Guidelines for Taking the Benefits Benchmarking Survey

1. **Before beginning the survey, you will need the following information available:**

    1) **General information** on how many employees you have, what industry you are in, etc.
    2) **General information** about what types of benefit plans you offer
    3) **Medical plan information** (plan type, funding type, # of participants, cost increase (%), deductibles, coinsurance, premiums/contributions, office visit copays, out-of-pocket maximum, Rx deductible/coinsurance or copays, etc.)
    4) **Dental and Vision plan information** (plan type, funding type, # of participants, cost increase (%), deductible, annual maximum, preventative/basic/major/ortho coinsurance, premiums/contributions, etc.)
    5) **Life & Disability plan information** (basic/supplemental/dependent life, AD&D, LTD base/buy-up, STD)
    6) **Time Off information** (sick/vacation/personal/PTO, leaves of absence days/pay)
    7) **Wellness and disease management program information**
    8) **Retirement plan information** (types of plans, vesting schedules, etc.)
    9) Additional benefits you provide your employees

2. For returning participants: Open the survey site and enter the e-mail address and password you used previously in the appropriate boxes. This will take you into this year's survey pre-populated with your responses from last year.

3. For new participants: Open the survey site and click on the blue letters: "NEW TO THE SURVEY?" Sign up for a New Account. Once your account is established, you will be able to login and enter the survey and have ongoing access to your survey even if you need to finish/modify your responses at a later time. Please note that all e-mail addresses within the survey database are unique and are necessary in order for respondents to save and view responses at a later time. We do not use e-mail addresses for any other purpose.

Additional tips:

If you would like to print a copy of the survey questions before beginning, you can find a link to a PDF of the survey on the first page after logging in. Any Questions or Comments can be directed to: Barb Cote at Relph Benefit Advisors, bcote@relph.net or call 585-248-8720.