

Your coverage is in process!

Here's what to expect and action items for you.

Welcome to Business Health Trust (BHT). As your partner in providing high-quality health benefits, we want to make setting up your plans and onboarding your employees as easy as possible. This onboarding timeline and list of action items will help you know **what to expect from BHT**, and what **steps to take** to seamlessly kick-off your new benefits program.

THIS WEEK'S CHECKLIST

- Email Employees:**
Send an email to your eligible employees announcing your new benefits through BHT using the resources found on the [Member Resources](#) page of our website:
 - Customize one of the messages we've drafted for you in our monthly Employer Toolkits
 - Download and customize your Employee Benefits Guide for your plan.
 - Share the following strategies with your employees to help make the transition smooth:
 - **Refill prescriptions BEFORE month end** (with prior coverage) – this gives more time to receive your ID card and make it easier to fill your first prescription refill under your new coverage
 - Pay out of pocket and get reimbursed (found here: ["Insurance Carrier Forms"](#))
 - Log into your online account once you have your group number (will be with the invoice)
- Look for your Electronic Bill:** You will receive an email from BHT@Vimly.com prompting you to set up Proofpoint secure email. This is our third-party billing team. Once your company is all setup, you will receive your bill. Please carefully review it to ensure that the proper coverages are reflected on your bill.
- Set up your SIMON Login:**
When you receive your bill you will also receive an invitation to sign up for the SIMON billing platform: Register for SIMON and set up your Username and Password and bookmark www.simon365.com for later or log in from the homepage of the BHT website. You can [watch this short](#) video for instructions (password: BHT). [SIMON](#) is BHT's billing platform managed by our third-party administrator where you can make enrollment changes, pay your bill online, and manage your group benefits.

- **BHT Credible Coverage Notice & COBRA agreement (if applicable):**
These will come from BHT@vimly.com with your bill and will outline steps to take if needed.

- **Reach Out with Questions:**
 - During the enrollment process & about your benefits, contact your insurance broker
 - Questions about your bill – Vimly: bht@vimly.com or 425.367.0729
 - Employee changes – log into our billing system, [SIMON](#)
 - HR Hotline – 206-329-1120 Ext.2 or Safety Hotline – 206-329-1120 Ext.4
 - Information about our 401k plan options – matt@businesshealthtrust.com
 - General questions about BHT or other resources – jenn@businesshealthtrust.com

CHECKLIST FOR THE FIRST MONTH OF COVERAGE

- **Getting Credit for your Deductible** – upon enrollment in our products, your employees (and dependents) have a **one-time** opportunity to get credit for the deductible and out of pocket costs they've paid so far under a prior plan (even if it's a personal plan, not a company plan). **Please work with your broker to coordinate this!**
Note: this is only for new enrollment in medical benefits with Business Health Trust.

- **Use the HR & Safety Hotlines** - Take advantage of the free HR Hotline & On-Call Safety Advice. Have an urgent HR or workplace safety question? BHT has partnered with [Archbright](#) to provide our members free access to unlimited HR and safety advice over the phone – and many more HR resources!

HR Hotline | 206.329.1120 ext. 2 or 509.381.1635 ext. 2

Safety Hotline | 206.329.1120 ext. 4 or 509.381.1635 ext. 4

- **Check out our additional savings and discounts.** Visit our [Member Resources](#) page for more information on how to take advantage of these offers:
 - Activate your **Passport Corporate Membership** for discounts on 2500+ restaurants, shopping, travel, childcare, and more!
 - Learn more about our **Newfront 401(k) solution** for businesses that want to offer full-service retirement benefits and keep costs in check
 - Save Money on **Outsourced IT Services** with Latitudes