



Your Connection to Compliance Experts

Compliance Bridge User Manual

COMPLIANCE SIMPLIFIED

Brought to you by Medcom Benefit Solutions



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GETTING STARTED

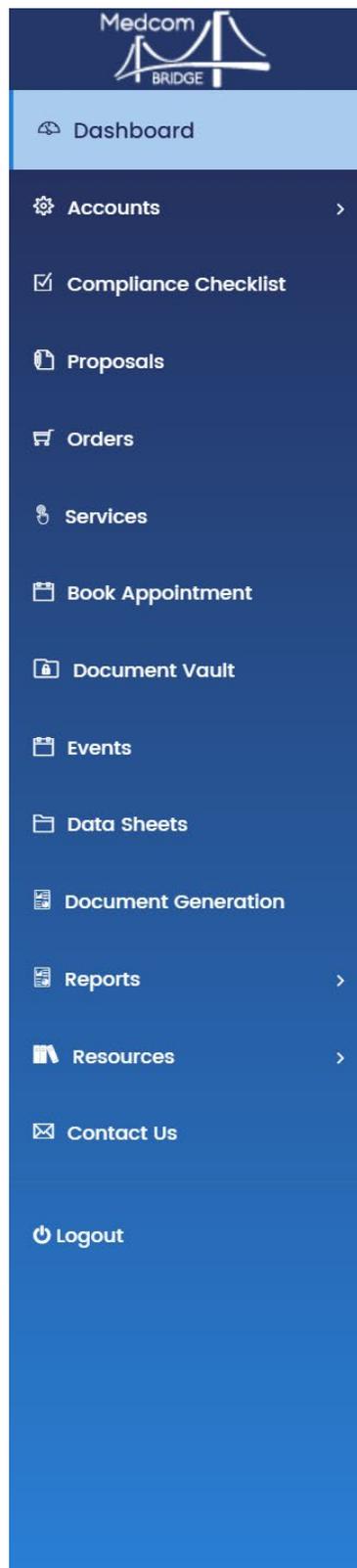
If you do not yet have **login credentials**, please complete our [Bridge: Broker User Access Request Form](#).

If you have **login credentials**, go to the following site: <https://portal.medcombenefits.com>. Enter your username and password to access your **Dashboard** or homepage.



If you cannot log in for any reason, please contact us at bridge@medcombenefits.com.

NAVIGATION



Dashboard

View information on all your current orders with Medcom.

Accounts

A drop-down menu that takes you to a list of **Broker Admin** or **Employers**.

Compliance Checklist

A diagnostic tool for evaluating an employer's compliance status (may require purchase). A short version and a long version are available.

Proposals

Instantly generates **Proposals** for compliance services and allows users to order proposed service items.

Orders

Tracks ordered **Services** by order number and allows brokers to order new service items.

Services

Provides real-time tracking, communication, and access to service items in any stage of processing or delivery.

Book Appointment

Set up a time to speak with your **Account Manager** about orders or compliance concerns.

Document Vault

Secure storage space for data and documents.

Events

Provides a monthly calendar showing when services are due. For example, you will see all 5500 services for your clients due at the end of the 7th month following the end of their Plan Year.

Data Sheets

Find templates to fill out to attach to a **Service**.

Reports

Customized reporting is available in **Excel** or **PDF** formats.

Resources

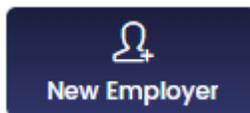
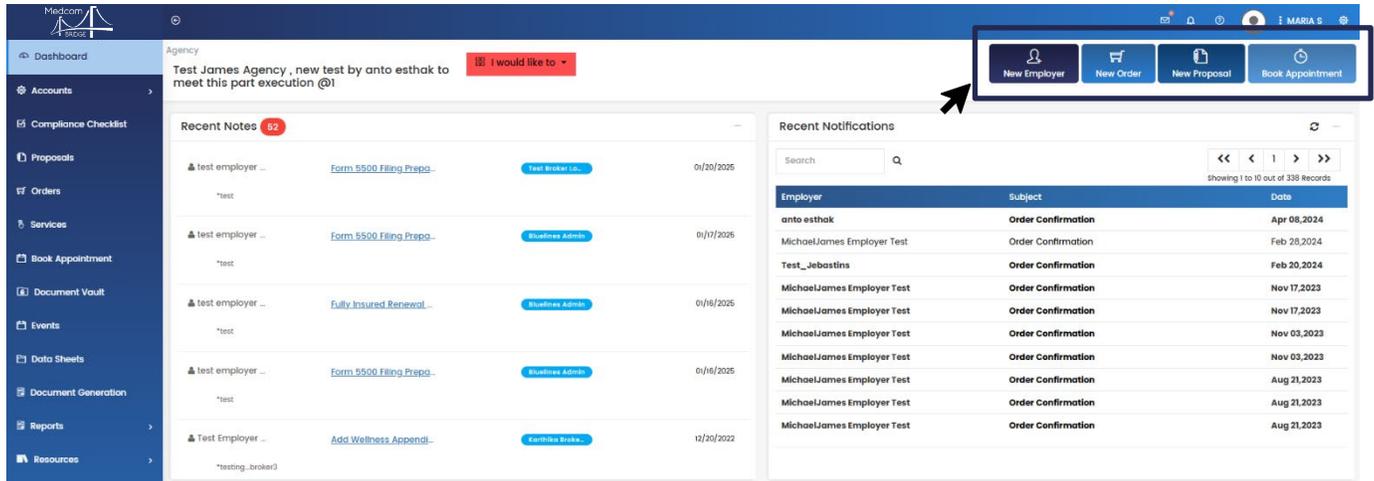
Informative content for using Bridge and demonstrative videos.

Contact Us

Provides access to contact our friendly & knowledgeable team for assistance.

SHORTCUTS

The Shortcuts can be found at the top of the screen, as shown here on the Dashboard.



