

## HR Administrator Quick Tips

### How do I log in to e3?

You can sign in at [optimahealth.com/employers](https://optimahealth.com/employers).  
Follow the *Enroll in Benefits* link to access the tool.

### What internet browsers should I use?

e3 supports Internet Explorer 11; Google Chrome 50, 51, 52; Firefox 46, 47, 48; Safari 7, 8, 9.

### How do I manage my daily tasks?

The *To-Do List* on your *Home* page shows actions requiring your attention and approval such as benefit elections, personal information changes, and work status updates.

### How do I add a new employee?

From the *Employees* tab, select the *Add New Employee* button, and enter the following information:

- Social Security Number
- First and last name
- Date of Birth
- Gender
- Address
- Hire date

### How do I make a change to an employee's record?

From the *Employees* tab, search for the employee you would like to edit by last name or Social Security Number.



Hover over this button to access your options for each individual. From the employee's *Overview* screen, you can edit profile information like address and salary. From the *Benefit details* page, you can edit benefit elections, employee status, etc.

### How do I enter or change an employee's benefit elections?

You can change employee benefit elections in the employee's record via the *Benefit details* page. Depending on the employee's status, you can start the election process, edit elections, or refuse benefits altogether on their behalf.

### How do I terminate, rehire, and send a message to an employee in e3?

From the employee's record, click the *Manage employee* button, choose the action you would like to perform, enter the relevant information, and save any changes.

### Can I extend the Open Enrollment period?

Contact your Optima Health representative for more information about customizing your company's Open Enrollment period in the tool.

### Can I view e3 from my employee's perspective?

Depending on your permissions, you can view the tool from an individual employee's perspective from their record.

### Where can I get more information about how this tool works?

Check out the training videos and user guides in the *Resources* tab for more detailed tutorials.

**If you need any more assistance, please contact your Optima Health representative.**