

MASS DISENROLL

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DID YOU KNOW that **benefitsCONNECT®** **agencyMANAGER** has a mass disenroll function? Not only can you enroll employees at once, but you can also disenroll multiple employees from a benefit plan all at one time. To accomplish this, you must start on your employer group overview page in **agencyMANAGER**. Once there, look under the Administration section for Enroll Multiple Employees and click on the link.

From here, select Plan Type, Benefit Group, and finally, Division & Existing Enrollment. In the New Enrollment field, select “Disenroll Multiple Employees,” and then click Submit. You will save countless hours with this function alone. To find out more about **agencyMANAGER** please call 877.426.8750 or email info@benefitsCONNECT.net.

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