

IMPORTANT DETAILS REGARDING

Sending Data to 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 utilizing BRIWEB for secure data transmission.

WHAT ARE THE WAYS THAT YOU CAN SUBMIT INFORMATION SECURELY?

UPLOADING THROUGH BRIWEB

- **Utilizing the BRI Import Wizard for Enrollments and Deductions** – 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.
- **Other file uploads through BRIWEB** – BRIWEB allows you to securely submit a variety of files and documents, which may include uploading qualified beneficiaries for COBRA. Simply log into the [BRIWEB Employer Management Portal](#) and navigate to “File Transfers” and select “File Upload”. Select your file type and follow the prompts to upload your files.

MANAGING PRE-TAX ACCOUNT ELECTIONS THROUGH BRIWEB

Employers have the option to manage participant additions, changes and terminations through BRIWEB. [View video demo](#) regarding Managing Participants through BRIWEB.

Note: While all employers can automatically manage demographic changes and terminations through BRIWEB, you will need to be enabled for web enrollment options to manage elections through BRIWEB. Let your client specialist know if you are interested in this option.

ENTERING QUALIFIED BENEFICIARIES INTO COBRA ADMIN PORTAL

You have the option of entering new hires and/or qualified beneficiaries directly into the COBRA portal. This will ensure that required notices are sent timely to these individuals. [View demo of COBRA portal.](#)

HOW DO I ACCESS BRIWEB?

To access BRIWEB for employers, go to: BenefitResource.com and select the Login button. On the Login page, select “Employer”, and the BRIWEB Employer Management Portal will open in a new window. You will need to enter your login information to begin. Your initial login information is provided in your BRI Welcome Email.

WHY CAN'T I EMAIL MY FILES?

BRI has a responsibility to ensure files and participant data are handled securely at all times. While secure email can provide secure transmission of data when utilized properly by both parties, it is also vulnerable to improper handling and unintentional gaps in the continuous security of data. By utilizing BRIWEB for secure upload, we are able to ensure files are received, processed and stored (when applicable) in a secure manner.

WHAT FILE FORMATS DO I NEED TO USE?

Files that follow the BRI standard formats can be automatically recognized through the BRI Import Wizard. This reduces processing times and ensures consistent handling of data. If your file uses a different format, you will be prompted to map the file on the initial import. It should then automatically recognize the format on future uploads. Review the BRI standards by downloading the files linked below:

ACCOUNT-BASED PLANS

Files accepted through the BRI Import Wizard

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

Other files that may be imported through BRIWEB

- [Employment Terminations File Standard](#)
- [Demographic Changes File Standard](#)
- [Election Changes File Standard](#)

COBRA / BENEFIT CONTINUATION SERVICES

To be imported through BRIWEB

- [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. If you have any questions regarding migration, please email BRImigrationservices@BenefitResource.com.