This **Shortcut** takes you to the page to enter a **New Employer** so you can generate proposals and order services



This **Shortcut** takes you directly to a **New Order** form



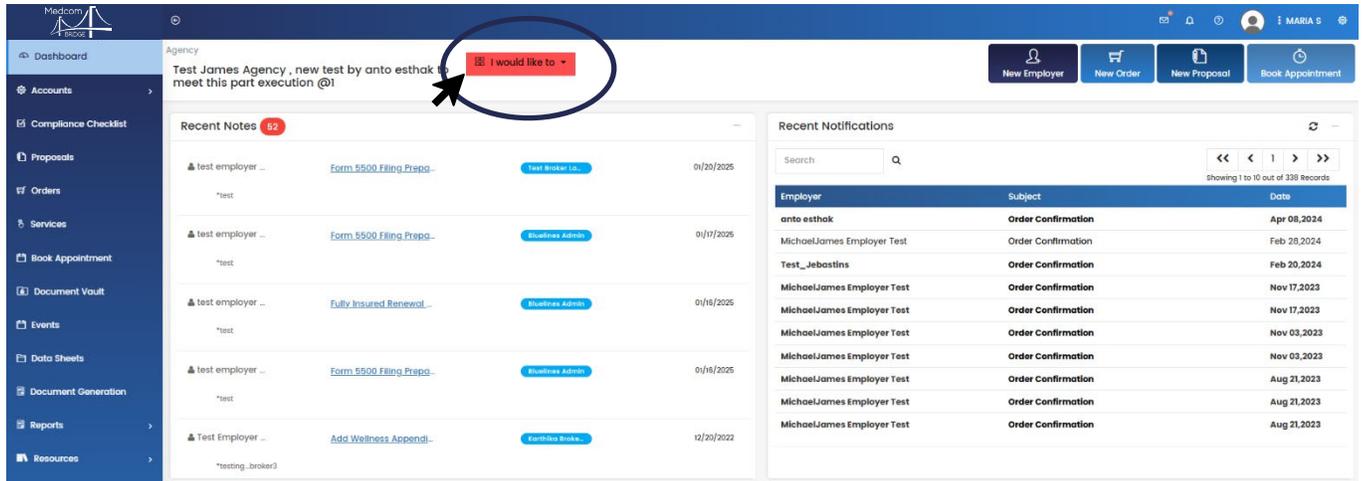
This **Shortcut** takes you directly to a **New Proposal** form



This **Shortcut** takes you directly to the **Book Appointment** tab, where you can schedule a time to meet with your Account Manager.

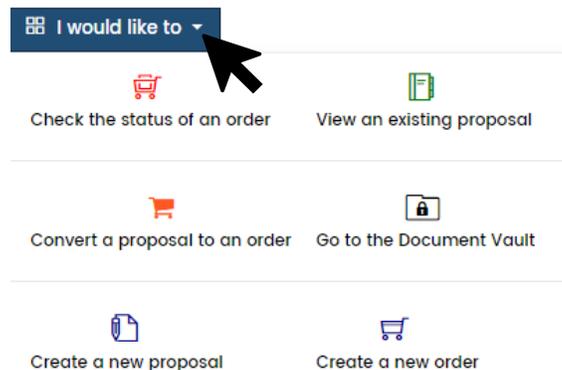
I WOULD LIKE TO...

Also at the top of the screen is the command, **I Would Like To**.



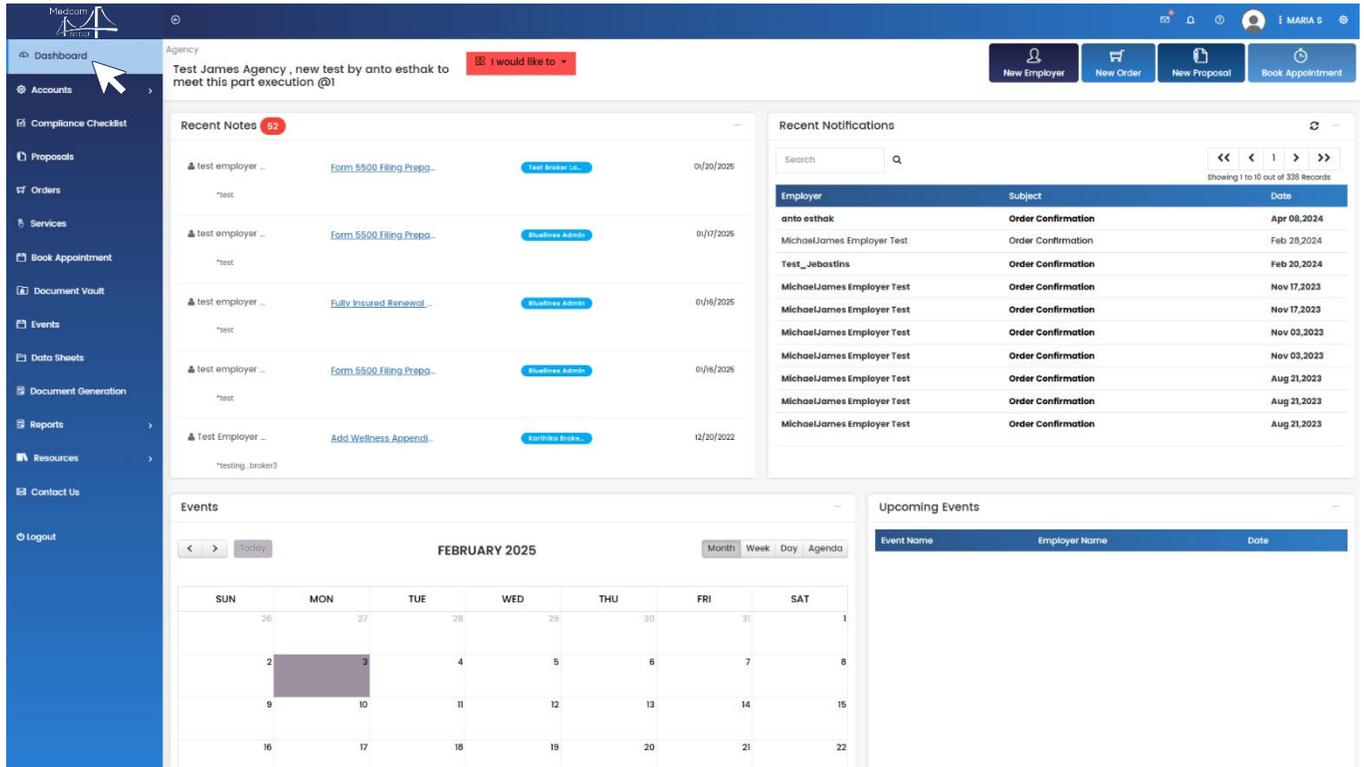
When selected, a drop-down menu will appear with six more shortcuts.

