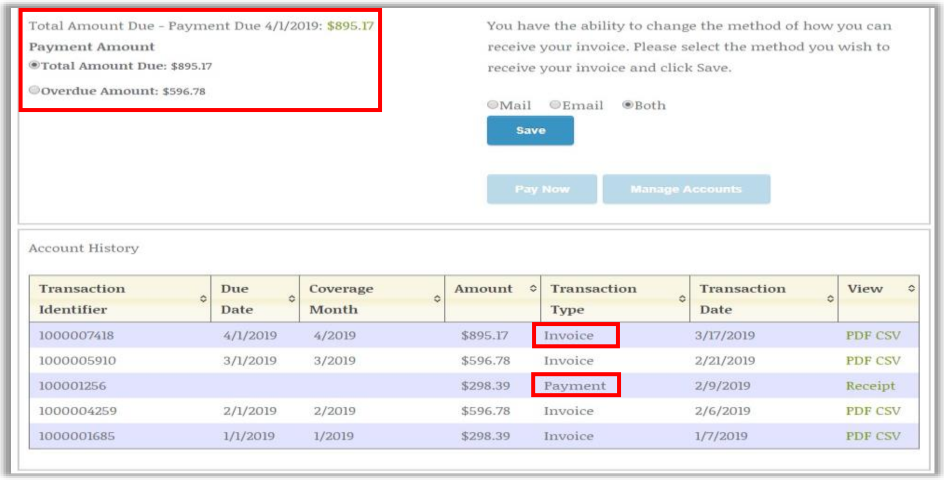
Keep in mind that you may have customers with different billing options:

- List Bill is based of all employee records managed in the system.
- Self-Administered Billing (SAB) is summary billing completed each month by the client and requires headcount (# of lives) and volume by line of coverage.

Billing (List Bill)

This will bring you to billing 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 client's account.
- Each of your client's bills can be viewed as CSV (Excel) files or PDF. For your client to remit payment to BCNYS, please note:
  - Print the PDF file, detach the coupon and mail it with the payment.
  - Pay as billed only. Any adjustments will be reflected in the next month's bill.



Billing (Self-Administered Billing)

This will bring you to billing 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 client's account.