



RENEWAL PORTAL USER GUIDE

— BROKER PARTNERS —

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Password Reset Instructions for the PrestigePEO Renewal Portal

Brokers who had access to the portal last year will be able to see the renewals for their groups as they become available by going to <https://openenrollment.prestigepeo.com/login>. To reset your password, follow the instructions below.

1. Click “Need help signing in?” link located under the Sign-In button.
2. Click “Forgot password?” link.
3. You will be prompted to enter your password or username. Your username is preset to match your email address.
4. Click “Reset via Email” button.

If you have any issues logging in, please call 833-PEO-BEN1 or email oequestions@prestigepeo.com, and a Benefits Specialist will get back to you.

We encourage you to reference the PrestigePEO Renewal Portal Guide that has been created for Client Managers.

Broker Instructions for the PrestigePEO Renewal Portal

1. You will receive an email from no-reply@auth.prestigepeo.com.
2. Within that email, you will see an activate button.
3. Click the **Activate Portal Account** button.
4. You will be brought to a new screen.
5. On that screen, use your Prestige-given email address as your username and **create a new password**.
 - a. Additionally, “Submitted” means their decided-on contribution model was sent to Prestige for review. And “Published” means the rules of the contribution model they chose has been pushed into Prism and it is final.
6. Once you land on the welcome page, you will see a blue welcome banner at the top of the page.
7. On this welcome page, you will see a list of all your clients.
8. Next to each client’s name is their renewal status which captures the journey from start to finish.
 - “Not Started” they have not begun to make any models. At least one model will be required to progress forward.
 - “In Progress” designates that you or your client has begun to create a model.
 - “Submitted” designates that your client has sent a contribution model to Prestige for review.
 - “Published” is the final phase and designates that model is final and no further changes can be accepted by the system. Plans are able to be accessed as “view only”.

Tips for using the Renewal Portal with Your Clients

Our goal is to deliver the best experience possible for you and your clients. Here are some tips to help ensure a smooth Open Enrollment season.

To prevent a contribution model override, only one user (broker or client) can make changes at a time. If you plan to assist your client with their contribution strategy, we suggest you set up a screen share to view the system in tandem.

Before creating your first contribution model, download and review the 2025, 2026 Full Rate Benefits Menus. Click “Full Rate Benefit Menus” on the left side of your screen to see all plan information including deductibles and network details. Reviewing the Full Rate Benefit Menus first will help you make informed decisions about your 2025, 2026 benefits offerings.

Models can now be downloaded as an Excel workbook. There is currently no functionality for uploading, so any changes made to the workbook will need to be added back to the model manually. This has been identified as an enhancement for future seasons.

If you and your client choose not to make any changes for this coming year, the Contribution Shortcut is a new feature that will be helpful to clients who have a simple strategy and are not looking to make any changes to plans offered to employees.

Open Enrollment season is here!

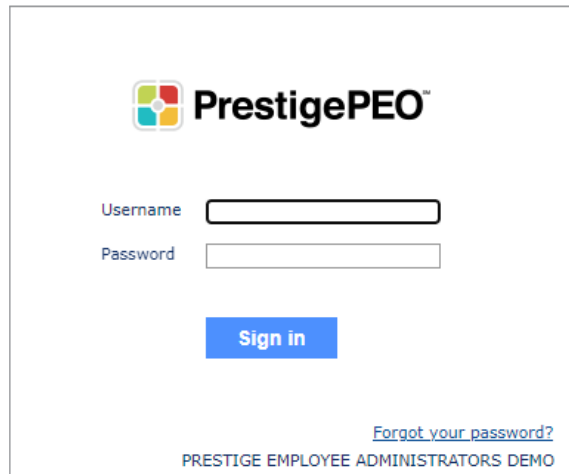
The PrestigePEO Renewal Portal
showcases enhanced features for this
Open Enrollment season.

This step-by-step user guide will show
you how to create, compare, and share
contribution models, to find the best
plans for your business.



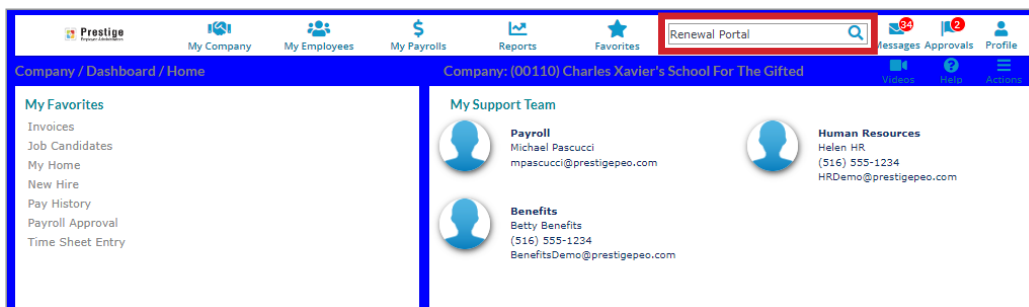
Getting Started

Log in to PrestigePRO with your username and password.

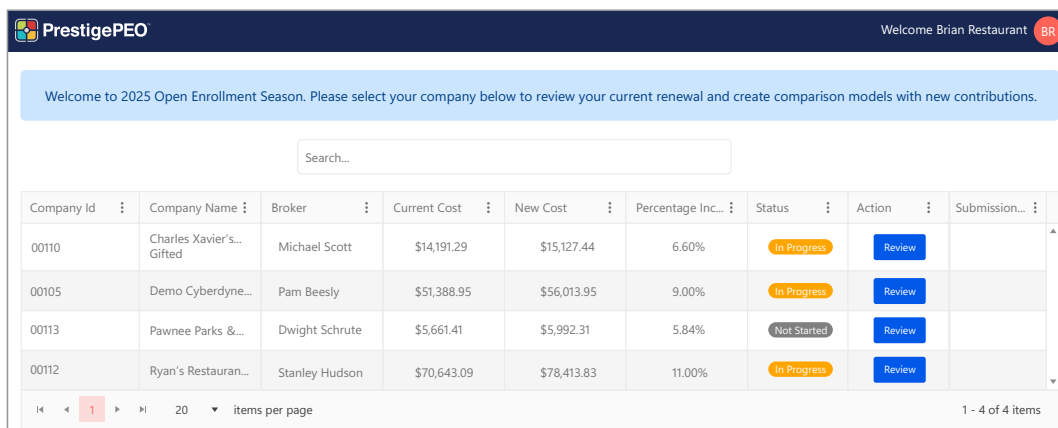


The login screen for PrestigePEO features the company logo at the top. Below it are two input fields labeled 'Username' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom, there is a link for 'Forgot your password?' and the text 'PRESTIGE EMPLOYEE ADMINISTRATORS DEMO'.

In the search box in the upper right corner, type the words “**Renewal Portal**” and click enter.



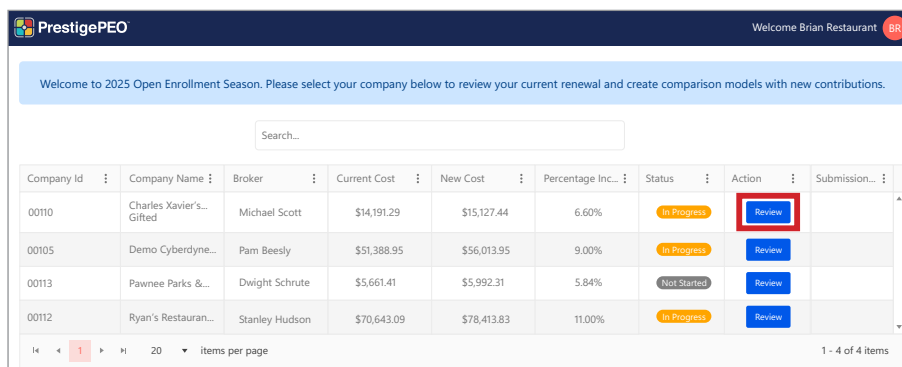
This will bring you to your Renewal Portal homepage, where you'll find a list of all your company's entities with PrestigePEO.



The screenshot shows the Renewal Portal homepage. At the top, there is a welcome message for 'Brian Restaurant'. Below this, a blue banner reads: 'Welcome to 2025 Open Enrollment Season. Please select your company below to review your current renewal and create comparison models with new contributions.' A search bar is located below the banner. The main content area displays a table with columns for Company Id, Company Name, Broker, Current Cost, New Cost, Percentage Inc., Status, Action, and Submission. The table lists four companies: Charles Xavier's... Gifted, Demo Cyberdyne..., Pawnee Parks &..., and Ryan's Restauran... Each row has a 'Review' button in the Action column. At the bottom, there is a pagination bar showing '1 - 4 of 4 items'.

Company Id	Company Name	Broker	Current Cost	New Cost	Percentage Inc.	Status	Action	Submission...
00110	Charles Xavier's... Gifted	Michael Scott	\$14,191.29	\$15,127.44	6.60%	In Progress	Review	
00105	Demo Cyberdyne...	Pam Beesly	\$51,388.95	\$56,013.95	9.00%	In Progress	Review	
00113	Pawnee Parks &...	Dwight Schrute	\$5,661.41	\$5,992.31	5.84%	Not Started	Review	
00112	Ryan's Restauran...	Stanley Hudson	\$70,643.09	\$78,413.83	11.00%	In Progress	Review	

To review and change contributions for a specific entity, click the **“Review”** button in that entity’s row. You can also use the search bar to enter the name of a company or entity rather than scrolling through the list.