- Check the status of an order
- View an existing proposal
- Convert a proposal to an order
- Go to the document vault
- Create a new proposal
- Create a new order

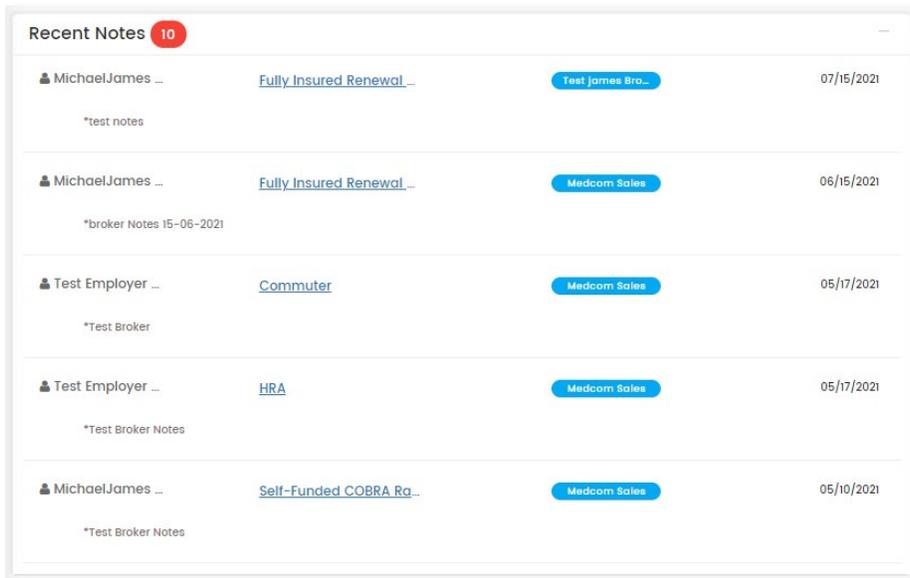


DASHBOARD

The **Dashboard** contains **Recent Notes**, **Recent Notifications**, **Events** and **Upcoming Events**, **Services**, **Service Status Report**, and **Pending Proposals**. It's meant to provide a snapshot of all services ordered from Medcom under your account.



RECENT NOTES



To the left of your screen, you will see a **Recent Notes** section that will show you any communication between you and your **Compliance Account Manager**.

RECENT NOTIFICATIONS

To the right of your screen, you will see a **Recent Notifications** section showing you any system-generated notifications from the Bridge. Common notifications include updates on order status.

Recent Notifications ↻

Search Q

Showing 1 to 10 out of 340 Records

Employer	Subject	Date
Test Company	Order Confirmation	Feb 06,2025
anto esthak test	Your Proposal #MCPRO00002536 ...	Feb 05,2025
anto esthak	Order Confirmation	Apr 08,2024
MichaelJames Employer Test	Order Confirmation	Feb 28,2024
Test_Jebastins	Order Confirmation	Feb 20,2024
MichaelJames Employer Test	Order Confirmation	Nov 17,2023
MichaelJames Employer Test	Order Confirmation	Nov 17,2023
MichaelJames Employer Test	Order Confirmation	Nov 03,2023
MichaelJames Employer Test	Order Confirmation	Nov 03,2023
MichaelJames Employer Test	Order Confirmation	Aug 21,2023

Calendar for FEBRUARY 2025. View: Month | Week | Day | Agenda

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12 10pm Updates to the	13	14	15
16	17	18	19	20	21	22
23	24	25	26 12:30am Webinar to Review	27 Form 5500 due for PIK	28	1 4:30pm test Event Jeba
2 test Event Jeba	3	4	5	6	7 5:56pm test Jebastin	8

EVENTS

The **Events** section is a monthly calendar that shows when certain services are due. For example, you will see all 5500 services for your clients due at the end of the 7th month following the end of their Plan Year.

UPCOMING EVENTS

The **Upcoming Events** section shows the **Events** on the calendar in list format.

UPCOMING EVENTS

Event Name	Employer Name	Date
Updates to the M...		02/12/2025
Webinar to Revie...		02/26/2025
Form 5500 due fo...	Compliance	02/27/2025
test Event Jeba		03/01/2025
test Jebastin		03/07/2025
test		10/10/2029

SERVICES

The **Services** section shows a list of ordered services, including the order status, what action is needed and by whom, along with the projected delivery date. There are also three **Action Icons** that will help you navigate your way through the Bridge platform.

Services ↻

Q [Advanced Search](#)

Service	Employer	Amount	Action Needed	Assigned To	Status	Secondary Status	Order Date	Projected Delivery Date	Delivery Date	Action
1. COBRA Administration	MichaelJames Emp...	\$0.00	Please enter data in the...	Broker	Ordered	New	11/06/2024	N/A	N/A	
2. Wrap Document & E...	MichaelJames Emp...	\$650.00	Please enter data in the...	Broker	Ordered	New	11/06/2024	N/A	N/A	
3. Wrap Document & E...	MichaelJames Emp...	\$650.00	Please upload proposal...	Broker	Ordered	New	10/06/2024	N/A	N/A	
4. Add Document Che...	MichaelJames Emp...	\$399.00	Please upload proposal...	Broker	Ordered	New	10/06/2024	N/A	N/A	
5. Wrap Document & E...	MichaelJames Emp...	\$650.00	Please enter data in the...	Broker	Ordered	New	10/06/2024	N/A	N/A	
6. Add Document Che...	MichaelJames Emp...	\$399.00	Please enter data in the...	Broker	Ordered	New	10/06/2024	N/A	N/A	
7. Wrap Document & E...	MichaelJames Emp...	\$650.00	Please upload proposal...	Broker	Ordered	New	10/06/2024	N/A	N/A	
8. Wrap Document & E...	MichaelJames Emp...	\$650.00	Please enter data in the...	Broker	Ordered	New	10/06/2024	N/A	N/A	
9. Wrap Document & E...	MichaelJames Emp...	\$650.00	Please enter data in the...	Broker	Ordered	New	09/21/2024	N/A	N/A	
10. Add Document Che...	MichaelJames Emp...	\$399.00	Please enter data in the...	Broker	Ordered	New	09/18/2024	N/A	N/A	

Showing 1 to 10 out of 712 Records << < 1 > >>

ACTION ITEMS

ICON

WHERE IT TAKES YOU



This action item brings you to the **Data Form**. No need to fill out separate datasheets - it's all in the Bridge!



