

The MyBenefitChoice (MBC) HR interface is your tool to access the information in the Milliman MBC system. It provides direct access to an employee's enrollment information without going through the participant enrollment website. You can quickly review the census, benefit and dependent election records, view the source of the election (employee, HR, or system) and the date and time the election occurred, and the beneficiary information. The HR interface also has robust reporting tools for you to summarize and report on your benefits data. Log into the Milliman Portal at: <https://live.mybenefitchoice.com/HRInterface/>

## Logging In

MBC HR Interface

Log in.

User name and password are assigned by Milliman. Both the user name and password are case-sensitive.

User name

Password

Remember me? [Forgot Password?](#)

Log in

MBC HR Interface Search Participant Benefits Event History HR Tool Report Main Search

Welcome Debbie to the MBC HR Interface

Getting started

It all starts with finding a participant. First search for a participant, then you can view and modify the participant's data.

Search >

Recent Search Results

HR Tools & Reports

HR Tools & Reports is where you enter Life and Work events, reset passwords, run usage, enrollment, census, and custom ad hoc reports.

HR Tools > Reports >

Web Login & Enrollment Trends

Plan Composition for Medical

HR Tool – Your main resource for making changes in the system including entering a new employee/participant, terminating an employee/participant as well as approving qualifying events, approving EOI, etc.

HR Tools

Name	SSN	Date of Hire
Client	ParticipantID	Date of Term
ClassDescription	ScorpiusID	Date of Birth
MBC Status Name	Client Employee ID	Eligibility Date
SurviveSpouse		

Account

Register Participant	Not Allowed
Reset Password	Not Allowed
Change User Name	Not Allowed
Send Password Email	Coming Soon
Unlock Participant	Not Allowed

Events

Approve Pending Event	Not Allowed
Approve Dependent	Not Allowed
Deny Dependent	Not Allowed
Create Life Event	Not Allowed
Create Work/HR Event	Not Allowed
Close an Open Event	Not Allowed

Tools

Access Enrollment Site	Not Allowed
Create Confirmation Statement	Not Allowed
Mailing Complete	Not Allowed
Create New Mailing	Not Allowed
Health Rate Finder	Rate Finder
Add Process Level	Not Allowed
Add Pay	Not Allowed
Approve Pending EOI	Not Allowed
Deny Pending EOI	Not Allowed
Manage Credits	Not Allowed
TCR Batch Print	Not Allowed
Payment Error Tool	Not Allowed

Benefit Changes

Add Benefit Coverage	Not Allowed
End Benefit Coverage	Not Allowed
Checked MOP Benefits	Not Allowed

Work Event Process

Create New Participant	Create
Create Dependent	Not Allowed
Terminate Participant	Not Allowed
Release Participant for Duplication	Not Allowed

To enroll a new employee: Click Create New Participant and fill out the fields, being sure to include all \*Required fields and your Location Code/Church/District ID. Please note that salary minimum is 10,000. Do not include EmployeeID. The Milliman system automatically generates a Participant ID unique to the Milliman portal.

Create Participant

Fill out below to add Participant

Client Name: Eder Health and Life Benefits Services

Class Name: [Dropdown]

Sub Class: [Dropdown]

Identification

SSN: [Text] Required \*\* No Dashes

First Name: [Text] Required \*\*

Last Name: [Text] Required \*\*

Middle Name: [Text]

Suffix: [Text]

Gender: Male [Dropdown]

Marital Status: UnReported [Dropdown]

Date of Birth: 1/1/0001 12:00:00 AM Required \*\*

AltSSN1: [Text]

CellPhone: [Text] Include Area Code; No Dashes; ex:(999888777)

Employment Details

EmployeeID: [Text] Keep this field blank

Date of Hire: [Text] Required \*\*

Eligibility Start Date: [Text]

ServiceAmount: [Text]

VestingYears: [Text]

UnionMember:

Disabled:

Union Code: [Text]

Date of Term: [Text]

ER Contribution %: [Text]

Location: 00-000 (5 digit number) Church/District ID

Pay Fields

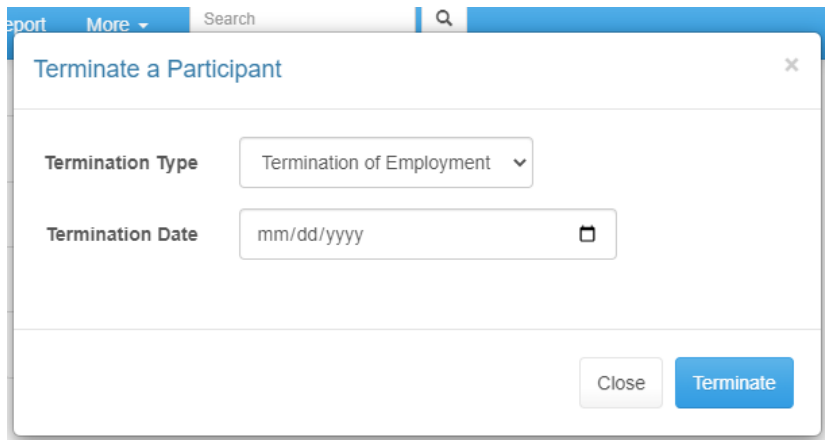
Annual Salary: [Text] Minimum 10000.00 (no \$ or comma) Required \*\*

Adjusted Annual Salary: [Text]

Hourly Rate: [Text]

Frozen Adjusted Salary: [Text]

To Terminate an employee: Click Terminate a Participant. Enter reason for termination and termination date.



The image shows a software interface with a blue header bar containing the text "Report", "More", "Search", and a magnifying glass icon. Below the header is a white dialog box titled "Terminate a Participant" with a close button (X) in the top right corner. The dialog box contains two input fields: "Termination Type" with a dropdown menu showing "Termination of Employment" and a downward arrow, and "Termination Date" with a text input field containing "mm/dd/yyyy" and a calendar icon. At the bottom right of the dialog box are two buttons: "Close" and "Terminate".