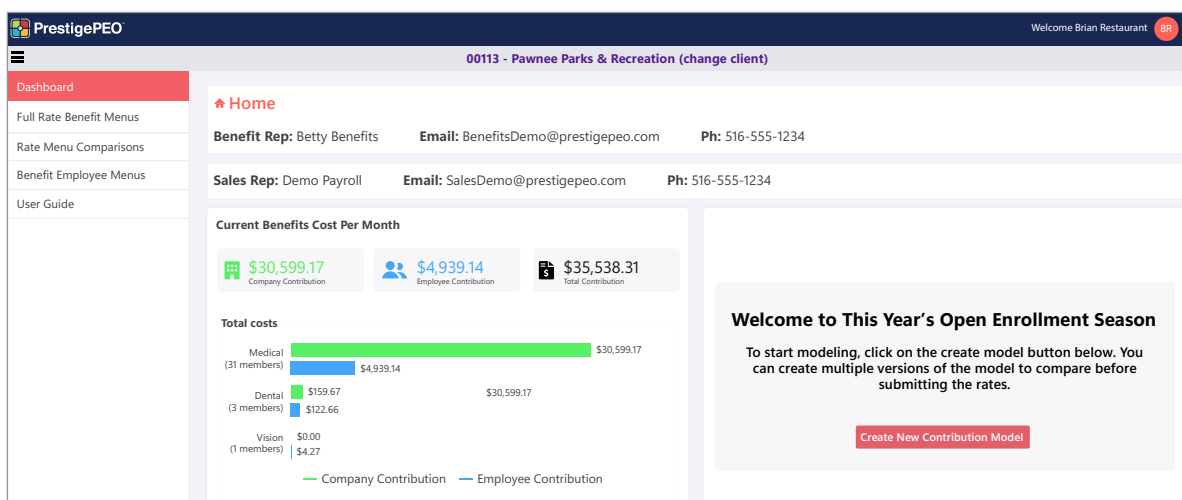
Search...

Company Id	Company Name	Broker	Current Cost	New Cost	Percentage Inc...	Status	Action	Submission...
0010	Charles Xavier's... Gifted	Michael Scott	\$14,191.29	\$15,127.44	6.60%	In Progress	Review	
00105	Demo Cyberdyne...	Pam Beesly	\$51,388.95	\$56,013.95	9.00%	In Progress	Review	
00113	Pawnee Parks &...	Dwight Schrute	\$5,661.41	\$5,992.31	5.84%	Not Started	Review	
00112	Ryan's Restauran...	Stanley Hudson	\$70,643.09	\$78,413.83	11.00%	In Progress	Review	

1 - 4 of 4 items

Clicking **“Review”** will pull up your selected entity’s dashboard.

If you are responsible for multiple entities, you will need to perform the same process for each. There are two ways to return to your client list on the homepage:



1. Click the PrestigePEO logo at the top left corner of your screen.
2. Click your business’ name on the **“Change Client”** hyperlink at the top of your screen.



Don’t forget to save your work before navigating back to the Renewal Portal's homepage.

Note: There is no disruption in the model if a broker or client logs in before the other.

Your Dashboard

You have now reached your dashboard where you can see your current contribution model, as well as create and compare up to three new contribution models before you finalize next year's benefits plans. If you have questions or any issues while navigating the portal, you can easily access your benefit specialist and sales representative's contact information at the top of your screen.

PrestigePEO

00113 - Pawnee Parks & Recreation (change client)

Welcome Brian Restaurant BR

Dashboard

Full Rate Benefit Menus

Rate Menu Comparisons

Benefit Employee Menus

User Guide

Home

Benefit Rep: Betty Benefits

Email: BenefitsDemo@prestigepeo.com

Ph: 516-555-1234

Sales Rep: Demo Payroll

Email: SalesDemo@prestigepeo.com

Ph: 516-555-1234

Current Benefits Cost Per Month

\$43,879.72

Company Contribution

\$4,888.12

Employee Contribution

\$48,767.84

Total Contribution

Total costs

Medical (38 members)

\$4186.97

\$43,712.16

Dental (25 members)

\$0.00

\$600.43

Vision (25 members)

\$0.00

\$100.72

Company Contribution

Employee Contribution

Welcome to This Year's Open Enrollment Season

To start modeling, click on the create model button below. You can create multiple versions of the model to compare before submitting the rates.

Create New Contribution Model

Plan Type	# Enrolled	Current Monthly Premium	New Monthly Premium	% Change
Medical	38	\$48,203.65	\$54,346.66	11.30%
Dental	25	\$1167.39	\$1194.02	2.2%
Vision	25	\$143.60	\$143.60	0.00%

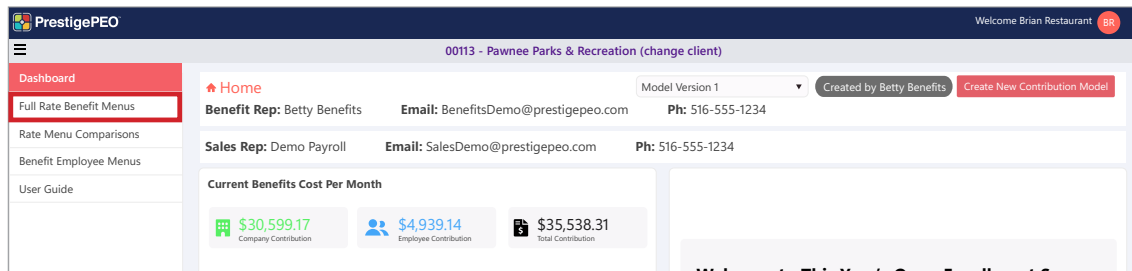
Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Pending ⚠
SUPERVISORS	5	4	4	\$8,612.81	\$10,053.74	Pending ⚠
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Pending ⚠
Total	38	25	25	\$43,879.72	\$49,801.52	0/3 Completed

Submit Contribution Model

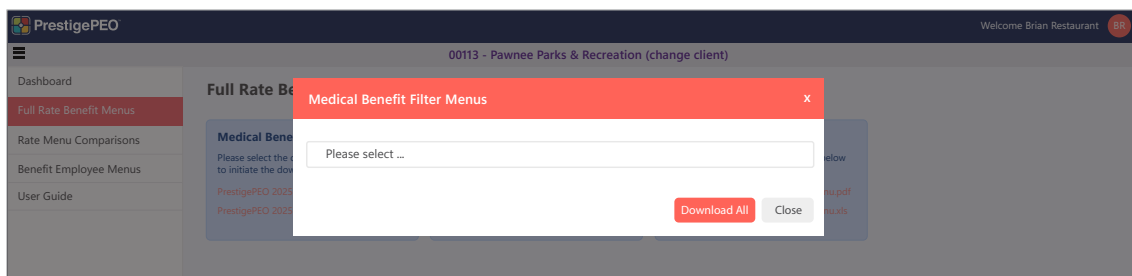
Full Rate Benefits Menus

Before you begin building your first contribution model, take a moment to review the current year's Full Rate Benefit Menus.

To get started, click “Full Rate Benefit Menus” from the menu on the left side of your screen.



Once on the Full Rate Benefit Menus page, you'll find detailed information for each available plan. You can download all plans or choose the plans you want to see side-by-side. This tool will help you review the Full Rate Benefit Menus and make informed decisions about your benefits offerings.



Note: Plans can be exported as PDFs or Excel files, allowing you to easily view the differences between them and assess which ones best meet your needs.

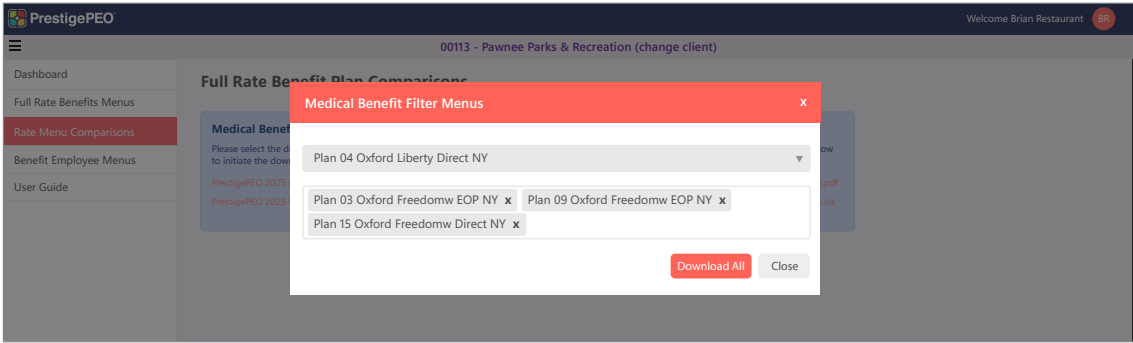


Rate Menu Comparisons

The PrestigePEO Renewal Portal now includes a new Rate Menu Comparisons feature, enabling you to select one current plan with enrollment and compare alternative plans back to it showing the calculation of monthly and annual cost.



Select the desired Benefit Menu for comparison. A pop-up window will appear prompting you to designate the primary plan for comparison and to select one or more plans to compare it against.



You have the option to download the Benefit Menu in Excel or PDF format.

