

Introducing easy, speedy benefits enrollment

AGB Member Enrollment System

Say goodbye to manual benefits enrollment

The secure online Member Enrollment System from Aetna Global Benefits (AGB) combines speed, convenience and savings for an all-in-one enrollment solution. Now, you can easily enroll employees, change coverage levels, make adjustments, approve/submit employee-entered transactions — and more— right from the comfort of your desktop.

Our online processing solution gives you a bird's-eye view of your entire AGB employee benefits landscape — while cutting the paper trail of manually processing elections and changes. That's a big plus when you work with globally-mobile employees who need quick and frequent benefits changes to succeed at their assignments.

Save paper

Now, you can save the environment AND access one convenient place for benefits information — no more paper stacks! Best of all, entering benefits information online helps clear up ineligibility issues that frequently occur from illegible or misplaced forms.

Save time

Much faster than faxing or mailing enrollment materials, our online application permits employee enrollment as soon as the benefits election data is collected.

Save work

Instead of wading through a paper trail, you can now see the status of both existing and pending eligibility data at a glance. There's even a handy "Unresolved Transactions" field that prompts you for follow-up, if necessary.

Aetna Global Benefits®

www.aetnaglobalbenefits.com

AGB Online Enrollment Snapshot

- Enroll employees in benefit plans
- View transaction status
- Change coverage levels based on employee life events
- Initiate HR changes, including dependent coverage or termination
- Review/submit employee-entered transactions
- Coordinate Continuation of Benefits activities
- Reinstate employee benefits
- Maintain mailing addresses and e-mails
- Transfer single employees or groups of employees between account structures or plans
- Run customized reports



At your service — anytime, anywhere.

Concierge Corner

Just like employers have one spot for benefits enrollment, employees have a single source for reviewing their health information. The **Health History Report** found on Aetna Navigator® provides an organized, up-to-date personal health profile — great for sharing with doctors.

It's easy to get started

Step 1:

Contact your assigned AGB sales representative.

Step 2:

Designate your Enrollment Contact(s). (This is the person who will serve as the primary user of the system. Backup(s) can include a broker/agent).

Step 3:

Execute the legal paperwork. We'll create a Member Enrollment System profile(s) for your contacts once we receive your contact designation(s) and executed paperwork.

Step 4:

Enrollment Contacts must register on the AGB Website at www.aetnaglobalbenefits.com once we establish their profile confirmations.

It's easy to use

As soon as we set up your Member Enrollment System profile(s), the secure, password-protected application is available to your registered contact(s) wherever they are. All they need is a PC with Internet Explorer 5.0 or higher, Internet access and 128-bit encryption.

Step 1:

Visit www.aetnaglobalbenefits.com.

Step 2:

At the log-in prompt, type in the username and password you received when you registered for the AGB Website.

Step 3:

Add employees, make election or life event changes, view member addresses, and more — every employee benefits eligibility function is now at your fingertips!



**We take care of
benefits, so you can
take care of business.**

To learn more, contact
your AGB representative,
broker or consultant or
visit us on the Web at
www.aetnaglobalbenefits.com.

Plans and programs are underwritten or administered by Aetna Life & Casualty (Bermuda) Ltd or Aetna Life Insurance Company.

Information subject to change. For more information about Aetna Global Benefits plans, refer to www.aetnaglobalbenefits.com.