

# Advantage<sup>TM</sup>



## ADMINISTRATORS

ERISA/WRAP STEP BY STEP  
ENROLLMENT INSTRUCTIONS



## Wrap Plan (ERISA)

[CLICK HERE TO START YOUR WRAP PLAN TODAY](#)

The ERISA Requirement

GO TO [WWW.ADVANTAGEADMIN.COM/WRAP](http://WWW.ADVANTAGEADMIN.COM/WRAP) AND  
CLICK ON “CLICK HERE TO START YOUR WRAP PLAN  
TODAY”

WRAP - Advantage Admin | Welcome to Advantage Admin | How to take a screenshot | docs.advantageadmin.com/pages/get-started/

ADMINISTRATORS

password  
Forgot Password LOG IN

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### Get Started Today!

\*Required Field

#### Company Information

Organization Name\* (Legal name of Company)

State of Organization\*  Federal Tax ID\*

State of Main Office\*  Type of Organization\*

State of Governing Law\*  Discount Code

VERIFY CODE

#### Company Contact Information

First Name\*  Phone\*

Last Name\*  Mobile Phone

Email\*  Re-enter Email\*

Street\*  City\*

State\*  ZIP Code\*

SUBMIT

#### News

04/20/2015  
**FSA vs HSA**  
Covering the New Copy [More](#)

04/16/2015  
**EEOC Rule Update**  
EEOC Wellness Rule Eases Fears for Employers [More](#)

1/31/2014  
**Cafeteria Plan Amendments**  
A Year End Action Item [More](#)

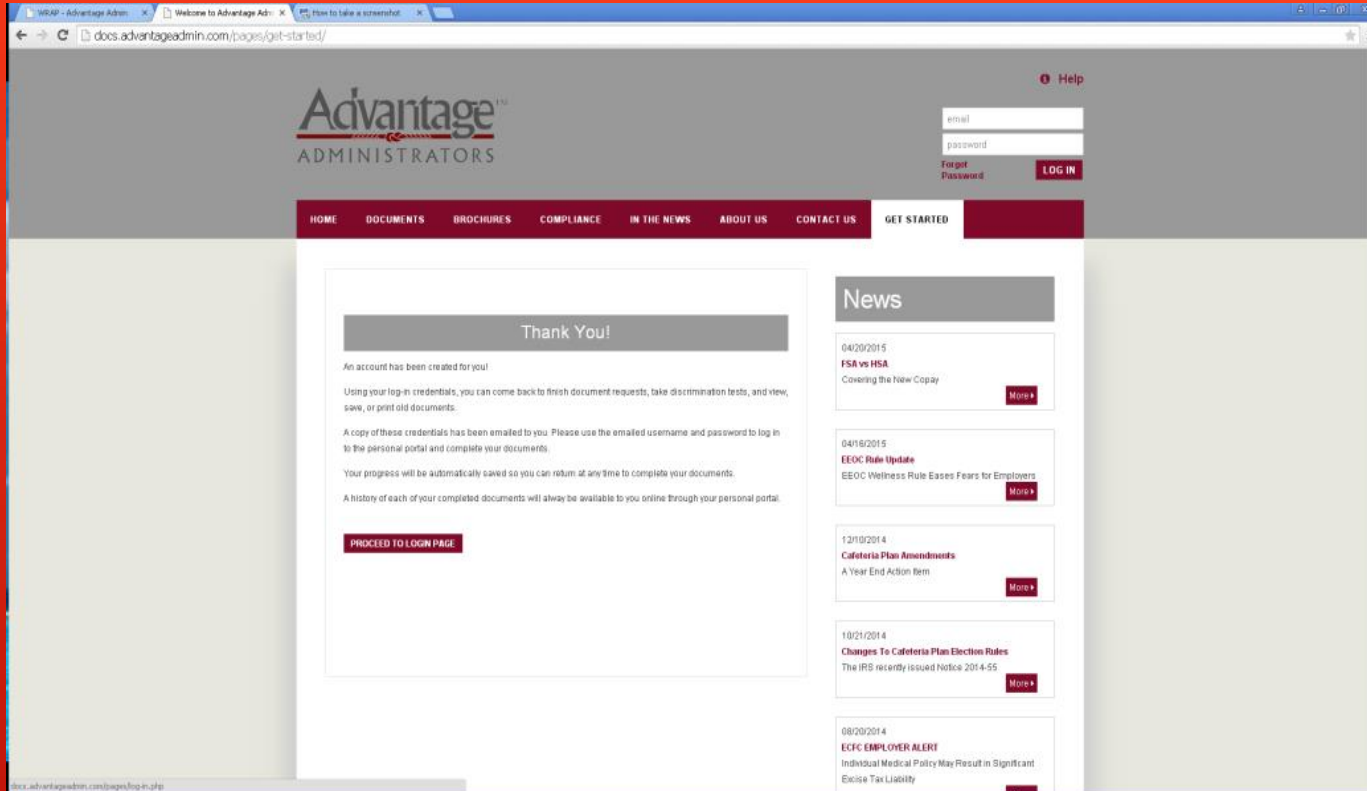
10/21/2014  
**Changes To Cafeteria Plan Election Rules**  
The IRS recently issued Notice 2014-55 [More](#)