	Plan 04 Oxford Freedom Direct NY	Plan 03 Oxford Freedom EPO NY	Plan 09 Oxford Freedom EPO NY	Plan 15 Oxford Freedom Direct NY
Benefits	In-Network	In-Network	In-Network	In-Network
Preventative / Primary Care / Specialist	\$0 / \$25 / \$50	\$0 / \$30 / \$60	\$0 / \$30 / \$60	\$0 / \$25 / \$50
Deductible (Individual / Family)	\$500 / \$1,000	N/A / N/A	\$1,000 / \$2,000	\$750 / \$1,500
Co-insurance Percent	10%	N/A	10%	10%
Maximum OOP (Individual / Family)	\$3,000 / \$4,000	\$4,000 / \$5,000	\$4,000 / \$5,000	\$5,000 / \$10,000
Hospital Semi-Private Room	Deductible & Co-insurance	\$500 Copay	Deductible & Co-insurance	Deductible & Co-insurance
Hospital Emergency Room	\$400 (Waived if Admitted)	\$400 (Waived if Admitted)	\$400 (Waived if Admitted)	\$400 (Waived if Admitted)
Outpatient Surgery	Deductible & Co-insurance	\$250 Copay	Deductible & Co-insurance	Deductible & Co-insurance
Laboratory Services	PL: \$0 / NPL: Deductible & Co-insurance	PL: \$0 / NPL: Deductible & Co-insurance	PL: \$0 / NPL: Deductible & Co-insurance	PL: \$0 / NPL: Deductible & Co-insurance
MRI, MRA, PET, Ultrasound	Deductible & Co-insurance	Hosp: Co-insurance / FS: \$0	Deductible & Co-insurance	Deductible & Co-insurance
Urgent Care	\$100 Copay	\$100 Copay	\$100 Copay	\$100 Copay
	Out-of-Network	Out-of-Network	Out-of-Network	Out-of-Network
Deductible (Individual / Family)	\$1,000 / \$2,000	N/A / N/A	N/A / N/A	\$2,500 / \$5,000
Maximum OOP (Individual / Family)	\$4,500 / \$7,000	N/A / N/A	N/A / N/A	\$8,000 / \$16,000
Co-insurance Percent	30%	N/A	N/A	30%
	Prescriptions	Prescriptions	Prescriptions	Prescriptions
Deductible	\$100 Deductible Tier 2 & 3	\$100 Deductible Tier 2 & 3	\$100 Deductible Tier 2 & 3	\$100 Deductible Tier 2 & 3
Co-Pays	\$15 / \$35 / \$75	\$15 / \$35 / \$75	\$15 / \$35 / \$75	\$15 / \$35 / \$75
Coverage Tiers	Monthly Cost	Monthly Cost	Monthly Cost	Monthly Cost
Employee	1 enrolled @ \$1,914.15	\$1,750.30	\$1,449.31	\$1,699.96
Employee + Spouse	1 enrolled @ \$3,923.96	\$3,588.13	\$2,971.08	\$3,447.96
Employee + Child(ren)	1 enrolled @ \$3,303.80	\$3,021.05	\$2,501.51	\$2,902.27
Employee + Family	1 enrolled @ \$5,773.04	\$5,278.86	\$4,371.10	\$5,071.37
Totals				
Monthly Premium	\$14,914.95	\$13,638.34	\$11,293.00	\$13,120.56
		\$0.00	\$0.00	\$0.00
Annualized Premium	\$178,979.40	\$163,660.08	\$135,516.00	\$157,446.72
		\$0.00	\$0.00	\$0.00

Please Note: All co-payments, deductibles, and co-insurance (medical & prescription) paid for In-Network Covered Services contribute to the In-Network out-of-pocket maximum. Information above is for illustration purposes. Refer to the Summary Plan Description for full details and plan provisions. For detailed summaries contact your Benefit Specialist.

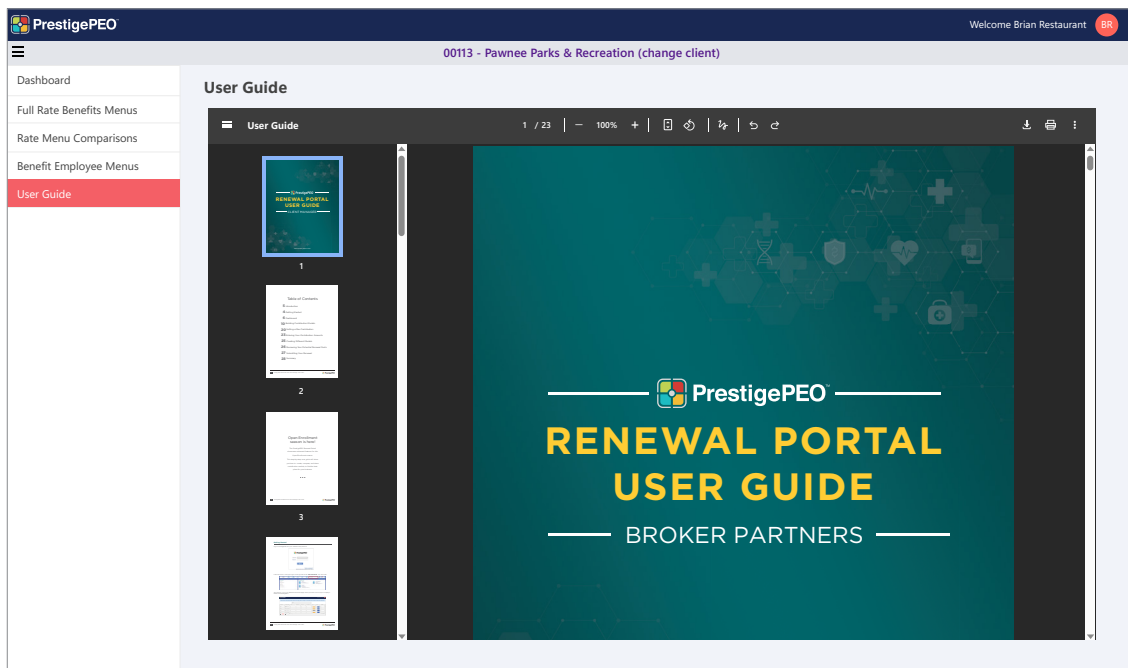
Benefit Employee Menus

The Benefit Employee Menu, which features the plans offered in each benefit class, with the employee cost only at the bottom. New Benefit Employee Menu will be available after the client submits their final decisions for Open Enrollment contributions.



User Guide

The PrestigePEO Renewal Portal Client Manager Guide is your comprehensive, step-by-step resource for navigating the enhanced Renewal Portal this Open Enrollment season. Designed with your business needs in mind, this guide walks you through how to create, compare, and share contribution models—empowering you to evaluate benefit plans and make informed decisions.



The Dashboard is split into four separate sections.

1 Current Benefits Cost Per Month

Company Contribution: \$43,879.72
Employee Contribution: \$4,888.12
Total Contribution: \$48,767.84

2 Welcome to This Year's Open Enrollment Season

To start modeling, click on the create model button below. You can create multiple versions of the model to compare before submitting the rates.

3 Plan Type Comparison

Plan Type	# Enrolled	Current Monthly Premium	New Monthly Premium	% Change
Medical	38	\$48,203.65	\$54,346.66	11.30%
Dental	25	\$1167.39	\$1194.02	2.2%
Vision	25	\$143.60	\$143.60	0.00%

4 Benefit Classes Breakdown

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Pending
SUPERVISORS	5	4	4	\$8,612.81	\$10,053.74	Pending
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Pending
Total	38	25	25	\$43,879.72	\$49,801.52	0/3 Completed

1. The left section shows your current benefit costs per month.
2. The right section is where you can create up to three contribution models for the upcoming year's benefits plans.
3. The newly added middle section provides a side-by-side view of the current and new Monthly Total Premiums for ease of comparison.
4. The bottom section of the dashboard displays a breakdown of your Benefit Classes, along with estimated monthly employer cost based on the current year's contribution model and the new one you create.

Note: A contribution model can be edited after it's built. You can also rename it by simply clicking the pencil tool right next to current model name.

Model Version

Summary

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Pending
SUPERVISORS	5	4	4	\$8,612.81	\$10,053.74	Pending
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Pending

*Click the hamburger menu icon at the top left corner of your screen to collapse the menu panel and allow more visibility for your dashboard. To reopen the panel, simply click the hamburger menu icon again.

Welcome Brian Restaurant BR

00113 - Pawnee Parks & Recreation (change client)

Dashboard
Full Rate Benefit Menus
Rate Menu Comparisons
Benefit Employee Menus
User Guide

Home

Benefit Rep: Betty Benefits **Email:** BenefitsDemo@prestigepeo.com **Ph:** 516-555-1234

Sales Rep: Demo Payroll **Email:** SalesDemo@prestigepeo.com **Ph:** 516-555-1234

Current Benefits Cost Per Month

\$43,879.72
Company Contribution

\$4,888.12
Employee Contribution

\$48,767.84
Total Contribution

Total costs

Medical (38 members)	\$43,712.16
Dental (25 members)	\$600.43
Vision (25 members)	\$100.72

— Company Contribution — Employee Contribution

Welcome to This Year's Open Enrollment Season

To start modeling, click on the create model button below. You can create multiple versions of the model to compare before submitting the rates.

