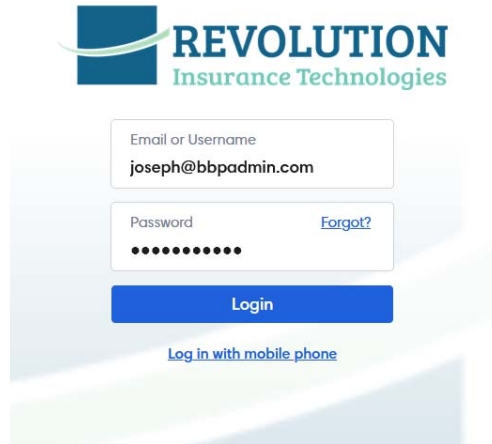


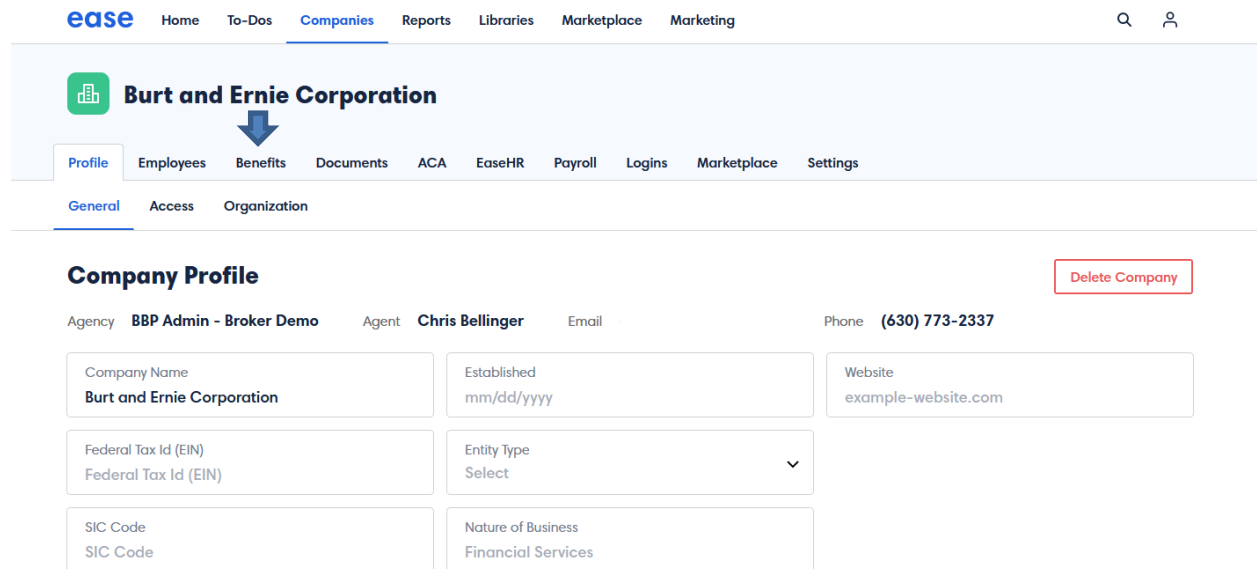
Ease – How to run a consolidated billing report?

First, log into Revolution Insurance Technologies - revolutioninsure.ease.com



The image shows the login page for Revolution Insurance Technologies. At the top is the logo with the text "REVOLUTION Insurance Technologies". Below the logo are two input fields: "Email or Username" containing "joseph@bbpadmin.com" and "Password" with a masked password "••••••••" and a "Forgot?" link. A blue "Login" button is positioned below the password field, and a link "Log in with mobile phone" is at the bottom.