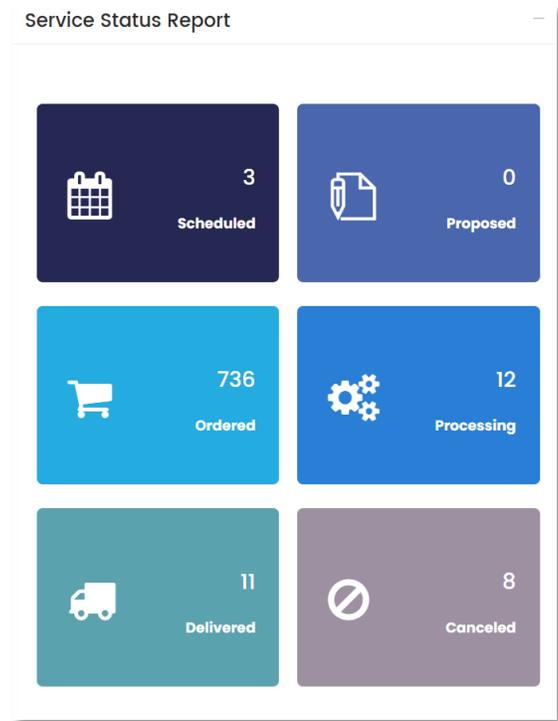
This action item brings you to the **Service Tracking** page to view service status details and enter online service data, if available.



This action item brings you to the **Document Vault** for that service. The **Document Vault** is a repository of all documents for each service.

SERVICE STATUS REPORT

You will find the **Service Status Report** section below the **Services** section at the bottom left of your screen. This is where you can see the status of past, present, and future **Orders**.



PENDING PROPOSALS

The **Pending Proposals** section shows a list of your proposals generated in the Bridge. You can click on the Proposal ID to download the proposal. There are also six **Action Icons** (accessible by clicking the settings icon in the Action column) that will help you navigate your way through the Bridge.

Pending Proposals – Convert to Order to Get Started Today!

Showing 1 to 10 out of 574 Records

Proposal ID	Employer	Amount	Created by	Created Date	Action
1.MCPRO00002522	MichaelJames Emp...	\$650.00	Medcom Sales(B...	09/10/2024	
2.MCPRO00002512	employer ftp error1	\$650.00		024	
3.MCPRO00002491	Employer Issue 8	\$399.00		024	
4.MCPRO00002479	MichaelJames Emp...	\$650.00		23	
5.MCPRO00002424	MichaelJames Emp...	\$650.00		023	
6.MCPRO00002417	MichaelJames Emp...	\$0.00		023	
7.MCPRO00002416	MichaelJames Emp...	\$0.00		023	
8.MCPRO00002415	MichaelJames Emp...	\$399.00		023	
9.MCPRO00002414	MichaelJames Emp...	\$0.00	Medcom Sales(B...	02/17/2023	
10.MCPRO00002413	MichaelJames Emp...	\$0.00	Medcom Sales(B...	02/16/2023	

Action Menu:

- Convert to Order
- View Proposal
- Download Proposal
- Send Proposal
- Duplicate Proposal
- Delete Proposal

ACTION ITEMS

ICON	WHERE IT TAKES YOU
	Converts the selected proposal to an Order
	Opens Proposal Details , which lists all the information about that proposal
	Displays the proposal in PDF format, allowing you to Print or Download it
	Opens Mail Proposal Details and allows you to email the proposal to your client directly from the Bridge
	Opens the Generate Proposal window, where you can select the Employer for which you want to create the same proposal for
	A window will pop up asking, ' Are you sure? ' from where you can select ' Yes, delete it! ' to delete a Proposal or ' Cancel '

ACCOUNTS

BROKER ADMIN

The **Broker Admin** page is where you can **View** and **Edit** current **Broker Admins** in your **Agency** and create a report in **PDF** or **Excel** of your broker admins (shown below).



On the **Broker Admin** page under the **Broker Admin List**, you will see action items with clickable icons: **View** and **Edit**.

ACTION ITEMS

ICON

WHERE IT TAKES YOU



Shows you that **Broker Admin's** information



Brings you to the **Broker Admin Edit** page, where you can edit that **Broker Admin's** information

EMPLOYERS

Employer Name	Broker Admin Name	Employer Status	Action
1. Agency Assign Issue by James	Karthika Broker Admin	Active	⚙️
2. Agency Test@0	Assign Test@22	Active	⚙️
3. anto estahk test	Maria s	Active	⚙️
4. anto esthak	Maria s	Active	⚙️

ADD A NEW EMPLOYER

1. Once you are on the Employers page, click the **New** button in the top right corner.
2. This will open the Employer Detail screen.
3. Fill out the New Employers information shown here.
4. Please complete the required fields (notated with a red box) within the following tabs when adding a New Employer.
 - a. *Employer Information*
 - b. *Related Employers*
 - c. *Benefits*
 - d. *Billing Information*
5. Click **Next** at the top right of your screen as you move through each section.

Employer Detail I would like to ▾

Medcom Bridge / Employers List / Edit

Compliance CDHP Print Back Next

Employer Information

Related Employers

Benefits

Billing Information

Employer Name *

Address Address 2

City State Zip Code

Employer Tax ID

Phone Number Ext Secondary Phone Number Ext

Employer Contact Person * Contact Email *

Total # of Employees Total # of Full Time Employees

Employer Status Payment Method

Active In house

Notes

Employer Detail I would like to ▾

Medcom Bridge / Employers List / Edit

Compliance CDHP

Employer Information

Related Employers

Benefits

Billing Information

Is the employer a Member of a Controlled Group or a Group of Affiliated Companies?

No

Employer Detail I would like to ▾

Medcom Bridge / Employers List / Edit

Compliance CDHP

Employer Information

Related Employers

Benefits

Billing Information

"Please add information about the employer's benefit program in the spaces below."

List Any Excluded Classes (Temporary, Seasonal, Part Time, etc.)

Benefits are offered to: Are benefits offered to Domestic Partners

Select Select

Add Class ➕

Would you like to add another Plan Type?

No

Back Next

Employer Detail I would like to ▾

Medcom Bridge / Employers List / Edit

Compliance CDHP

Employer Information

Related Employers

Benefits

Billing Information

Do not bill employer. Broker will pay for all compliance services provided on behalf this employer.

Check here if billing info is the same as "Employer Information" tab.

Primary Billing Name * Secondary Billing Name

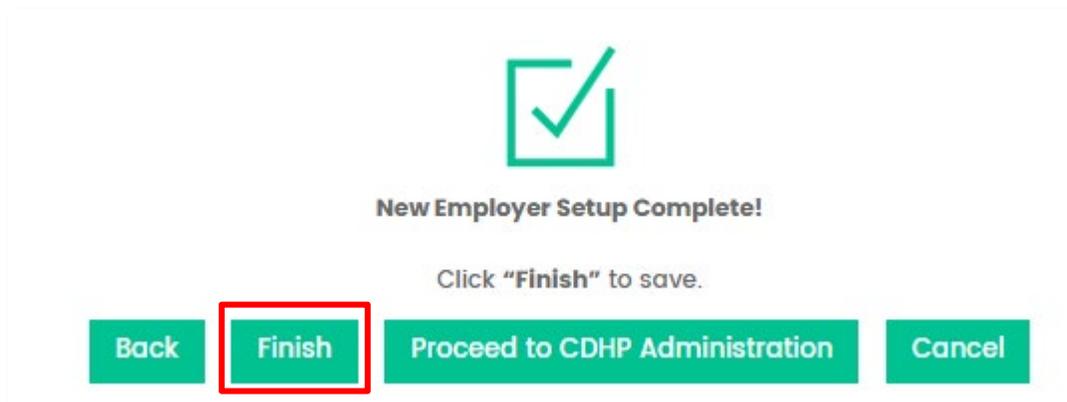
Billing Address Billing Address 2

Billing City Billing State Billing Zip Code

Office Phone Ext Billing Contact Email *

Back Next

- Once all the information is entered, click **Finish**, and it will take you back to the Employers List, where you can view and edit your Employers.



