

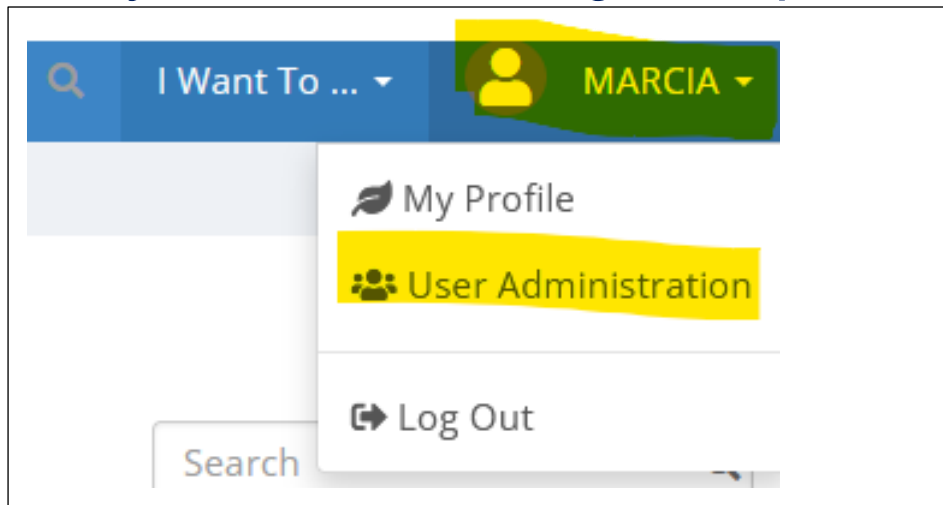


**How to Use the  Portal
Assign User Rights - Policyholder**

The assignment of individual user for each employee rights will be up to the policyholder “User Administrator”. The chart below explains what each rights category grants.

The administrator is also responsible for deactivating access when an employee leaves.

*Any field with a **red** edge is required to be filled in to move to the next screen.*



If you don't see this option, you are not assigned as the “User Administrator”.



If “**Select User**” shows per below, choose a person on the list, otherwise go to “**Add New Portal User**”.

New Portal User

User Info Rights

Select User

All fields with a **RED** edge must be completed Others are optional but helpful. Remember to hit **"Save"**.

New Portal User

User Info Rights

Select User

Name

Job Title

Email

User Name

Phone +

Cancel

New Portal User

User Info Rights

Access	User Security Admin	Account Billing	Bill Payment	Claims	Documents	Final Premium Audit	Financials	Insured Details	Payroll Entry	Reports
Select All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unless creating a Secondary User Admin, **DO NOT** check the "User Security Admin" box for other employees.

See the following chart for a description of what each right allows.

Policyholder User Rights - What Each Allows Access To

User Security Admin	Allows the user to activate, manage, and deactivate online user accounts.
Bill Payment	Allows the user to make payments online.
Claims	Allows the user to view high-level Claims information.
Documents	Allows the user to view and download documents made available online.
Final Premium Audit	Function Not Available.
Financials	Allows the user to view premium, account balance, billing, and payment history.
First Report of Injury	Function Not Available.
Insured Details	Allows the user to view policyholder information not secured by other permissions.
Payroll Entry	Allows the user to report payroll online.
Reports	Allows the user to run published reports online.

Note: To set up an outside person to report payroll or pay bills, contact Mary-Catherine Casey at marycatherine.casey@fcbifund.com or 386-267-0371