Create New Contribution Model

Plan Type	# Enrolled	Current Monthly Premium	New Monthly Premium	% Change
Medical	38	\$48,203.65	\$54,346.66	11.30%
Dental	25	\$1167.39	\$1194.02	2.2%

Welcome Brian Restaurant BR

00113 - Pawnee Parks & Recreation (change client)

Home

Benefit Rep: Betty Benefits **Email:** BenefitsDemo@prestigepeo.com **Ph:** 516-555-1234

Sales Rep: Demo Payroll **Email:** SalesDemo@prestigepeo.com **Ph:** 516-555-1234

Current Benefits Cost Per Month

\$30,599.17
Company Contribution

\$4,939.14
Employee Contribution

\$35,538.31
Total Contribution

Total costs

Medical (31 members)	\$30,599.17
Dental (3 members)	\$159.67
Vision (1 members)	\$4.27

— Company Contribution — Employee Contribution

Welcome to This Year's Open Enrollment Season

To start modeling, click on the create model button below. You can create multiple versions of the model to compare before submitting the rates.

Create New Contribution Model

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
No records available						
Total	0	0	0	\$0.00	\$0.00	0/0 Completed

Group Name	Plan Name	Plan Type	# Enrolled	Current Monthly Premium	New Monthly Premium	% Change
OWNERS - BENEFITS	Plan 04 Oxford Freedom Direct NY	Single	0	\$0.00	\$0.00	0.00%

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PrestigePEO Renewal Portal Broker Partners User Guide

PrestigePEO™

Building Contribution Models

To begin, click the “Create New Contribution Model” button.

The screenshot shows the PrestigePEO dashboard for client '00113 - Pawnee Parks & Recreation'. The dashboard includes a sidebar with navigation links: Dashboard, Full Rate Benefit Menus, Rate Menu Comparisons, Benefit Employee Menus, and User Guide. The main content area displays client information (Benefit Rep: Betty Benefits, Email: BenefitsDemo@prestigepeo.com, Ph: 516-555-1234; Sales Rep: Demo Payroll, Email: SalesDemo@prestigepeo.com, Ph: 516-555-1234) and current benefits costs per month. A table shows plan types and their associated costs.

Plan Type	# Enrolled	Current Monthly Premium	New Monthly Premium	% Change
Medical	38	\$48,203.65	\$54,346.66	11.30%
Dental	25	\$1167.39	\$1194.02	2.2%
Vision	25	\$143.60	\$143.60	0.00%

This will open a pop-up window that prompts you to name your contribution model. Be sure to use a naming convention to quickly distinguish one model from another. Example: Model Version 1, MV1, OE Model 1, Option 1).

By clicking the “Create New Contribution Model” button, you can begin creating different potential contribution models that will allow you to select plans while viewing different contribution options.

Click “Create” to save the model’s name and to begin building the model.

The screenshot shows the same PrestigePEO dashboard, but with a 'Create Contribution Model' pop-up window open. The window has a text input field for 'Name' containing 'Model Version 1' and two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a red box.

Summary Page

When the model opens, you will be brought to the Summary page, where you are able to view by Class, your eligibility count (medical, dental, vision), current total employer costs and, once your new contribution model is built, estimated renewal total employer cost, and the status of the contributions within the model.

Welcome Brian Restaurant

00113 - Pawnee Parks & Recreation (change client)

[Home](#) > [Model Version 1](#)

Summary
OWNERS
SUPERVISORS
ALL EMPLOYEES

Export

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Pending
SUPERVISORS	5	4	4	\$8,612.81	\$10,053.74	Pending
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Pending
Total	38	25	25	\$43,879.72	\$49,801.52	0/3 Completed

NOTE:

At this point, you have the option to export your renewal grid in Excel format. This will allow you to share detailed model plans between decision-makers.

Your renewal grid will download as an Excel workbook. The first tab will show a summary page and each Benefit Class on the following tabs.

**Note: You cannot click the "Submit Contribution Model" button until all the classes and plans have been entered.*



Year	Last Year Rate			Next Year Rate			Final Contribution
	Rate	%	\$	Rate	%	\$	
1	...	...	...	...	...	...	...
2	...	...	...	...	...	...	...
3	...	...	...	...	...	...	...
4	...	...	...	...	...	...	...
5	...	...	...	...	...	...	...
6	...	...	...	...	...	...	...
7	...	...	...	...	...	...	...
8	...	...	...	...	...	...	...
9	...	...	...	...	...	...	...
10	...	...	...	...	...	...	...
11	...	...	...	...	...	...	...
12	...	...	...	...	...	...	...
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17	...	...	...	...	...	...	...
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31	...	...	...	...	...	...	...
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51	...	...	...	...	...	...	...
52	...	...	...	...	...	...	...
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64	...	...	...	...	...	...	...
65	...	...	...	...	...	...	...
66	...	...	...	...	...	...	...
67	...	...	...	...	...	...	...
68	...	...	...	...	...	...	...
69	...	...	...	...	...	...	...
70	...	...	...	...	...	...	...
71	...	...	...	...	...	...	...
72	...	...	...	...	...	...	...
73	...	...	...	...	...	...	...
74	...	...	...	...	...	...	...
75	...	...	...	...	...	...	...
76	...	...	...	...	...	...	...
77	...	...	...	...	...	...	...
78	...	...	...	...	...	...	...
79	...	...	...	...	...	...	...
80	...	...	...	...	...	...	...
81	...	...	...	...	...	...	...
82	...	...	...	...	...	...	...
83	...	...	...	...	...	...	...
84	...	...	...	...	...	...	...
85	...	...	...	...	...	...	...
86	...	...	...	...	...	...	...
87	...	...	...	...	...	...	...
88	...	...	...	...	...	...	...
89	...	...	...	...	...	...	...
90	...	...	...	...	...	...	...
91	...	...	...	...	...	...	...
92	...	...	...	...	...	...	...
93	...	...	...	...	...	...	...
94	...	...	...	...	...	...	...
95	...	...	...	...	...	...	...
96	...	...	...	...	...	...	...
97	...	...	...	...	...	...	...
98	...	...	...	...	...	...	...
99	...	...	...	...	...	...	...
100	...	...	...	...	...	...	...

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Export

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Pending
SUPERVISORS	5	4	4	\$8,612.81	\$10,053.74	Pending
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Pending
Total	38	25	25	\$43,879.72	\$49,801.52	0/3 Completed

NOTE:

On the left panel you will be able to click on different Benefit Classes to view the details of the plan offering, both current and projected. This will allow you to view the model and different contribution settings by specific Benefit Class.

**Note: You cannot change or update Classes through the PrestigePEO Renewal Portal. You will need to contact your benefits specialist to make any Class changes.*

Once you choose a Class to begin working with, you will see the Class details which will show all plans offered to the specific Class, broken down into last year's rates and next year's rates with a potential to edit based on employer contribution levels.

Based on the plan and the tier, the column on the far right of the chart will indicate the change in premium rates as a percent, displayed in red or green. If there is a year-over-year increase in premium costs, the percent will appear in red. If there is a year-over-year decrease in premium costs, the percent will display in green. Percentages will be calculated and shown for each contact type (single, couple, single parent, or family) and each plan.

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Class:3 - ALL EMPLOYEES

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Tier	Rate	Last Year Rate							Next Year Rate					
		Monthly Contributions %	Final Contribution		Employee Count	Total	Rate Effective 11/1/2025	Monthly Contributions		Final Contribution		Rate Change %		
			Employer	Employee				%	\$	Employer	Employee			
▼ Plan 03 Oxford Freedom EPO NY														
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98							▲ 12.74%
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17							▲ 12.74%
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74							▲ 12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41							▲ 12.74%
▼ Plan 04 Oxford Freedom Direct NY														
Single	\$1,303.66	75.00%	\$987.07	\$316.59	0	\$1,469.79	\$1,469.79							▲ 12.74%
Couple	\$2,672.47	36.00%	\$987.07	\$1,685.40	0	\$3,013.04	\$3,013.04							▲ 12.74%
Single Parent	\$2,250.09	43.00%	\$987.07	\$1,263.02	0	\$2,536.85	\$2,536.85							▲ 12.74%
Family	\$3,931.80	25.00%	\$987.07	\$2,944.73	0	\$4,432.87	\$4,432.87							▲ 12.74%
▼ Plan 09 Oxford Freedom EPO NY														
Single	\$987.07	100.00%	\$987.07	\$0.00	26	\$1,112.86	\$1,112.86							▲ 12.74%
Couple	\$2,023.50	48.00%	\$987.07	\$1,036.43	0	\$2,281.36	\$2,281.36							▲ 12.74%
Single Parent	\$1,703.69	57.00%	\$987.07	\$716.62	1	\$1,920.79	\$1,920.79							▲ 12.74%
Family	\$2,976.99	33.00%	\$987.07	\$1,989.92	1	\$3,356.37	\$3,356.37							▲ 12.74%
▼ Metlife Dental DHMO														
Single	\$12.75	0.00%	0.00%	\$12.75	2	\$12.75	\$12.75							0.00%
Couple	\$24.17	0.00%	0.00%	\$24.17	0	\$24.17	\$24.17							0.00%
Single Parent	\$25.52	0.00%	0.00%	\$25.52	1	\$25.52	\$25.52							0.00%
Family	\$36.34	0.00%	0.00%	\$36.34	0	\$36.34	\$36.34							0.00%
▼ Metlife Dental Enhanced														
Single	\$72.69	0.00%	0.00%	\$72.69	0	\$77.78	\$77.78							▲ 7.00%
Couple	\$133.18	0.00%	0.00%	\$133.18	0	\$142.50	\$142.50							▲ 7.00%
Single Parent	\$159.67	0.00%	0.00%	\$159.67	0	\$170.85	\$170.85							▲ 7.00%
Family	\$228.77	0.00%	0.00%	\$228.77	0	\$244.78	\$244.78							▲ 7.00%
▼ Metlife Dental Premium														
Single	\$49.97	0.00%	0.00%	\$49.97	1	\$52.47	\$52.47							▲ 5.00%
Couple	\$91.55	0.00%	0.00%	\$91.55	0	\$96.13	\$96.13							▲ 5.00%
Single Parent	\$109.77	0.00%	0.00%	\$109.77	0	\$115.26	\$115.26							▲ 5.00%
Family	\$157.29	0.00%	0.00%	\$157.29	0	\$165.15	\$165.15							▲ 5.00%
▼ Metlife Dental Standard														
Single	\$28.61	0.00%	0.00%	\$28.61	14	\$28.61	\$28.61							0.00%
Couple	\$52.24	0.00%	0.00%	\$52.24	1	\$52.24	\$52.24							0.00%
Single Parent	\$70.12	0.00%	0.00%	\$70.12	0	\$70.12	\$70.12							0.00%
Family	\$97.68	0.00%	0.00%	\$97.68	1	\$97.68	\$97.68							0.00%