Note that you can add an Employer when creating a New Proposal or Order without ever leaving the New Proposal or New Order Process.

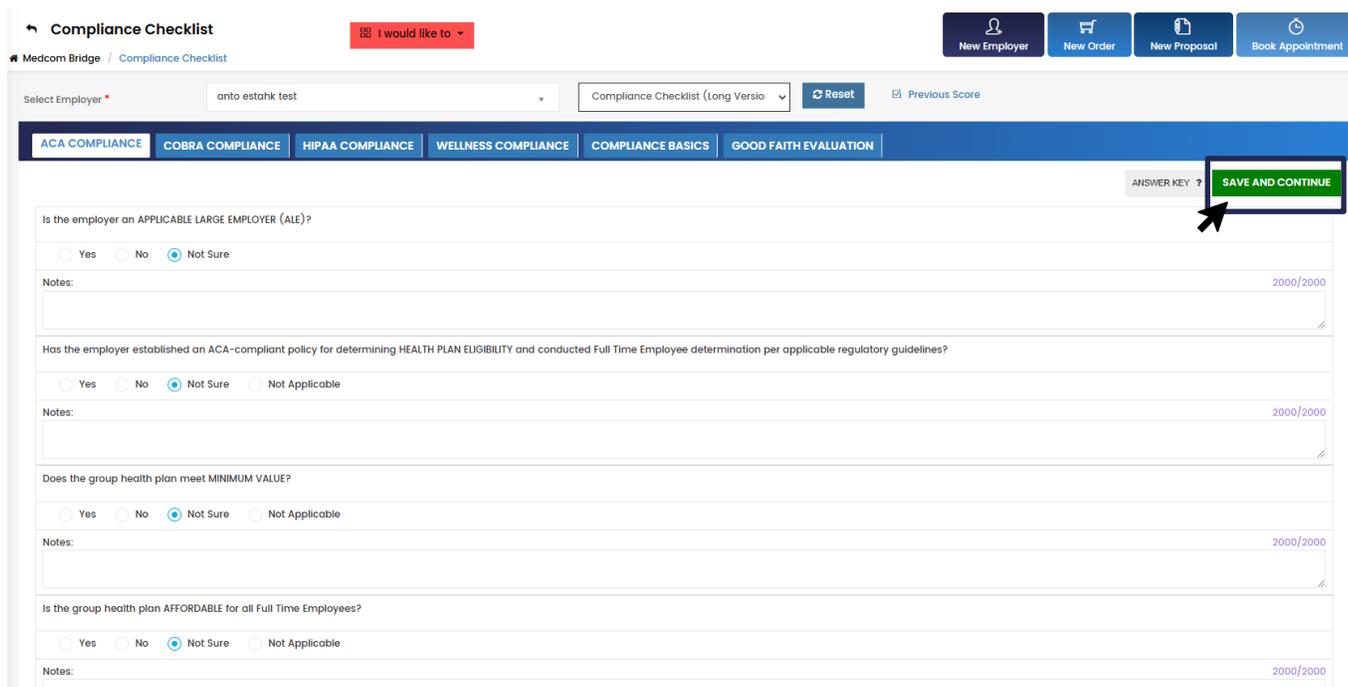
COMPLIANCE CHECKLIST

The **Compliance Checklist** page is where you can answer a brief questionnaire to assess an employer’s compliance, and Medcom will provide friendly feedback on your next steps.



RUNNING A COMPLIANCE CHECKLIST

1. Go to the **Select Employer** dropdown menu to find the **Employer** for whom you would like to run a Checklist.
2. Once you have found your **Employer**, select the Short or Long Version of the checklist. Then, you’ll be prompted to answer questions to the best of your knowledge.
3. When you have completed the questionnaire, click **Save and Continue** to save your responses or click **Save & Generate Report** to create the checklist, or you can click **Reset** at the top of the screen to start over.



4. If you select **Save & Generate Report**, your completed checklist will populate on the screen.

Diagnostic Compliance Checklist

EXECUTIVE SUMMARY

Employer Name: **Test Company**
Date of Review: **09/09/2021**
Agency: **Test James Agency**

COMPLIANCE SCORE

3 %

You will see the scoring color-coded by levels of importance.

SUMMARY OF CHECKLIST RESULTS

Category		G	Y	R	N/A	Score
Compliance Basics	Questions 1 - 13	0	13	0	0	0 %
ACA Compliance	Questions 14 - 20	0	6	1	0	0 %
COBRA Compliance	Questions 21 - 23	0	3	0	0	0 %
HIPAA Compliance	Questions 24 - 29	0	6	0	0	0 %
Wellness Compliance	Question 30	0	1	0	0	0 %
Good Faith Evaluation	Question 31	0	1	0	0	0 %
Test	Question 32	1	0	0	0	100 %
Total		1	30	1	0	3.12 %

This is what your Diagnostic Compliance Checklist will look like once you've run the report.

PROPOSALS

The **Proposals** page is where you can view current **Proposals**, create **New Proposals**, convert **Proposals to Orders**, duplicate **Proposals**, and create PDF or Excel versions of your Proposals list.

Note: If your client or employer is paying for the Order, then you must have a Proposal before converting it to an Order.

