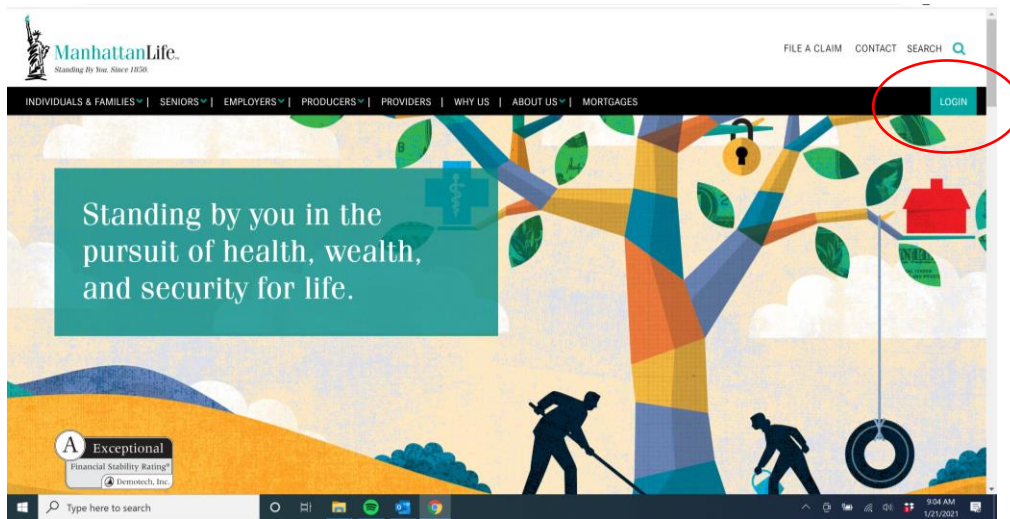
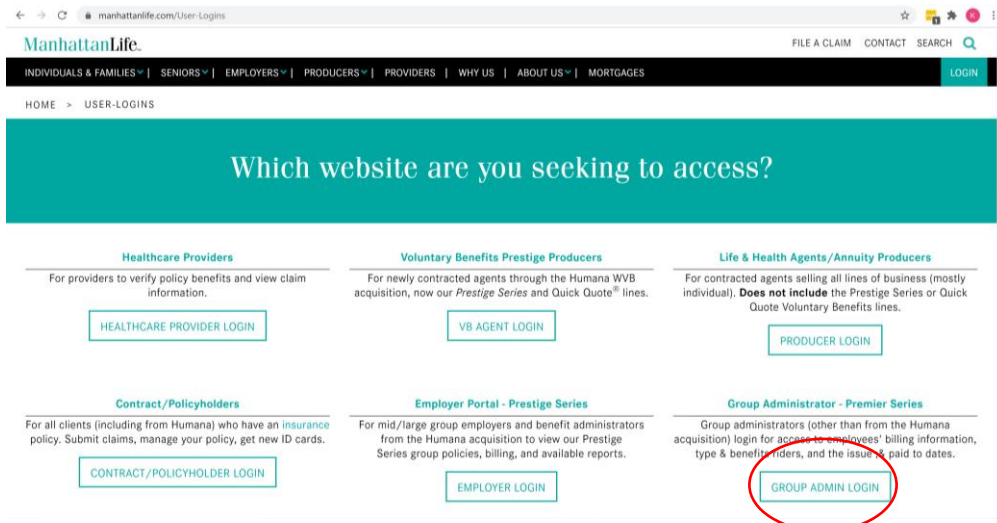


ManhattanLife Group Administrator Login Information

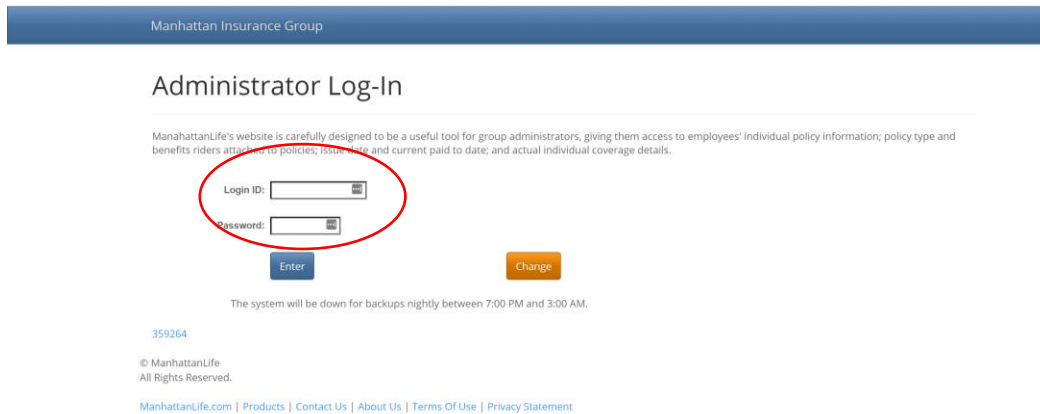
1. Go to www.manhattanlife.com. Click the Login button on the right side of the menu.