NEW Employee Census Report

The Census Report provides clients with a quick view of the benefit plan each employee is currently enrolled in. It outlines key details to support accurate contribution modeling, including: Employee Name, Benefit Group, Plan ID and Description, Coverage Status, Plan Type, Premium Amount, Company and Employee Contributions, and Employee State.

Use this information to analyze plan selections, cost distribution, and state-based eligibility.

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Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Pending !
SUPERVISORS	5	4	4	\$8,612.81	\$10,053.74	Pending !
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Pending !
Total	38	25	25	\$43,879.72	\$49,801.52	0/3 Completed

NOTE:

Submit Contribution Model

Employer HSA Match Form (Optional)

Please fill out the form below to provide employer match details for HSA contributions.

Do you want to provide an employer match for HSA?

Select...

Submit

Employee Census Report

Export to Excel

Employee N...	Benefit Grou...	Plan ID	Plan Descrip...	Status	Plan Type	Premium A...	Company C...	Employee C...	Employee St...
Scott, Michael	DIRECTORS	METDENS	Metlife Dental Standard	A	ES	52.24	0	52.24	NY
Scott, Michael	DIRECTORS	OXNY01	Plan 01 Oxford Liberty Direct NY	A	ES	1607.94	1607.94	0	NY
Scott, Michael	DIRECTORS	VISV	UHC Vision Voluntary	A	ES	7.9	7.9	0	NY
Schrute, Dwight	ALL FT EMPLOYEES	METDENS	Metlife Dental Standard	A	EE	28.61	0	28.61	NY
Schrute, Dwight	ALL FT EMPLOYEES	OXNY01	Plan 01 Oxford Liberty Direct NY	A	EE	784.16	784.16	0	NY
Schrute, Dwight	ALL FT EMPLOYEES	VISV	UHC Vision Voluntary	A	EE	4.27	4.27	0	NY
Beesly, Pam	ALL FT EMPLOYEES	METDENS	Metlife Dental Standard	A	EE	28.61	0	28.61	NY
Beesly, Pam	ALL FT EMPLOYEES	OXNY01	Plan 01 Oxford Liberty Direct NY	A	EE	784.16	784.16	0	NY
Beesly, Pam	ALL FT EMPLOYEES	VISV	UHC Vision Voluntary	A	EE	4.27	4.27	0	NY
Hudson, Stanley	ALL FT EMPLOYEES	METDENS	Metlife Dental DHMO	A	EE	12.75	0	12.75	NY

10 items per page
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The report is accessible within the Renewal Portal and can also be exported by selecting the "Export to Excel" option.



Employer HSA Match Form (Optional)

If you create a model and the offering includes a high deductible health plan, then you will see the Employer HSA Match form below. This form allows the employer to inform Prestige when they want to provide a contribution to employee’s HSA accounts. This is optional and not all employers choose to make a contribution.

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Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Pending !
SUPERVISORS	5	4	4	\$8,612.81	\$10,053.74	Pending !
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Pending !
Total	38	25	25	\$43,879.72	\$49,801.52	0/3 Completed

NOTE:

Submit Contribution Model

Employer HSA Match Form (Optional)

Please fill out the form below to provide employer match details for HSA contributions.

Do you want to provide an employer match for HSA?

Select... v

Submit

Employee Census Report

Export to Excel

Employee N...	Benefit Grou...	Plan ID	Plan Descrip...	Status	Plan Type	Premium A...	Company C...	Employee C...	Employee St...
Scott, Michael	DIRECTORS	METDENS	Metlife Dental Standard	A	ES	52.24	0	52.24	NY
Scott, Michael	DIRECTORS	OXNY01	Plan 01 Oxford Liberty Direct NY	A	ES	1607.94	1607.94	0	NY
Scott, Michael	DIRECTORS	VISV	UHC Vision Voluntary	A	ES	7.9	7.9	0	NY
Schrute, Dwight	ALL FT EMPLOYEES	METDENS	Metlife Dental Standard	A	EE	28.61	0	28.61	NY
Schrute, Dwight	ALL FT EMPLOYEES	OXNY01	Plan 01 Oxford Liberty Direct NY	A	EE	784.16	784.16	0	NY
Schrute, Dwight	ALL FT EMPLOYEES	VISV	UHC Vision Voluntary	A	EE	4.27	4.27	0	NY

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If “Yes” is selected, a series of additional selections will pop-up.

The screenshot shows a web form titled "Employer HSA Match Form (Optional)". Below the title is a subtitle: "Please fill out the form below to provide employer match details for HSA contributions." The form contains several sections, each with a red circle containing a number from 1 to 6 next to it. Section 1 is "Employer Annual Election Amount (USD) for Employee Only Coverage" with a text input field labeled "Enter amount". Section 2 is "Employer Annual Election Amount (USD) for Employee+Spouse Coverage" with a text input field labeled "Enter amount". Section 3 is "Employer Annual Election Amount (USD) for Employee+Child(ren) Coverage" with a text input field labeled "Enter amount". Section 4 is "Employer Annual Election Amount (USD) for Family Coverage" with a text input field labeled "Enter amount". Section 5 is "What is the timing of the employer contribution?" with a dropdown menu labeled "Select timing...". Section 6 is "Should the employer contribution be pro-rated for enrollments later in the year?" with a dropdown menu labeled "Select...". At the bottom right of the form is a blue "Submit" button.

1. Employer Annual Election Amount (USD) for Employee Only Coverage

Enter the total annual dollar amount the employer will contribute to an employee’s HSA when the employee is enrolled in self-only coverage.

2. Employer Annual Election Amount (USD) for Employee+Spouse Coverage

Enter the total annual dollar amount the employer will contribute to an employee’s HSA when enrolled in a plan that covers the employee and their spouse.

3. Employer Annual Election Amount (USD) for Employee+Child(ren) Coverage

Enter the total annual dollar amount the employer will contribute to an employee’s HSA when enrolled in a plan that covers the employee and their child or children.

4. Employer Annual Election Amount (USD) for Family Coverage

Enter the total annual dollar amount the employer will contribute to an employee’s HSA when enrolled in a family coverage plan (employee, spouse, and child(ren)).

5. What is the timing of the employer contribution?

Select when employer HSA contributions will be distributed to employees. Options include:

- **Once a year in January:** The full employer contribution is deposited at the beginning of the calendar year.
- **Monthly on the first or second pay period of the month:** Contributions are distributed monthly, either during the first or second payroll cycle of each month.
- **Per Pay period throughout the year:** Contributions are divided evenly and made each pay period throughout the year.

6. Should the employer contribution be pro-rated for enrollments later in the year?

Indicate whether employees who enroll in an HSA mid-year (due to new hire, qualifying life event, etc.) will receive a prorated contribution amount based on their remaining months of coverage in the plan year.

Building Contribution Models Menu

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		Last Year Rate							Next Year Rate					
Tier	Rate	Monthly Contributions	Final Contribution		Employee Count	Total	Rate Effective 11/1/2025	Monthly Contributions		Final Contribution				
		%	Employer	Employee				%	\$	Employer	Employee	Rate Change %		
▼ Plan 03 Oxford Freedom EPO NY														
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98							▲ 12.74%
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17							▲ 12.74%
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74							▲ 12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41							▲ 12.74%
▼ Plan 04 Oxford Freedom Direct NY														
Single	\$1,303.66	75.00%	\$987.07	\$316.59	0	\$1,469.79	\$1,469.79							▲ 12.74%

There are three features that represent actions which can be taken as you begin to build models.

1. Add or Terminate Plans button

This feature allows you to add or remove plans from the current model.

2. Set Max Medical Plan Contribution

This will allow the you to select a defined contribution across all plans and categories.

3. The Contribution Shortcuts

This is a feature for those who have a simple strategy and are not looking to make any changes to the plans offered to employees.

There are four options under this feature, keep same percentage, keep same dollar amount, split the increase 50/50 between employee and employer, and Assign 100% of increase to employer.

Choosing any of these options will populate the full grid for the chosen Benefit Class including medical, dental, and vision. This will also override anything previously populated in the renewal grid.

Add or Terminate Plans Feature

Once you click on “Add or Terminate Plans,” the “Manage Plans” pop-up screen will appear. This is where you can view all available medical, dental, and vision plans.