NAVIGATING CURRENT PROPOSALS

1. Select either the Agency, Broker, or Employer from the drop-down list and choose the Employer you are searching for.

Proposals New Employer | New Order | New Proposal | Book Appointment

Medcom Bridge / Proposals List PDF | Excel | New

PROPOSALS LIST

Select Employer 20

Proposal ID	Employer	Amount	Created by	Created Date	Action
1.MCPRO00002522	MichaelJames Employer Test	\$650.00	Medcom Sales(BETA)	09/10/2024	⚙️
2.MCPRO00002512	employer ftp error!	\$650.00	Maria s	04/09/2024	⚙️
3.MCPRO00002491	Employer issue 8	\$399.00	Maria s	02/03/2024	⚙️
4.MCPRO00002479	MichaelJames Employer Test	\$650.00	Medcom Sales(BETA)	11/09/2023	⚙️
5.MCPRO00002424	MichaelJames Employer Test	\$650.00	Medcom Sales(BETA)	08/10/2023	⚙️
6.MCPRO00002417	MichaelJames Employer Test	\$0.00	Medcom Sales(BETA)	03/16/2023	⚙️

2. Your Employer will then show in the list of Proposals. If there is a current Proposal available, then you can view that Employer's Proposal from there by clicking on the Proposal ID.
3. If you are ready to proceed, you can then Convert to Order from the drop-down menu in the Action column.

ADDING A NEW PROPOSAL

1. On the **Proposals** page, click the **'New'** button in the top right corner.
2. A **New Proposal** screen will pop up. Now, select the **Employer** you want to create the New Proposal for.
3. If you enter an Employer name that does not exist, you will be prompted to create a **New Employer**. Click the **'New Employer'** link and follow the prompts.
4. Select the **Service** from the drop-down list, you can add multiple **Services** to the same **Proposal** if needed. Customized pricing for your company will automatically generate.

5. Once you are done adding services, click **'Proceed'**. If you do not need to go back and edit your proposal, you can choose whether you or the **Employer** will be paying for the **Service**. From the **Payment By** drop-down list, you can select **Broker Pay**, **Employer Pay**, or **Split Pay**.
6. If you'd like to add your logo to the **Proposal**, click the **'Upload Broker Logo'** button in the top right of your screen. Once it's added, your logo will appear on all future proposals.

ACTION ITEMS

On the **Proposals** page, under the **Proposals List**, you will see an **Action** drop-down menu with the following options: **Convert to Order**, **View Proposal**, **Download Proposal**, **Send Proposal**, and **Duplicate Proposal**. Refer to Page 9 for where each Action Item takes you.

The screenshot shows the 'PROPOSALS LIST' page. At the top right, there are buttons for PDF, Excel, and New. Below is a search bar and a table with columns: Proposal ID, Employer, Amount, Created by, and Created Date. A callout box highlights the 'Action' menu for a proposal, listing the following options: Convert to Order, View Proposal, Download Proposal, Send Proposal, and Duplicate Proposal.

Proposal ID	Employer	Amount	Created by	Created Date
1.MCPRO0002536	anto esthak test	\$650.00	Maria s	02/05/2025
2.MCPRO0002522	MichaelJames Employer Test	\$650.00	Medcom Sales(BETA)	09/10/2024
3.MCPRO0002512	employer ftp error!	\$650.00	Maria s	04/09/2024
4.MCPRO0002491	Employer issue 8	\$399.00	Maria s	02/03/2024
5.MCPRO0002479	MichaelJames Employer Test	\$650.00	Medcom Sales(BETA)	11/09/2023
6.MCPRO0002424	MichaelJames Employer Test	\$650.00	Medcom Sales(BETA)	08/10/2023

ORDERS

The **Orders** page is where you can view current orders, create new orders, view your ordered services, view the employer’s invoice for a selected order, and create a PDF or Excel version of a list of your Orders.

The screenshot shows the 'Orders' page. At the top right, there are buttons for New Employer, New Order, New Proposal, and Book Appointment. Below is a search bar and a table with columns: Order ID, Employer, Amount, Order date, and Action. A red button labeled 'I would like to' is also visible.

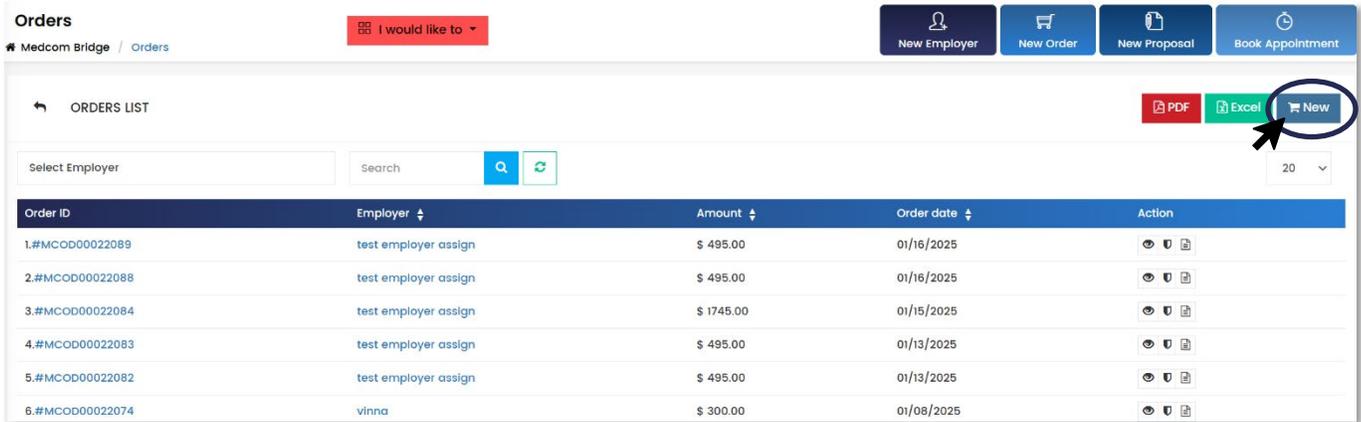
Order ID	Employer	Amount	Order date	Action
1.#MCO00022089	test employer assign	\$ 495.00	01/16/2025	View PDF
2.#MCO00022088	test employer assign	\$ 495.00	01/16/2025	View PDF
3.#MCO00022084	test employer assign	\$ 1745.00	01/15/2025	View PDF
4.#MCO00022083	test employer assign	\$ 495.00	01/13/2025	View PDF
5.#MCO00022082	test employer assign	\$ 495.00	01/13/2025	View PDF
6.#MCO00022074	vinna	\$ 300.00	01/08/2025	View PDF

