



## What:

Identify dependents who are approaching Age 26 and will become ineligible for HealthFlex benefits.

## When:

Available as needed

## Log into BenefitSolver:

- 1. Portal: https://portal.wespath.org
- 2. Login
- 3. BenefitSolver

BenefitSolver

		🏶 Home 🛛 🕤	Help	
Benefits 👻 Employees 👻 Adm	inistration - Reports -			
Reports Dashboard	Employee Census Benefit	COBRA Rep	orts >	
Standard Reports	Employee Census	Billing		
Custom Reports	Employee Dependent Census Benefit	Billing Char	nge	
Build a Report	Initial Enrollment Status	More Repo	rts >	
Scheduled Reports	Administration - Repor	ts		
Submitted Changes	Dashboard Standard Reports	Custom Reports	Build a Repo	rt Scheduled Report
	Report Type: Create Document	s Report (Syst 🔻	Profile:	Please Select One

3. Enter date range (the From Date is the first of the current month and the To Date is today's date)



4. Click "Generate Report"

## **Retrieve Report**

1. Click "Reports" and "Reports Dashboard"

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2. Click on "Create Documents Report" Report will download as an Excel file

Company <del>-</del>	Benefits <del>-</del> En	nployees <del>-</del> Adr	ministration <del>-</del>	Reports	
Administ	ration - Re	ports			
Dashboard	Standard Repor	ts Custom Rep	oorts Build a	Report	Scheduled Reports
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- 3. Click to open report
- 4. Highlight Row 3 and click "Sort & Filter" on the Home tab in Excel and then click on "Filter" in the dropdown menu.

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**Note:** This will include changes made by participants as well as administrative users (plan sponsor, Wespath, or Businessolver). It will also include system generated changes. Please contact the Wespath Health Team at **1-800-851-2201** if you have questions about this report.