2. Select Group Admin Login.

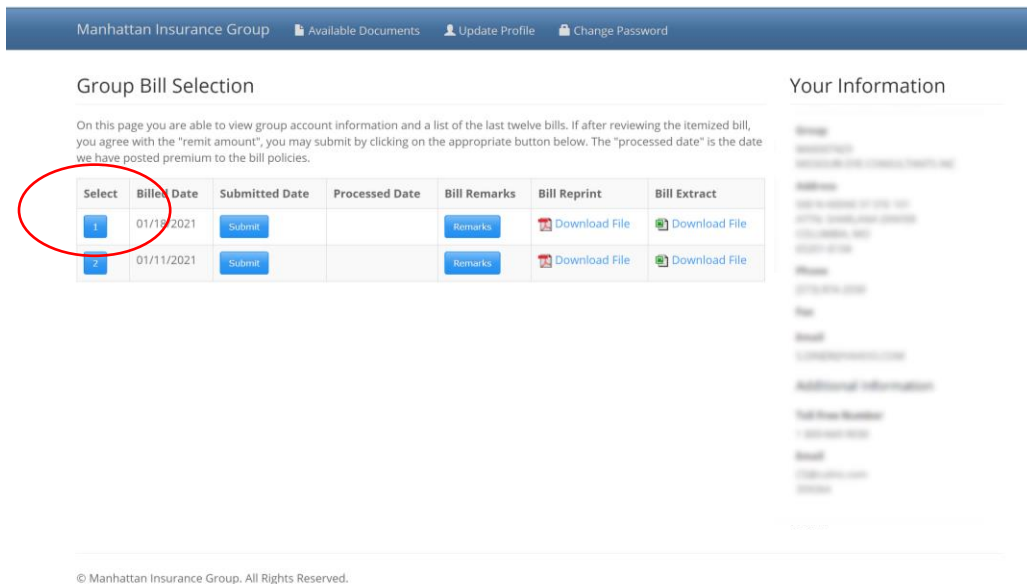


- Use the provided username and password for the group plan. Please contact kpenland@moaia.net if this information is needed.



- On the main dashboard, there are two sections 'Group Bill Selection' and 'Your Information'. This group administration portal provides a simpler way to reconcile a bill and communicate with ManhattanLife. From this page, administrators can reconcile a bill, reprint a bill, or extract a bill. *Administrators always have the option to email employee changes directly to kpenland@moaia.net, but if some prefer to manage the process internally and this provides the access to do so.

- Select the bill to review by clicking the appropriate number under the 'Select' column.



- b. The next page shows the details for the Group Bill List for the statement selected. Each of the employees on the Group Bill List will be listed individually. Use the arrows to see additional records.
 - i. From this screen, administrators can either select the number or policy associated with each employee record.
 - ii. If the number associated with the employee under 'Select' is chosen, then the administrator can update the status of the employee or include any necessary remarks.
 - iii. If the policy associated with the employee under the column 'Policy' is chosen, then the administrator can see a full historical detail of the individual's policy.

Manhattan Insurance Group Available Documents Update Profile Change Password

Group Bill List

Select	SSN/Employee#	Name	Policy	Plan	Bill Status	Paid To	Mode	Premium	Remitted
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

- c. When the number associated with the individual is chosen, this will be the next screen and how an employee's status can be updated and any remarks provided.
 - i. Select the dropdown menu for 'Status' and change the status as needed. Then provide a quick remark in the 'Remarks' section to include the date the employee needs to be termed. Select 'OK' when the changes are complete.

Manhattan Insurance Group Available Documents Update Profile Change Password

Policyholder Bill Details

Group: [text]

Bill Date: [text]

SSN: [text]

Name: [text]

Policy: [text]

Premium: [text]

Status: In Force In Force Terminated

Modes to Pay: [text]

Remittance: 22.56

Remarks:

