



SURVEY INSTRUCTIONS

Thank you for participating in the 2017 Benefits Benchmarking Survey! We are excited to compare the input of companies across the country to show you just how your benefits offerings stack up. To get started on the survey, please refer to the following instructions.

RETURNING PARTICIPANTS

1. Open the survey site and click: “**Returning User? Please login here**”.
2. Enter the email address and password you used previously, and the 2017 survey will open with pre-populated information based on your previous responses.

NEW PARTICIPANTS

1. Open the survey site and create your account by entering the following information beneath the label, “**Never taken the survey? Sign up for a New Account here**”:
 - Company Name
 - Email Address
 - Password
2. Once you create your new account, you can log in to the 2017 survey. You can save the survey and finish at a later date if you are not able to complete it in one sitting, and even after the survey has been submitted, you will be able to modify your answers if needed. Please note all email addresses in the survey database must be unique and are required to be able to save and view your responses at a later time. Milliman will not use your email address for any other purpose.

BEFORE BEGINNING *the* SURVEY, PLEASE HAVE AVAILABLE *the* FOLLOWING INFORMATION:

- General information on your total number of employees, industry, etc.
- General information about the benefits plans your company offers
- Medical plan information, including:
 - > Plan type
 - > Funding type
 - > Number of participants
 - > Cost increase percentage
 - > Deductibles
 - > Coinsurance
 - > Premiums / contributions
 - > Office visit copays
 - > Out-of-pocket maximum
 - > Prescription deductibles / coinsurance or copays
- Consumer-driven health plan information
- Dental plan information, including:
 - > Plan type
 - > Funding type
 - > Number of participants
 - > Cost increase percentage
 - > Deductibles
 - > Annual maximum
 - > Preventive/basic/major/ortho coinsurance
 - > Premiums / contributions
- ACA opinions
- Life and disability plan information, including:
 - > Basic/supplemental/dependent life
 - > AD&D
 - > LTD base/buy-up
 - > STD
- Time off information, including:
 - > Sick/vacation/personal/PTO
 - > Leave of absence days/pay
- Wellness and disease management program information
- Cost control strategies used
- Retirement plan information, including:
 - > Types of plans
 - > Vesting schedules
- Additional benefits provided to employees



SURVEY INSTRUCTIONS (CONTINUED)

You may begin entering your benefits information after logging in to the 2017 survey. To move to another section, click the buttons < **Back** or **Next** > at the bottom of each section. When you click **Next** >, your information will be automatically saved. You may also choose **Save and Finish Later** to exit the survey and return at a later time. When you are finished with the survey, hit the **Submit** button. Even after you submit the survey, you can still log in and make edits if needed.

< **CLICK TO OPEN THE 2017 SURVEY** >

HOUSTON »

DALLAS-FORT WORTH »

ADDITIONAL TIPS

- You can print the survey questions before you begin by clicking the PDF link on the first page after logging in.
- Leave questions blank if they do not apply to your situation or you cannot find the answer.
- The data entry process should take between 30 and 60 minutes.
- Do not type dollar signs (\$), percent signs (%) or use commas (,) while entering data.
- Please contact your Ardent Solutions representative with questions.
- If your company's benefits do not exactly fit the survey parameters, please complete the questions as best you can with the format given.

REMINDER

After completing the benefits benchmarking survey, don't forget to register for the **2017 Benefits Benchmarking Survey Results Reveal** seminar to be held in **Dallas-Fort Worth** on **July 26** and **Houston** on **July 27**. At the reveal, you will receive your free custom report detailing the local and national survey results and where your company falls in the results spectrum.

< **REGISTER TO ATTEND OUR 2017 BENEFITS BENCHMARKING SURVEY RESULTS REVEAL EVENTS:** >

DALLAS-FORT WORTH
July 26

REGISTER

HOUSTON
July 27

REGISTER