

IMPORTANT DETAILS REGARDING

Setting up an EDI Feed with BRI

Through your relationship with BRI, you will need to send or receive information securely. This can be done in a variety of ways. This document outlines the process for establishing an EDI (electronic data interchange) with a third-party vendor.

- Our EDI Implementation Specialist will assist with the integration between your vendor and Benefit Resource.
- BRI supports a variety of file types. The most common file types include: pre-tax enrollments, pre-tax deductions and COBRA data.
- To begin the EDI set-up process, you would need to submit requests to your vendor for each type of file you would like exchanged with BRI.
- When submitting the request, please provide your vendor with EDI@benefitresource.com as a point of contact at BRI, and our EDI team can assist.

WHAT TO EXPECT

Once our EDI team is connected with your vendor, we will begin the steps for establishing the EDI feed(s).

While every integration can be a little different, the process generally consists of:

- 1) Establishing / confirming the secure connection for exchanging files.
- 2) Exchanging / confirming the file formats to be used.
- 3) Sending test files
- 4) Signing off on the integration

HOW LONG DOES IT TAKE TO SET-UP MY EDI FEED?

The EDI set-up process can vary significantly based on the vendor and responsiveness. While file feeds can take as little as two weeks, the average set-up time is 6 to 12 weeks.

HOW CAN I SEND INFORMATION UNTIL MY EDI FEED IS SET-UP?

If you need to send information to BRI prior to setting-up your EDI feed, you can upload information through BRIWEB. You will receive login information for BRWEB in a welcome email from ImpServices@BenefitResource.com.

ENROLLMENT AND DEDUCTION IMPORTS

The BRI Import Wizard streamlines the file upload process allowing for faster funding and lowering risk to data integrity that result from manual file handling. Visit the “Import Wizard” section of the [BRI Employer Management Portal Page](#) to access video demos, file templates, and more.

FILES ACCEPTED THROUGH THE BRI IMPORT WIZARD

- [Deduction/Contribution File Standard](#)
- [New Enrollment File Standard](#)

OTHER FILE UPLOADS THROUGH BRIWEB

BRIWEB allows you to securely submit a variety of files and documents. Simply log into the [Employer BRIWEB](#) and navigate to “File Transfers” and select “File Upload”. Select your file type and follow the prompts to upload your files.

OTHER FILES COMMONLY IMPORTED THROUGH BRIWEB

- [Employment Terminations File Standard](#)
- [Demographic Changes File Standard](#)
- [Election Changes File Standard](#)
- [COBRA: New Plan Members](#)
- [COBRA: Qualified Beneficiaries](#)

We look forward to assisting you and your employees with your Benefit Account and/or COBRA administration needs.