Manage Plans						
	Medical	Dental	Vision			
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
☐	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
☐	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
☒	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,343.98	\$2,755.17	\$2,319.74	\$4,053.41	
☒	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,469.79	\$3,013.04	\$2,536.85	\$4,432.87	
☐	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13	
☐	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67	
☐	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$1,036.41	\$2,124.63	\$1,806.39	\$3,143.04	
☐	OXNY08 - Plan 08 Oxford Freedom HDHP EPO NY	\$849.51	\$1,741.49	\$1,466.25	\$2,562.09	
☒	OXNY09 - Plan 09 Oxford Freedom EPO NY	\$1,084.92	\$2,224.09	\$1,872.58	\$3,272.13	

*Note: Plans should be added or terminated before contributions are completed.

Manage Plans						
	Medical	Dental	Vision			
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
☐	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
☐	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
☒	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,343.98	\$2,755.17	\$2,319.74	\$4,053.41	
☒	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,469.79	\$3,013.04	\$2,536.85	\$4,432.87	
☐	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13	
☐	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67	
☐	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$1,036.41	\$2,124.63	\$1,806.39	\$3,143.04	
☐	OXNY08 - Plan 08 Oxford Freedom HDHP EPO NY	\$849.51	\$1,741.49	\$1,466.25	\$2,562.09	
☒	OXNY09 - Plan 09 Oxford Freedom EPO NY	\$1,084.92	\$2,224.09	\$1,872.58	\$3,272.13	

To switch between plan types, click the labeled tabs at the top of the page.

If you do not currently offer dental or vision through PrestigePEO but would like to add them this year to the plans offered to your employees, you can do that here.

The plans that are highlighted, and have a check box, will reflect the plans that you already offer.

Manage Plans						
Medical Dental Vision						
	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate	
☐	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
☐	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
☒	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,343.98	\$2,755.17	\$2,319.74	\$4,053.41	
☒	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,469.79	\$3,013.04	\$2,536.85	\$4,432.87	
☐	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13	
☐	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67	
☐	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$1,036.41	\$2,124.63	\$1,806.39	\$3,143.04	
☐	OXNY08 - Plan 08 Oxford Freedom HDHP EPO NY	\$849.51	\$1,741.49	\$1,466.25	\$2,562.09	
☒	OXNY09 - Plan 09 Oxford Freedom EPO NY	\$1,084.92	\$2,224.09	\$1,872.58	\$3,272.13	

To add a plan to your offering, click the check box next to the plan name.

☒	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66	
☐	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80	
☒	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,343.98	\$2,755.17	\$2,319.74	\$4,053.41	
☒	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,469.79	\$3,013.04	\$2,536.85	\$4,432.87	

To remove a plan from your offering, uncheck the check box next to the plan name.

☒	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,343.98	\$2,755.17	\$2,319.74	\$4,053.41	
☐	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,469.79	\$3,013.04	\$2,536.85	\$4,432.87	
☐	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13	
☐	OXNY06 - Plan 06 Oxford	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67	

If you choose to terminate a plan that your employees are currently enrolled in from the past enrollment year, you will see another pop-up box that will prompt you to choose a plan to move those employees to. This is necessary to estimate costs and continue to include the current employee count.

Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate
OXNY01 - Plan 01 Oxford Liberty Direct NY			\$1,621.09	\$2,832.66
OXNY02 - Plan 02 Oxford Liberty POS NY			\$1,955.39	\$3,416.80
☒ OXNY03 - Plan 03 Oxford Freedom EPO NY			\$2,319.74	\$4,053.41
☒ OXNY04 - Plan 04 Oxford Freedom Direct NY			\$2,536.85	\$4,432.87
OXNY05 - Plan 05 Oxford Freedom Access NY			\$3,345.05	\$5,845.13
OXNY06 - Plan 06 Oxford Liberty EPO NY			\$1,858.60	\$3,247.67
OXNY07 - Plan 07 Oxford Freedom HDHP POS NY			\$1,806.39	\$3,143.04

Move employees to different plan

Please select Plan to move the employees to estimate project cost

Plan

Note: Employees moved to another plan only for modeling purposes. Employees on this plan will need to elect a new plan through the employee open enrollment portal before 11/1/2025

Cancel Save

Once you have chosen the plans that you would like to include in the model, click the “Save Changes” button.

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Manage Plans

Medical

Dental

Vision

	Plan Name	Employee Rate	Spouse Rate	Single Parent Rate	Family Rate
☒	OXNY01 - Plan 01 Oxford Liberty Direct NY	\$939.22	\$1,925.87	\$1,621.09	\$2,832.66
☒	OXNY02 - Plan 02 Oxford Liberty POS NY	\$1,145.34	\$2,323.04	\$1,955.39	\$3,416.80
☒	OXNY03 - Plan 03 Oxford Freedom EPO NY	\$1,343.98	\$2,755.17	\$2,319.74	\$4,053.41
☒	OXNY04 - Plan 04 Oxford Freedom Direct NY	\$1,469.79	\$3,013.04	\$2,536.85	\$4,432.87
☐	OXNY05 - Plan 05 Oxford Freedom Access NY	\$1,938.05	\$3,972.97	\$3,345.05	\$5,845.13
☐	OXNY06 - Plan 06 Oxford Liberty EPO NY	\$1,076.82	\$2,208.04	\$1,858.60	\$3,247.67
☐	OXNY07 - Plan 07 Oxford Freedom HDHP POS NY	\$1,036.41	\$2,124.63	\$1,806.39	\$3,143.04
☐	OXNY08 - Plan 08 Oxford Freedom HDHP EPO NY	\$849.51	\$1,741.49	\$1,466.25	\$2,562.09
☒	OXNY09 - Plan 09 Oxford Freedom EPO NY	\$1,084.92	\$2,224.09	\$1,872.58	\$3,272.13

Cancel

Save Changes

The updated plans will now be reflected on the Class Details page.

<

Setting a Max Contribution

(Max Contributions can only be entered for Medical Plans.)

If the dollar amount you would like to contribute will remain the same across all plans, refer to the following instructions for using the “Set Max Medical Plan Contribution” button. This will allow you to select a defined contribution across all plans and categories. If a max contribution is selected, then the portal will automatically populate the correlating monthly contributions.

Begin by clicking the “Set Max Medical Plan Contribution” button.

	00113 - Pawnee Parks & Recreation (change client)											
Summary												
OWNERS												
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ALL EMPLOYEES												
Class:3 - ALL EMPLOYEES												
Add or Terminate Plans								Set Max Medical Plan Contribution		Contribution Shortcuts		Save Draft
Tier	Rate	Last Year Rate						Next Year Rate				
		Monthly Contributions	Final Contribution		Employee Count	Total	Rate Effective 11/1/2025	Monthly Contributions		Final Contribution		
		%	Employer	Employee				%	\$	Employer	Employee	Rate Change %
▼ Plan 03 Oxford Freedom EPO NY												
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98					▲ 12.74%
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17					▲ 12.74%
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74					▲ 12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41					▲ 12.74%
▼ Plan 04 Oxford Freedom Direct NY												
Single	\$1,303.66	75.00%	\$987.07	\$316.59	0	\$1,469.79	\$1,469.79					▲ 12.74%
Couple	\$2,672.47	36.00%	\$987.07	\$1,685.40	0	\$3,013.04	\$3,013.04					▲ 12.74%
Single Parent	\$2,250.09	43.00%	\$987.07	\$1,263.02	0	\$2,536.85	\$2,536.85					▲ 12.74%
Family	\$3,931.80	25.00%	\$987.07	\$2,944.73	0	\$4,432.87	\$4,432.87					▲ 12.74%
▼ Plan 09 Oxford Freedom EPO NY												
Single	\$987.07	100.00%	\$987.07	\$0.00	26	\$1,112.86	\$1,112.86					▲ 12.74%
Couple	\$2,023.50	48.00%	\$987.07	\$1,036.43	0	\$2,281.36	\$2,281.36					▲ 12.74%
Single Parent	\$1,703.69	57.00%	\$987.07	\$716.62	1	\$1,920.79	\$1,920.79					▲ 12.74%
Family	\$2,976.99	33.00%	\$987.07	\$1,989.92	1	\$3,356.37	\$3,356.37					▲ 12.74%
▼ Metlife Dental DHMO												
Single	\$12.75	0.00%	0.00%	\$12.75	2	\$12.75	\$12.75					0.00%
Couple	\$24.17	0.00%	0.00%	\$24.17	0	\$24.17	\$24.17					0.00%
Single Parent	\$25.52	0.00%	0.00%	\$25.52	1	\$25.52	\$25.52					0.00%
Family	\$36.34	0.00%	0.00%	\$36.34	0	\$36.34	\$36.34					0.00%
▼ Metlife Dental Enhanced												
Single	\$72.69	0.00%	0.00%	\$72.69	0	\$77.78	\$77.78					▲ 7.00%
Couple	\$133.18	0.00%	0.00%	\$133.18	0	\$142.50	\$142.50					▲ 7.00%
Single Parent	\$159.67	0.00%	0.00%	\$159.67	0	\$170.85	\$170.85					▲ 7.00%
Family	\$228.77											

A pop-up box will appear, and you can enter the contribution for each category (Single, Couple, Single Parent, and Family).

The screenshot shows the 'Class:3 - ALL EMPLOYEES' page with a table of employee plans. A pop-up box titled 'Set Max Monthly Contribution' is displayed, allowing users to set maximum contribution amounts for different plan categories. The pop-up includes input fields for Single, Couple, Single Parent, and Family contributions, each with a dropdown arrow. The 'Set Max Contribution' button is highlighted in red.