08/20/2014  
**EFCF EMPLOYER ALERT**  
Individual Medical Policy May Result in Significant Excess Tax Liability [More](#)

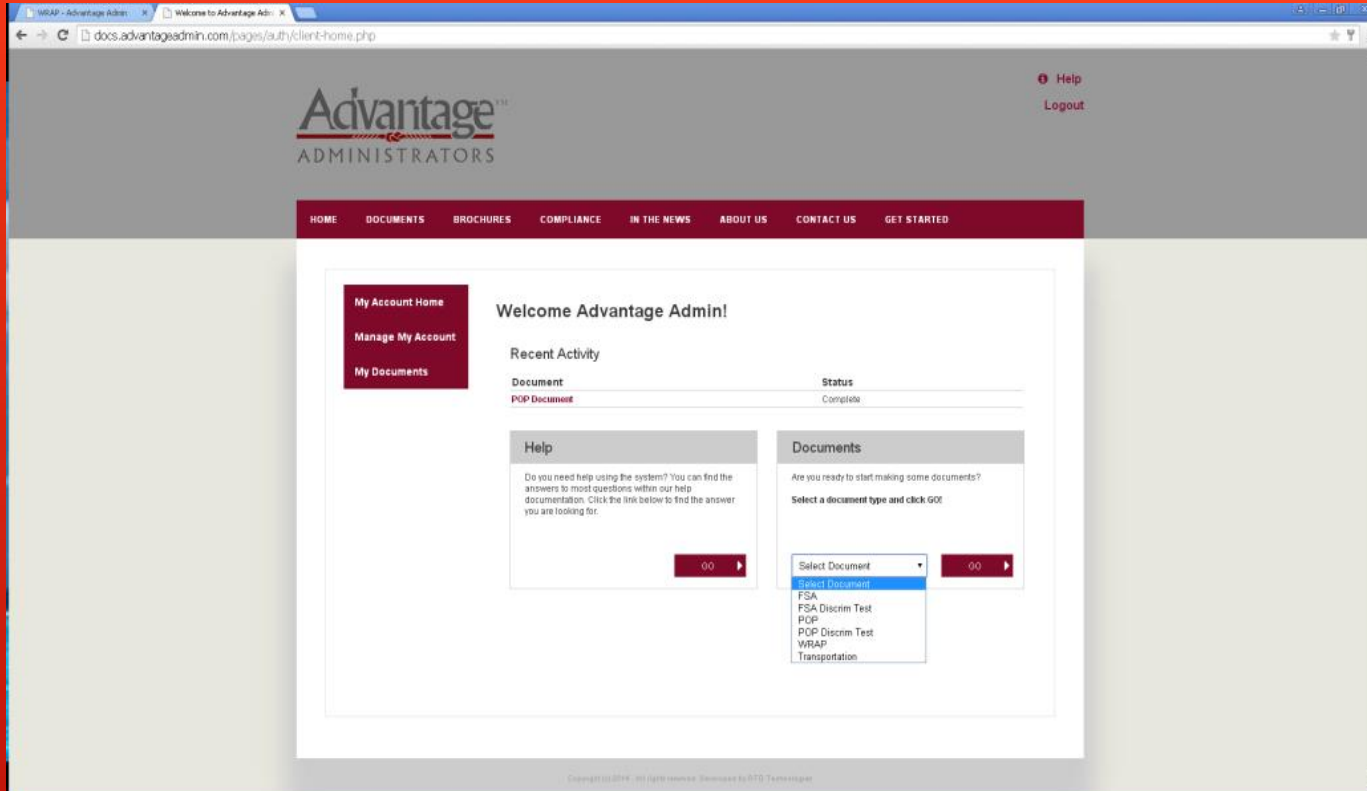
-ENTER THE COMPANY INFORMATION TO  
CREATE AN ACCOUNT

