

Benefits Review Call!

Now that we have your Plan Year changes for next year, let's dive into the backend of ALEX: ALEX Builder!

Before we get started, login to ALEX Central and access ALEX Builder. Here's how to do that!:

- Go to [ALEX Central](#), and click "Other ALEX Tools" and select "ALEX Builder".
 - Use last year's credentials to sign in or create an account. Make sure to type in your email address with all lowercase letters!

During the Benefits Review Call, we will:

- Review the Plan Year changes provided to the Jellyvision team, and ensure these details are configured correctly:
 - It may be helpful to have your plan documents ready/easily accessible
- Confirm important dates and URLs:
 - Namely Enrollment dates and dates related to health fund claim/submission deadlines
 - Important URLs (like where employees go to enroll)
- Confirm/provide outstanding information and benefit details
- If necessary, go through an overview of ALEX Builder, including:
 - How to navigate Builder and find each benefit module
 - A quick rundown of Benefit Modules
 - Some Modules (like Medical) are pretty granular and require a little more navigation than others
 - How eligibility is configured for both benefit modules and premiums
 - How our other products (Sneak Peek videos, Homepage, etc.) are configured in Builder

Pro Tip: The more accurate ALEX Builder is at the beginning of implementation, the smoother and easier the implementation and review process will be. Rest assured that ALEX will be ready for employees regardless, but making the most of the Benefits Review Call and starting on the right foot can be a huge help for both your team and the Jellyvision Team!