How to View Employer Premium Contributions

The following SHOP guide will assist the user with a workflow process on how to View Employer Premium Contributions.

There are times that Brokers/Administrators and Employers have questions regarding the Employer Contributions. Using the beWellnm Small Business online portal will enable the user to quickly access and review this information.

ADDITIONAL INFORMATION

For any additional information or assistance using this guide please call our toll-free number at:

1-833-ToBeWell (1-833-862-3935) & TTY: 1-855-851-2018 or e-mail us at Business@bewellnm.com.
1. **Click** on the **Enrollments Tab**.
2. **Select Search Employers** from the **Pick-list**.

1. **Click** in the **Company Name Field** and type in the name.
2. **Click** on the **Search Button**.
3. **Locate** the **Company Name that displays on the bottom portion of the screen**.
4. **Click** on the **View Details Button**.
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1. Click on the Go to Employer Dashboard button.

1. Click on the Employees Tab.
1. Click on the View Contributions button.

The user will have the ability to view the Group, Employer and Employee/Dependent Contributions, Employer pay, Employee pay, Total and Total Employer Cost per Month.