Your Information

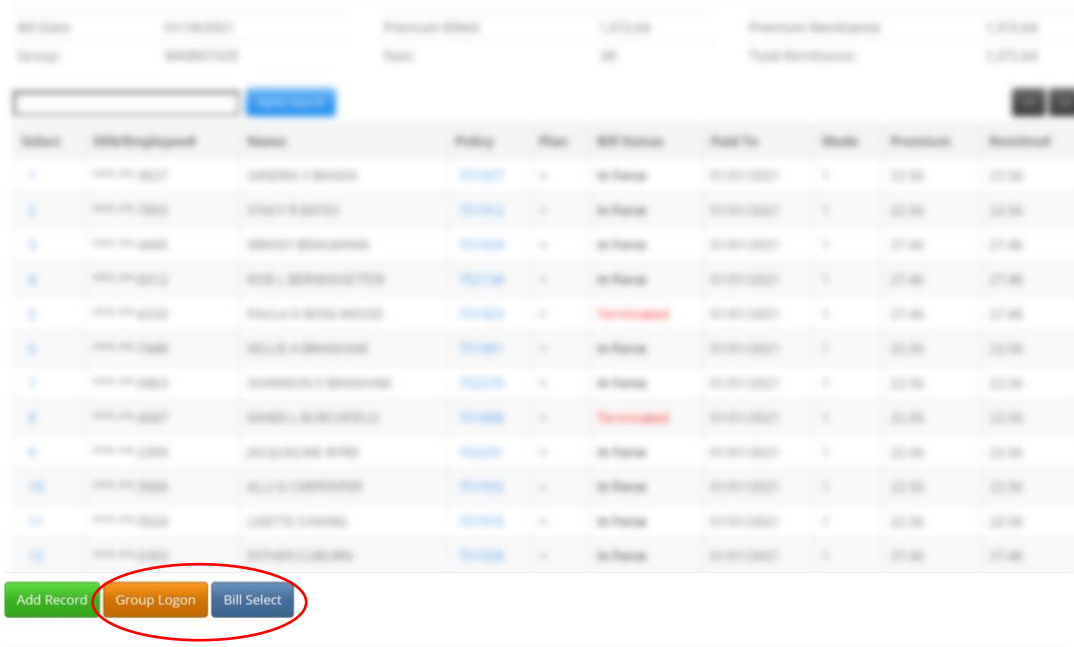
Group: [text]

Address: [text]

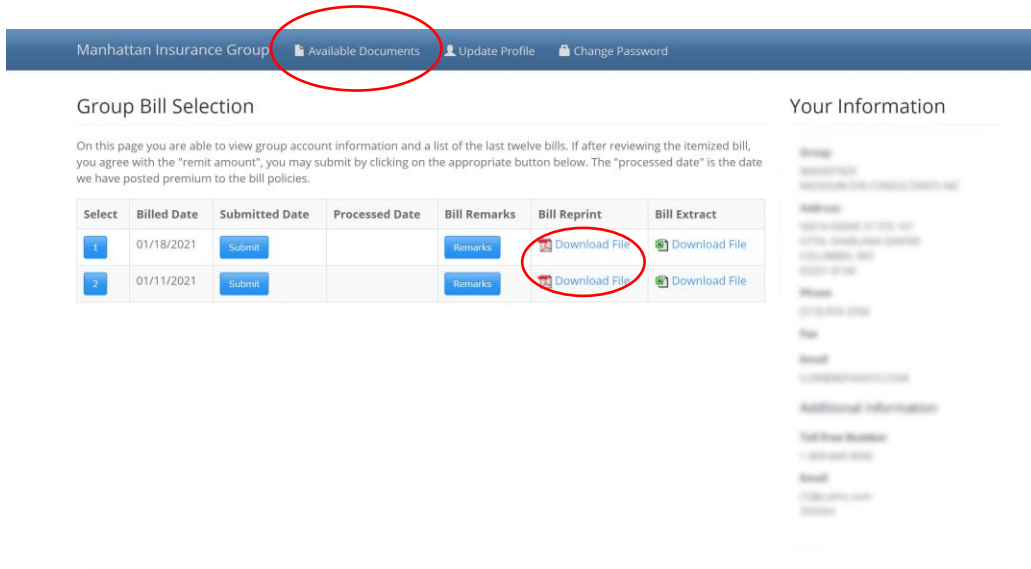
Phone: [text]

Additional Information: [text]

- After any necessary changes are completed, use either Group Logon or Bill Select. Both options will require the user to login again as a security precaution.



- From this screen, once all necessary changes are made on the statement, select 'Bill Reprint'. The revised bill will be available for download by selecting 'Available Documents' from the top menu.



- From this screen, once all necessary changes are made on the statement, administrators can select 'Submit' if no additional changes will be required for the statement. While this is not required, it can be submitted to lock in a statement without any further changes.

Manhattan Insurance Group Available Documents Update Profile Change Password

Group Bill Selection

On this page you are able to view group account information and a list of the last twelve bills. If after reviewing the itemized bill, you agree with the "remit amount", you may submit by clicking on the appropriate button below. The "processed date" is the date we have posted premium to the bill policies.

Select	Billed Date	Submitted Date	Processed Date	Bill Remarks	Bill Reprint	Bill Extract
1	01/18/2021	Submit		Remarks	Download File	Download File
2	01/11/2021	Submit		Remarks	Download File	Download File

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Additional Tips:

- Save the username and login in a password tracker for quick access.
- It is an option to change the password for the group. If the password is changed, please share the new password with kpenland@moaia.net. Without this, Association Benefits will be unable to login to provide additional support as needed.
- Once the statement has been submitted and processed, no additional changes can be made to employee status or bill remarks.
- 'Bill Remarks' on the main page can be used to notate anything applying to the whole group (change in group contact, date a check was submitted, etc.).

Please contact Kristina Penland, kpenland@moaia.net, if you need additional assistance.