-AN EMAIL WILL BE SENT WHEN SUBMIT IS  
CLICKED TO VERIFY THE ACCOUNT

NOTE: If the verification email is not received, check JUNK or SPAM  
folders as email filters may route the email to these folders.



LOGIN TO YOUR ACCOUNT OR  
CLICK THROUGH FROM  
VERIFICATION EMAIL



CHOOSE THE DOCUMENT YOU  
WISH TO CREATE



# PROCESS THROUGH THE WIZARD ANSWERING QUESTIONS ACCORDINGLY

NOTE: BY HOLDING THE MOUSE OVER THE QUESTIONS BOXES,  
THE QUESTION BOXES WILL ANSWER COMMON QUESTIONS.

WRAP - Advantage Admin | Welcome to Advantage Admin | dcs.advantageadmin.com/pages/auth/client-home.php

## ADMINISTRATORS

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[My Account Home](#)  
[Manage My Account](#)  
[My Documents](#)

### Wrap - Review your answers

**Plan Administration Information** [Edit](#)

Plan Number	901	Company EIN	56-6660999
Plan Name	Advantage Advn Wrap I	Agent for Service of Legal Process	Advantage Admin
Current Business Address	Advantage Admin 110 E Dramer Ave Waverly, IA 50677	Advantage Admin	110 E Dramer Ave Waverly, IA 50677
Plan Administrator	Advantage Admin 110 E Dramer Ave Waverly, IA 50677	Named Fiduciary	Advantage Admin 110 E Dramer Ave Waverly, IA 50677

**Plan Information** [Edit](#)

Is this Plan new or a restatement?	New	<b>Notification timing regarding original claim</b>	
Plan Year Start	05/01/2016	Urgent Care (hours)	72
Plan Year End	04/30/2016	Pre-Service (days)	15
Original Effective Date	05/01/2015	Post-Service (days)	30
Short Plan Year	NO	<b>Notification timing regarding appeals</b>	
Renewal Year Start		Urgent Care (hours)	72
Renewal Year End		Pre-Service (days)	15
Do you want the standard ERISA provision included in your document?	yes	Post-Service (days)	30
Are claims administration/appeals procedures included in each of the underlying certificates or benefit explanations?	yes		

**Employee Eligibility** [Edit](#)

Include Employees that Work More Than This Hours Per Week	30
Include Retirees	NO

REVIEW YOUR INFORMATION

The screenshot shows a web browser window with the URL `docs.advantageadmin.com/pages/out/client-home.php`. The page header includes the Advantage Administrators logo and navigation links for 'Help' and 'Logout'. A dark red navigation bar contains links for 'HOME', 'DOCUMENTS', 'BROCHURES', 'COMPLIANCE', 'IN THE NEWS', 'ABOUT US', 'CONTACT US', and 'GET STARTED'. The main content area features a sidebar with 'My Account Home', 'Manage My Account', and 'My Documents'. The central form is titled 'Document Delivery Options' and contains the following text: 'Thank You!', 'Thank you for ordering this WRAP Document!', 'Please read the terms and conditions.', and 'If you agree, check the box, press submit, and your document will be created for you!'. There is an 'Agent Code' input field with an 'APPLY AGENT' button, a checkbox for 'By checking this box you agree to the terms and conditions.', and a 'SUBMIT' button. A copyright notice for 2019 is visible at the bottom of the page.

# SUBMIT THE DOCUMENT FOR RELEASE

NOTE: AFTER THE DOCUMENT IS SUBMITTED, AN EMAIL IS SENT FROM ADVANTAGE ADMINISTRATORS TO ARRANGE FOR PAYMENT. ONCE PAYMENT IS RECEIVED, THE DOCUMENT WILL BE RELEASED.