NAVIGATING A CURRENT ORDER

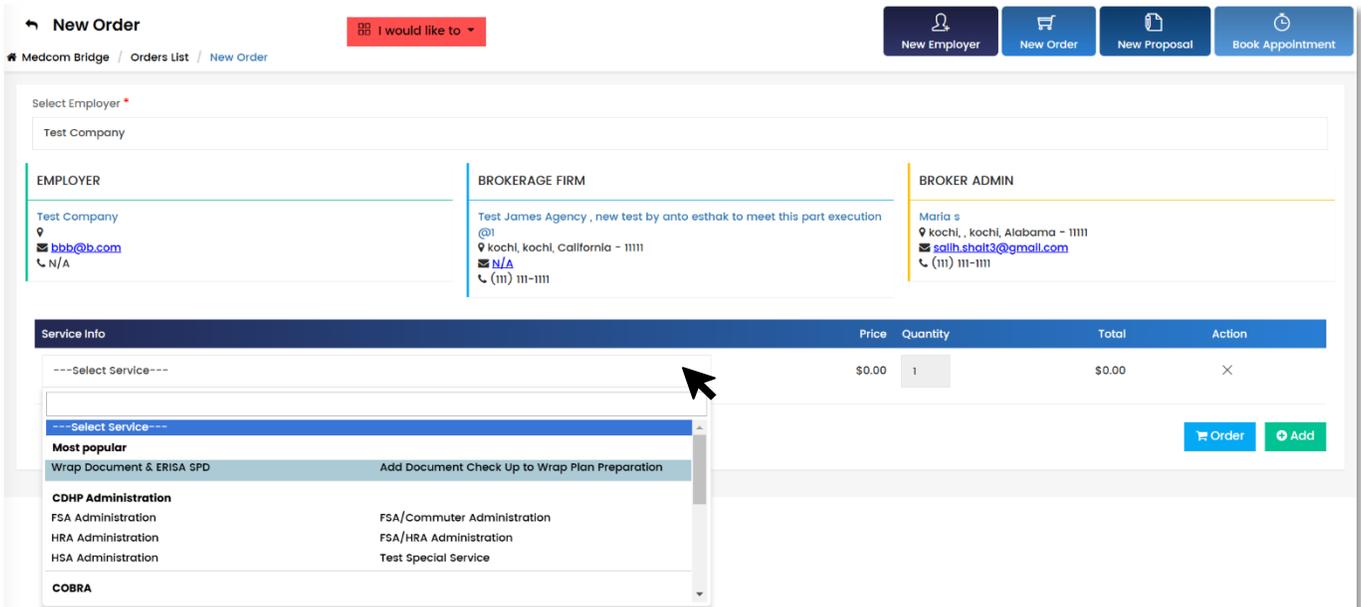
1. Type the **Employer** you’re searching for in the search bar.
2. Your Employer will then show in the list below of **Orders**. If there is a current order available, then you can view that Employer’s Order from there.
3. You can also click the **PDF** or **Excel** buttons in the top right to generate a report of all your Orders.

ADDING A NEW ORDER

1. Once you are on the **Orders** page, Click the **'New'** button in the top right corner.



2. You will be directed to the **'New Order'** screen, where you can select the **Employer** you'd like to create a New Order for.
3. If you enter an **Employer** name that does not exist, you will be prompted to create a **New Employer**. Click on the **Create Employer** link and follow the prompts.
4. Once an **Employer** is selected, select the **Service** you are ordering from the drop-down list. If needed, you can add multiple services to one Order.

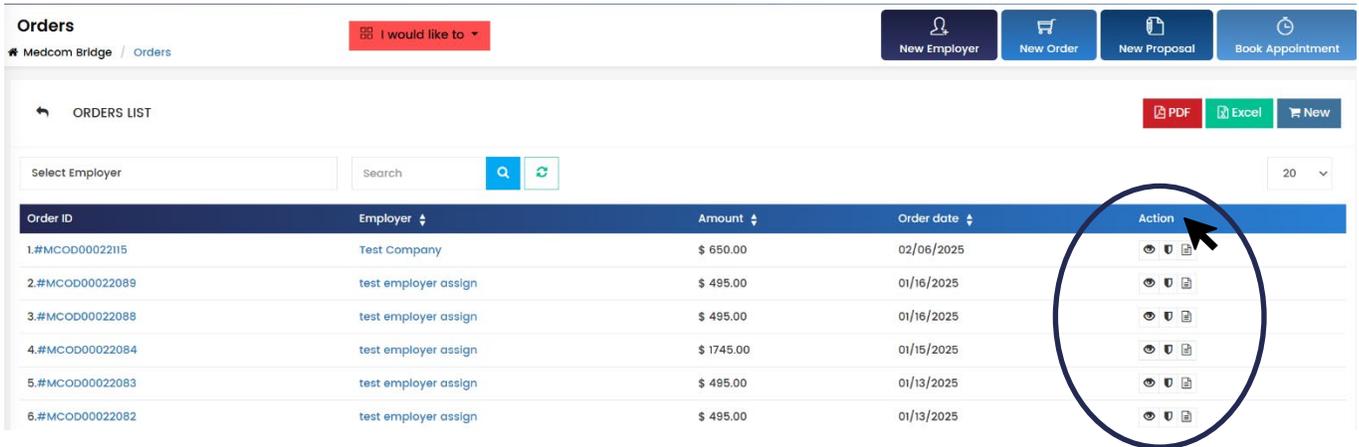


5. Customized pricing for your company will automatically generate, and you can then click **'Order.'** If you do not need to go back and edit your proposal, you can now choose if you or the **Employer** will be paying for the **Service**. From the **Payment By** drop-down list, you can select **Broker Pay**, **Employer Pay**, or **Split Pay**.

- 6. Once you have selected the payment option, you may click **'Checkout'** to finish the process, and you will be taken back to that Employer's Order page.
- 7. If a **dynamic data form** is available for any of the ordered services, you will be prompted to enter the necessary data.

ACTION ITEMS

On the **Orders** page, under the **Orders List**, you will see an **Action** menu with clickable icons: **View Order Details**, **Ordered Services**, and **Invoice**.



ICON

WHERE IT TAKES YOU



View Order Details pulls up the **Order Details** along with the **Employer Info, Agency Info, and Broker Info.**



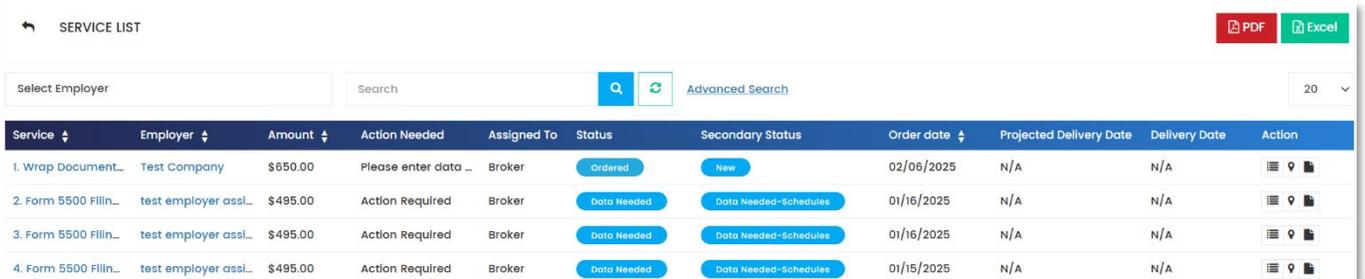
Ordered Services brings you to the **Services** page for the selected **Employer.**



Invoice takes you to the **Invoice** page, where you can see any invoices.