Then click on Benefits to be able to run your report –



The screenshot displays the Ease HR system interface. The top navigation bar includes "ease", "Home", "To-Dos", "Companies", "Reports", "Libraries", "Marketplace", and "Marketing". A search icon and a user profile icon are on the right. Below the navigation bar, the user is logged in as "Burt and Ernie Corporation". A blue arrow points to the "Benefits" tab in the main navigation menu, which also includes "Profile", "Employees", "Documents", "ACA", "EaseHR", "Payroll", "Logins", "Marketplace", and "Settings". Under "Benefits", there are sub-tabs for "General", "Access", and "Organization". The "Company Profile" section is active, showing details for "BBP Admin - Broker Demo" with agent "Chris Bellinger" and phone "(630) 773-2337". A "Delete Company" button is in the top right. The profile details are organized into several input fields: "Company Name" (Burt and Ernie Corporation), "Established" (mm/dd/yyyy), "Website" (example-website.com), "Federal Tax Id (EIN)", "Entity Type" (Select), "SIC Code", and "Nature of Business" (Financial Services).

Once you are at the Benefits tab, please select the benefits you would like to run the report for –

Profile Employees **Benefits** Documents ACA EaseHR Payroll Logins Marketplace Settings

Plans Progress Open Enrollment Lock Enrollment Statements Instructions Rate Quoting Partners

Status Available Type All Reports Actions

<input type="checkbox"/> Name	Type	Carrier	Effective	Import Id
<input checked="" type="checkbox"/> G653CHC Blue Choice Gold PPOS 822 1 Form	Medical	Blue Cross Blue Shield of TX	1/1/2020	JBK2XJ
<input type="checkbox"/> G9E3ADT Blue Advantage Gold HMO 922 1 Form	Medical	Blue Cross Blue Shield of TX	1/1/2020	DEEWBA
<input type="checkbox"/> Passive PPO Dental 1 Form	Dental	Unum	1/1/2020	RSQRNP
<input type="checkbox"/> Employer Paid 1 Form	Short Term Disability	Unum	1/1/2020	BJWSUL
<input type="checkbox"/> Basic Life \$50K 1 Form	Life/AD&D	Unum	1/1/2020	45294P
<input type="checkbox"/> Unum Vision 1 Form	Vision	Unum	1/1/2020	TKJAJV
<input type="checkbox"/> Unum Vol Life 1 Form	Voluntary Life/AD&D	Unum	1/1/2020	VN7YCN

Then click on Reports and select Consolidated Billing –

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Status Available Type All Reports Actions

<input type="checkbox"/> Name	Type	Carrier	Effective	Import Id
<input checked="" type="checkbox"/> G653CHC Blue Choice Gold PPOS 822 1 Form	Medical	Blue Cross Blue Shield of TX	1/1/2020	JBK2XJ
<input type="checkbox"/> G9E3ADT Blue Advantage Gold HMO 922 1 Form	Medical	Blue Cross Blue Shield of TX	1/1/2020	DEEWBA
<input type="checkbox"/> Passive PPO Dental 1 Form	Dental	Unum	1/1/2020	RSQRNP
<input type="checkbox"/> Employer Paid 1 Form	Short Term Disability	Unum	1/1/2020	BJWSUL
<input type="checkbox"/> Basic Life \$50K 1 Form	Life/AD&D	Unum	1/1/2020	45294P
<input type="checkbox"/> Unum Vision 1 Form	Vision	Unum	1/1/2020	TKJAJV
<input type="checkbox"/> Unum Vol Life 1 Form	Voluntary Life/AD&D	Unum	1/1/2020	VN7YCN

- Enrollment Census
- Carrier Census
- Consolidated Billing**
- Enrollment Forms
- Enrollment Summaries
- Open Enrollment Changes
- Eligibility
- Beneficiaries
- Configuration Report

Then click on the Reports tab at the top of the screen which will take you to the consolidated billing report you just ran –



The screenshot shows a horizontal navigation bar for the 'ease' application. The 'ease' logo is on the left. To its right are the navigation items: 'Home', 'To-Dos', 'Companies', 'Reports', 'Libraries', 'Marketplace', and 'Marketing'. The 'Companies' item is currently selected, indicated by a blue underline. A blue arrow points from the top right towards the 'Reports' tab.

ease Home To-Dos **Companies** Reports Libraries Marketplace Marketing