Last Year Rate				Next Year Rate			
Tier	Rate	%	Monthly Contributions	%	\$	Employer	Employee
Plan 03 Oxford Freedom EPO NY							
Single	\$1,192.06	82.00%	\$987.07				
Couple	\$2,443.73	40.00%	\$987.07				
Single Parent	\$2,057.52	47.00%	\$987.07				
Family	\$3,595.24	27.00%	\$987.07				
Plan 04 Oxford Freedom Direct NY							
Single	\$1,303.66	75.00%	\$987.07				
Couple	\$2,672.47	36.00%	\$987.07				
Single Parent	\$2,250.09	43.00%	\$987.07				
Family	\$3,931.80	25.00%	\$987.07				
Plan 09 Oxford Freedom EPO NY							
Single	\$987.07	100.00%	\$987.07				
Couple	\$2,023.50	48.00%	\$987.07				

**You can only set a max contribution by dollar amount.*

When all the contributions are entered, click the “Set Max Contribution.”

**By using this button, any contribution amount that was previously entered either by percentage or dollar amount will be overridden.*

This screenshot is identical to the one above, but with a red box highlighting the 'Set Max Contribution' button in the pop-up, indicating the final step in setting the maximum contribution.

That will populate the contribution for all medical plans listed for that Benefits Class.

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Class:3 - ALL EMPLOYEES

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Tier	Rate	Last Year Rate						Next Year Rate					
		Monthly Contributions	Final Contribution		Employee Count	Total	Rate Effective 11/1/2025	Monthly Contributions		Final Contribution		Rate Change %	
			Employer	Employee				%	\$	Employer	Employee		
▼ Plan 03 Oxford Freedom EPO NY													
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98	89	\$1,200.00	\$1,200.00	\$143.98	▲ 12.74%	
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17	58	\$1,600.00	\$1,600.00	\$1,155.17	▲ 12.74%	
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74	69	\$1,600.00	\$1,600.00	\$719.74	▲ 12.74%	
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41	44	\$1,800.00	\$1,800.00	\$2,253.41	▲ 12.74%	
▼ Plan 04 Oxford Freedom Direct NY													
Single	\$1,303.66	75.00%	\$987.07	\$316.59	0	\$1,469.79	\$1,469.79	82	\$1,200.00	\$1,200.00	\$269.79	▲ 12.74%	
Couple	\$2,672.47	36.00%	\$987.07	\$1,685.40	0	\$3,013.04	\$3,013.04	53	\$1,600.00	\$1,600.00	\$1,413.04	▲ 12.74%	
Single Parent	\$2,250.09	43.00%	\$987.07	\$1,263.02	0	\$2,536.85	\$2,536.85	63	\$1,600.00	\$1,600.00	\$936.85	▲ 12.74%	
Family	\$3,931.80	25.00%	\$987.07	\$2,944.73	0	\$4,432.87	\$4,432.87	41	\$1,800.00	\$1,800.00	\$2,632.87	▲ 12.74%	

However, once a Max Contribution is entered and calculated, you have the ability to make adjustments to the final contribution amount, as long as the amount that you enter is less then the maximum that you set.

For example, if a group wants to contribute 50% of the premium but does not want to go beyond a maximum amount. In that case, you would set the max contribution, then change the plans where the 50% contribution would be less than the max contribution by using the percentage option.

Once you complete all contributions for medical, dental, and vision for a specific Benefit Class, click the “Save Draft” button which can be found at the top and bottom of the page.

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Add or Terminate Plans Set Max Medical Plan Contribution Contribution Shortcuts Save Draft

Last Year Rate								Next Year Rate				
----------------	--	--	--	--	--	--	--	----------------	--	--	--	--

To adjust the contribution amounts for the next Benefits Class click the class name on the left panel and repeat the steps above.

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Tier	Rate	Last Year Rate							Next Year Rate				
		Monthly Contributions	Final Contribution		Employee Count	Total	Rate Effective 11/1/2025	Monthly Contributions		Final Contribution		Rate Change	
			Employer	Employee				%	\$	Employer	Employee		

**Make sure you save your work often, and before you switch to another model, as the portal will not automatically save your changes.*

Once all contributions for all Benefit Classes and plans have been determined, you can view your estimated renewal costs by clicking the “Summary” link on the left panel.

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Add or Terminate Plans Set Max Medical Plan Contribution Contribution Shortcuts Save Draft

Last Year Rate								Next Year Rate				
----------------	--	--	--	--	--	--	--	----------------	--	--	--	--

Entering Your Contribution Amounts

After determining what plans you would like to offer your employees, you now can enter potential monthly contribution amounts, either by percentage or dollar amount. This will allow you to have a better understanding of your final contributions and therefore choose the right plans for your organization.

Follow the directions below to learn how to enter monthly contributions by either percentage or dollar amount.

**Note: The portal will only allow you to choose one contribution method per category.*

Entering Monthly Contribution by Percentage

If you choose to view potential monthly contributions by a percentage, you have two options:

1. If you want to use the same contribution method for all four categories in the plan, click the top check box to enable the ability to input a dollar amount.

Tier	Rate	Monthly Contributions %	Last Year Rate				Rate Effective 11/1/2025	Next Year Rate				Rate Change %
			Employer	Employee	Employee Count	Total		Monthly Contributions %	Monthly Contributions \$	Employer	Employee	
Plan 03 Oxford Freedom EPO NY												
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98	83	\$1,112.86	\$1,112.86	\$231.12	▲ 12.74%
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17	40	\$1,112.86	\$1,112.86	\$1,642.31	▲ 12.74%
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74	48	\$1,112.86	\$1,112.86	\$1,206.88	▲ 12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41	27	\$1,112.86	\$1,112.86	\$2,940.55	▲ 12.74%

**The dollar amount column is shown on this guide as blank to emphasize the impact of entering the monthly contribution by percentage. Monthly contributions will populate with the dollar amount that coincides with the inputted percentage in the portal.*

2. OR if you want to use different contribution methods for the four categories, you will click the specific category's check box under the percentage symbol, to enable the ability to input a percentage.

Tier	Rate	Monthly Contributions %	Last Year Rate				Rate Effective 11/1/2025	Next Year Rate				Rate Change %
			Employer	Employee	Employee Count	Total		Monthly Contributions %	Monthly Contributions \$	Employer	Employee	
Plan 03 Oxford Freedom EPO NY												
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98	83	\$1,112.86	\$1,112.86	\$231.12	▲ 12.74%
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17	40	\$1,112.86	\$1,112.86	\$1,642.31	▲ 12.74%
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74	48	\$1,112.86	\$1,112.86	\$1,206.88	▲ 12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41	27	\$1,112.86	\$1,112.86	\$2,940.55	▲ 12.74%

The percent calculation for the premiums will populate to the right of the box in the Final Contribution column showing the new employer and employee potential contribution costs.

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Tier	Rate	Monthly Contributions %	Last Year Rate					Rate Effective 11/1/2025	Next Year Rate					
			Final Contribution		Employee Count	Total	Monthly Contributions		Final Contribution		Rate Change %			
			Employer	Employee			%		\$	Employer		Employee		
▼ Plan 03 Oxford Freedom EPO NY														
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98	83	☐	☒	\$1,112.86	\$1,112.86	\$231.12	▲ 12.74%
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17	40	☒	☐	\$1,112.86	\$1,112.86	\$1,642.31	▲ 12.74%
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74	48	☐	☒	\$1,112.86	\$1,112.86	\$1,206.88	▲ 12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41	27	☒	☐	\$1,112.86	\$1,112.86	\$2,940.55	▲ 12.74%

Entering Monthly Contribution by Dollar Amount

If you choose to view potential monthly contributions by dollar amount, you have two options:

1. If you want to use the same contribution method for all four categories in the plan, click the top check box to enable the ability to input a dollar amount.

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Tier	Rate	Monthly Contributions %	Last Year Rate				Rate Effective 11/1/2025	Next Year Rate				
			Final Contribution		Employee Count	Total		Monthly Contributions		Final Contribution		Rate Change %
			Employer	Employee				%	\$	Employer	Employee	
▼ Plan 03 Oxford Freedom EPO NY								☐	☒			
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98	☐	☒	\$1,112.86	\$1,112.86	\$231.12 ▲ 12.74%
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17	☐	☒	\$1,112.86	\$1,112.86	\$1,642.31 ▲ 12.74%
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74	☐	☒	\$1,112.86	\$1,112.86	\$1,206.88 ▲ 12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41	☐	☒	\$1,112.86	\$1,112.86	\$2,940.55 ▲ 12.74%

*The percentage column is shown on this guide as blank to emphasize the impact of entering the monthly contribution by percentage. Monthly contributions will populate with the percentage that coincides with the entered dollar amount in the portal.

2. OR if you want to use different contribution methods for the four categories, you will click the specific category's check box under the dollar symbol, to enable the ability to input a dollar amount.

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Tier	Rate	Last Year Rate						Rate Effective 11/1/2025	Next Year Rate					
		Monthly Contributions %	Final Contribution		Employee Count	Total	Monthly Contributions		Final Contribution		Rate Change %			
			Employer	Employee			%		\$	Employer		Employee		
▼ Plan 03 Oxford Freedom EPO NY														
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98			\$1,112.86		\$1,112.86	\$231.12	▲ 12.74%
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17			\$1,112.86		\$1,112.86	\$1,642.31	▲ 12.74%
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74			\$1,112.86		\$1,112.86	\$1,206.88	▲ 12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41			\$1,112.86		\$1,112.86	\$2,940.55	▲ 12.74%

The dollar amount calculation for the premiums will populate to the right of the box in the Final Contribution column showing the new employer and employee potential contribution costs.

