

Adding and assigning employer access to benefits information in Frances Online

To view and respond to Work Share benefits processes and communication, employers will have the option to add or assign additional access. This includes letters and questionnaires related to employees' Work Share claims. The table below shows the steps to add and assign benefits access from your Frances Online account depending on your situation.

Situation	Steps in Frances Online
<p>I am an employer or an Administrator of an existing Frances Online account and I want to add benefit access to my account.</p>	<ol style="list-style-type: none"> 1. Log in to your Frances Online account 2. Select the Settings tab 3. On the Account panel, in the Security row, click the hyperlink. 4. Select the Type of Access drop down menu and select the type of access you would like to have <ul style="list-style-type: none"> ○ Benefit Access: access to employers benefits information ○ Benefit and Tax Access: access to employer benefits and tax information with the ability to file and pay 5. Select the Save button <p>The Access Level will display your most recent selection. You can now view communication and respond to questionnaires related to Paid Leave benefits.</p> <p>OR</p> <ol style="list-style-type: none"> 1. Log in to your Frances Online account 2. Select the Manage My Profile hyperlink 3. Select the More... tab 4. On the Access Management panel, select the Manage My Access hyperlink 5. On the Contributions row, select the type of access hyperlink 6. Select the Change hyperlink 7. Select the Type of Access drop down menu and select the type of access you would like to have

	<ul style="list-style-type: none"> ○ Benefit Access: access to employers benefits information ○ Benefit and Tax Access: access to employer benefits and tax information with the ability to file and pay <p>8. Select the Save button</p> <p>The Access Level will display your most recent selection. You can now view communication and respond to questionnaires related to the Work Share program.</p>
<p>I am an employer or Administrator of an existing Frances Online account and I want to assign benefit access to someone else who has an existing log-on.</p>	<ol style="list-style-type: none"> 1. Log in to your Frances Online account 2. On the homepage, select the I Want To tab 3. On the Access Management panel, select the Manage My Users hyperlink 4. Select the email hyperlink you'd like to assign benefits access to 5. In the upper right, select the Manage Account Access hyperlink 6. Under the Contributions section select the Grant Access hyperlink 7. Select the Type of Access drop down menu and select the type of access you would like to assign <ul style="list-style-type: none"> ○ Benefit Access: access to employers benefits information ○ Benefit and Tax Access: access to employer benefits and tax information with the ability to file and pay 8. If you would like the web logon to only have benefits access for a specific period, select the Periods Logon Has Access To drop down menu and select one of the options <ul style="list-style-type: none"> ○ Periods from a specific date: enter the date of the starting period ○ Periods within a date range: enter the To and From dates 9. Select the Save button <p>You will see the type of access you selected for the user displayed.</p>
<p>I am an employer or Administrator of an existing Frances Online account and I want to assign benefit access to someone else who <i>does not have</i> an existing log-on.</p>	<ol style="list-style-type: none"> 1. Log in to your Frances Online account 2. On the homepage, select the I Want To tab 3. On the Access Management panel, select the Add a New Logon hyperlink 4. Enter logon details including email, name, and access type

	<ul style="list-style-type: none">○ Account Manager Tax Access: access to employer tax information○ Administrator: access to specific accounts associated to the customer. Can add and manage access for all other web logons○ View Access: can view customer and account information <p>5. On the Account Access panel, for the corresponding BIN, select the access level</p> <ul style="list-style-type: none">○ Benefit Access: access to employers benefits information○ Benefit and Tax Access: access to employer benefits and tax information with the ability to file and pay <p>6. Select Submit</p>
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