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		Last Year Rate							Next Year Rate					
Tier	Rate	Monthly Contributions	Final Contribution		Employee Count	Total	Rate Effective 11/1/2025	Monthly Contributions		Final Contribution		Rate Change %		
		%	Employer	Employee				%	\$	Employer	Employee			
▼ Plan 03 Oxford Freedom EPO NY														
Single	\$1,192.06	82.00%	\$987.07	\$204.99	2	\$1,343.98	\$1,343.98	83	\$1,112.86	☒	\$1,112.86	\$231.12	▲12.74%	
Couple	\$2,443.73	40.00%	\$987.07	\$1,456.66	0	\$2,755.17	\$2,755.17	40	☒	\$1,112.86	\$1,112.86	\$1,642.31	▲12.74%	
Single Parent	\$2,057.52	47.00%	\$987.07	\$1,070.45	1	\$2,319.74	\$2,319.74	48	☐	\$1,112.86	☒	\$1,112.86	\$1,206.88	▲12.74%
Family	\$3,595.24	27.00%	\$987.07	\$2,608.17	0	\$4,053.41	\$4,053.41	27	☒	\$1,112.86	☐	\$1,112.86	\$2,940.55	▲12.74%

Creating Different Models

From the dashboard, you can then create another model to compare by selecting “Create New Contribution Model” and naming the next model.

PrestigePEO Welcome Brian Restaurant BR

00113 - Pawnee Parks & Recreation (change client)

Dashboard Home Model Version 1 Created by Betty Benefits Create New Contribution Model

Benefit Rep: Betty Benefits Email: BenefitsDemo@prestigepeo.com Ph: 516-555-1234

Sales Rep: Demo Payroll Email: SalesDemo@prestigepeo.com Ph: 516-555-1234

Current Benefits Cost Per Month

Projected Benefits Cost Per Month Edit Contribution Model

Company Contribution \$43,879.72 Employee Contribution \$4,888.12 Total Contribution \$48,767.84

Company Contribution \$49,801.52 ▲12% Employee Contribution \$5,840.79 ▲16% Total Contribution \$54,493.31 ▲11%

The portal will allow you to name up to three different potential contribution models. However, you can edit the plans within those three models, which allows you to continue comparing different contribution scenarios.

To edit an already named contribution model, click the “Edit Contribution Model” button on the dashboard. You have the ability to view who created the model.

PrestigePEO Welcome Brian Restaurant BR

00113 - Pawnee Parks & Recreation (change client)

Dashboard Home Model Version 1 Created by Betty Benefits Create New Contribution Model

Benefit Rep: Betty Benefits Email: BenefitsDemo@prestigepeo.com Ph: 516-555-1234

Sales Rep: Demo Payroll Email: SalesDemo@prestigepeo.com Ph: 516-555-1234

Current Benefits Cost Per Month

Projected Benefits Cost Per Month Edit Contribution Model

Company Contribution \$43,879.72 Employee Contribution \$4,888.12 Total Contribution \$48,767.84

Company Contribution \$49,801.52 ▲12% Employee Contribution \$5,840.79 ▲16% Total Contribution \$54,493.31 ▲11%

Total costs

Medical (38 members) \$4186.97 \$43,712.16

Dental (25 members) \$0.00 \$600.43

Total costs

Medical (38 members) \$4,720.56 \$49,626.10

Dental (25 members) \$0.00 \$976.63

Reviewing Your Potential Renewal Costs

You can view the side-by-side comparison of your current contribution costs to your projected potential benefits cost per month on the dashboard by clicking “Home” located on the left side of the screen.

PrestigePEO Welcome Brian Restaurant BR

00113 - Pawnee Parks & Recreation (change client)

Home Model Version 1

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Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Pending
SUPERVISORS	5	4	4	\$8,612.81	\$10,053.74	Pending
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Pending
Total	38	25	25	\$43,879.72	\$49,801.52	0/3 Completed

Export

Submit Contribution Model

Once on the Dashboard, you will be able to choose which model you would like to compare to your current contribution costs by using the drop-down on the top right corner.

When you select a model to review, the section on the right labeled “Projected Benefit Cost Per Month” will update to reflect the potential contributions that you built into the model. You will then see the side-by-side comparison of Total Company Contribution, Total Employee Contribution, the Total Contribution, and the Total Costs broken down by Medical, Dental, and Vision plans.

Benefits Employee Menus
User Guide

Sales Rep: Demo Payroll Email: SalesDemo@prestigepeo.com Ph: 516-555-1234

Current Benefits Cost Per Month

Company Contribution: \$43,879.72
Employee Contribution: \$4,888.12
Total Contribution: \$48,767.84

Total costs

Plan	Members	Company Contribution	Employee Contribution
Medical	38 members	\$43,712.16	\$4186.97
Dental	25 members	\$0.00	\$600.43
Vision	25 members	\$0.00	\$100.72

Projected Benefits Cost Per Month

Company Contribution: \$49,801.52 ▲12%
Employee Contribution: \$5,840.79 ▲16%
Total Contribution: \$54,499.31 ▲11%

Total costs

Plan	Members	Company Contribution	Employee Contribution
Medical	38 members	\$49,626.10	\$4,720.56
Dental	25 members	\$0.00	\$976.63
Vision	25 members	\$0.00	\$143.60

Edit Contribution Model

When you have reached your final decision based on a model you created, if you choose to, you can now review your model with your stakeholders or broker.

Once you are content with your choices, you will follow the next instructions for submitting your decisions.

Submitting Your Renewal

To submit your plan renewal, click the “Submit Contribution Model” button under section three.

Once you submit your contribution choices, your Benefits Specialist will receive a notice that your renewal decisions have been submitted. If your Benefits Specialist has no further questions, then PrestigePEO will prepare to send invitations to your benefit-eligible employees, inviting them to go through the PrestigePRO Employee Benefits Portal and make their elections.

Dashboard

Full Rate Benefits Menus

Benefits Employee Menus

User Guide

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Benefit Rep: Betty Benefits

Email: BenefitsDemo@prestigepeo.com

Ph: 516-555-1234

Sales Rep: Demo Payroll

Email: SalesDemo@prestigepeo.com

Ph: 516-555-1234

Current Benefits Cost Per Month

\$43,879.72

Company Contribution

\$4,888.12

Employee Contribution

\$48,767.84

Total Contribution

Total costs

Medical (38 members)

\$4186.97

\$43,712.16

Dental (25 members)

\$0.00

\$600.43

Vision (25 members)

\$0.00

\$100.72

Projected Benefits Cost Per Month

\$49,801.52

▲12%

Company Contribution

\$5,840.79

▲16%

Employee Contribution

\$54,499.31

▲11%

Total Contribution

Total costs

Medical (38 members)

\$4,720.56

\$49,626.10

Dental (25 members)

\$0.00

\$976.63

Vision (25 members)

\$0.00

\$143.60

Class Name	Medical Employee Count	Dental Employee Count	Vision Employee Count	Current Total Employer Cost	Estimated Renewal Total Employer Cost	Status
OWNERS	2	1	1	\$4,667.74	\$5,249.12	Completed ✓
SUPERVISORS	5	4	2	\$8,612.81	\$10,053.74	Completed ✓
ALL EMPLOYEES	31	20	20	\$30,599.17	\$34,498.66	Completed ✓
Total	38	25	23	\$43,879.72	\$49,801.52	3/3 Completed

Group Name	Plan Name			Current Monthly Premium	New Monthly Premium	% Change
OWNERS - BENEFITS	Plan 04 Oxford Freedom Direct NY	Single	0	\$0.00	\$0.00	0.00%
OWNERS - BENEFITS	Plan 04 Oxford Freedom Direct NY	Couple	0	\$0.00	\$0.00	0.00%
OWNERS - BENEFITS	Plan 04 Oxford Freedom Direct NY	Single Parent	0	\$0.00	\$0.00	0.00%
OWNERS - BENEFITS	Plan 04 Oxford Freedom Direct NY	Family	1	\$0.00	\$5,374.34	100.00%
OWNERS - BENEFITS	Plan 05 Oxford Freedom Access NY	Single	0	\$0.00	\$0.00	0.00%
OWNERS - BENEFITS	Plan 05 Oxford Freedom Access NY	Couple	0	\$0.00	\$0.00	0.00%
OWNERS - BENEFITS	Plan 05 Oxford Freedom Access NY	Single Parent	0	\$0.00	\$0.00	0.00%
OWNERS - BENEFITS	Plan 05 Oxford Freedom Access NY	Family	0	\$0.00	\$0.00	0.00%
OWNERS - BENEFITS	Plan 05 Oxford Freedom HDHP POS NY	Single	0	\$0.00	\$0.00	0.00%

Model Version 1

Created by Betty Benefits

Create New Contribution Model

Edit Contribution Model

Submit Contribution Model

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PrestigePEO Renewal Portal Broker Partners User Guide

 PrestigePEO™

Summary

We hope you found this guide helpful. Our goal is to help you better understand and navigate your PrestigePEO Renewal Portal. We encourage you to use this portal to create different models that will help you make the right decisions for your business. We are always standing by to assist you. Please reach out to your Benefits Specialist for more information or questions.





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