SERVICES

The **Services** page is where you can **view a list** of all your services. You can also **edit**, create **PDF** and **Excel Ordered Services Lists, Track**, enter **Online Data**, and store your **Service Documents** in the **Document Vault**.



NAVIGATING CURRENT SERVICES

1. Select the employer you would like to view from the **Select Employer** drop-down list or from the **Search** bar.
2. To create a list of your **Services**, click the **PDF** or **Excel** buttons and view/print your report from there.

ACTION ITEMS

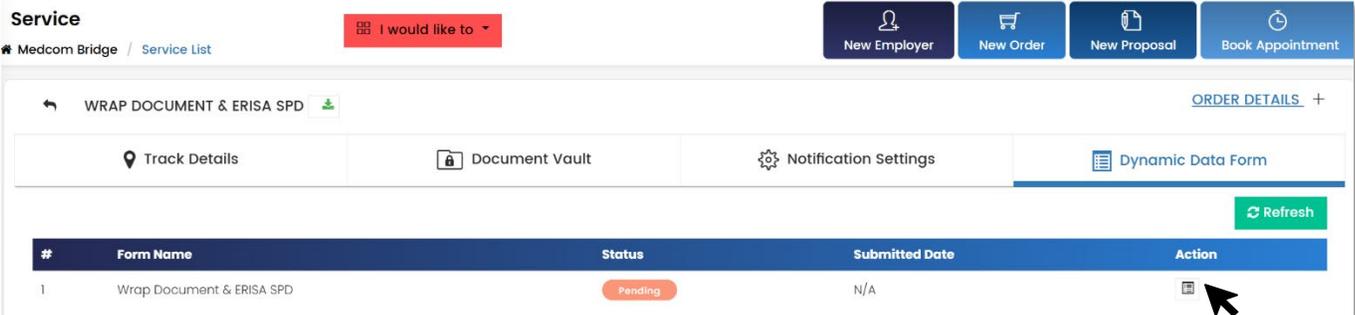
On the **Services** page, under the **Service List**, you will see an **Action** menu with clickable icons: **Dynamic Data Form, Track** and **Document Vault**.

ICON	WHERE IT TAKES YOU
	This Dynamic Data Form icon brings you to the data form. No need to fill out separate datasheets - it's all in the Bridge!
	The Track icon takes you to the Order Details screen, where you can view details and track the status of the service(s). You can also enter online data for services that allow you to enter important data in an online data form.
	The Document Vault icon takes you to the Document Vault screen where you can upload and download important documents.

DYNAMIC DATA FORM

Many of the services you can order include a **Dynamic Data Form** so you can easily enter the information that we need to create the compliance documents that were ordered. When you first complete an Order, if a **Dynamic Data Form** is available, you will be prompted to enter data at that time.

If you want to enter the data later, go to the Services page under the Service List and click on the Track icon under the Action menu corresponding with the Service. Then, go to the **Dynamic Data Form** tab.



The screenshot shows the Medcom Bridge interface. At the top, there is a navigation bar with the text "Service" and a red button labeled "I would like to". Below this, there are four buttons: "New Employer", "New Order", "New Proposal", and "Book Appointment". The main content area shows a breadcrumb trail "Medcom Bridge / Service List" and a title "WRAP DOCUMENT & ERISA SPD". There are four tabs: "Track Details", "Document Vault", "Notification Settings", and "Dynamic Data Form". A "Refresh" button is located in the top right of the main content area. Below the tabs is a table with the following data:

#	Form Name	Status	Submitted Date	Action
1	Wrap Document & ERISA SPD	Pending	N/A	

Click the **Online Service Form** icon. Once in the **Dynamic Data Form**, enter the requested information. If you would like to save your information and come back and finish it later, click on the **'Save and Exit'** button.

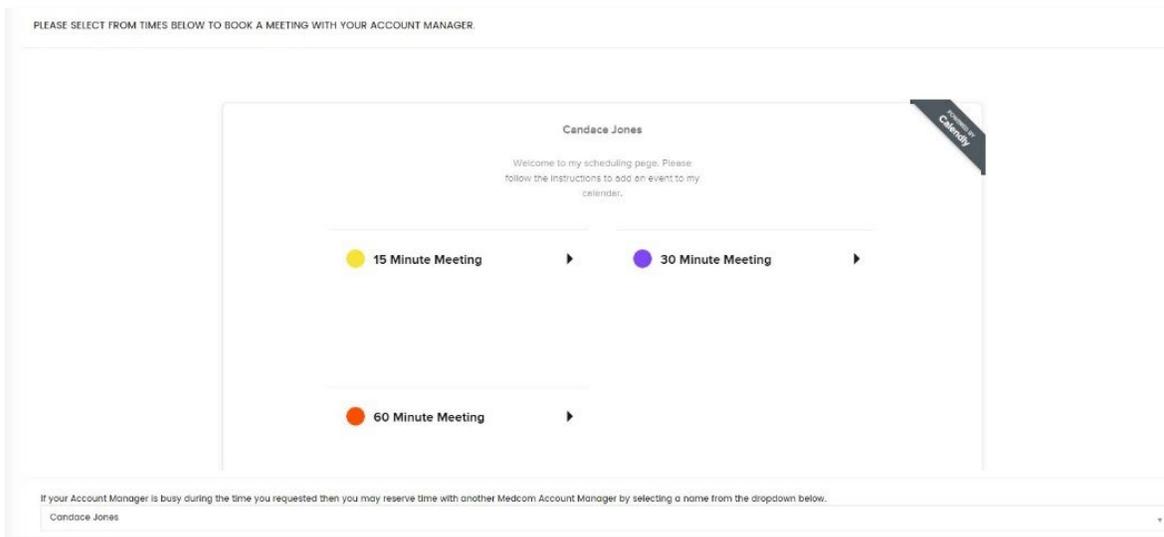
When you have completed the data entry, click on the **'Submit'** button.

If you have Form 5500 filing services with Medcom, simply select the service from the Service List, then click on the **5500** tab. From this screen, you can easily upload your schedules or submit requests for new ones.

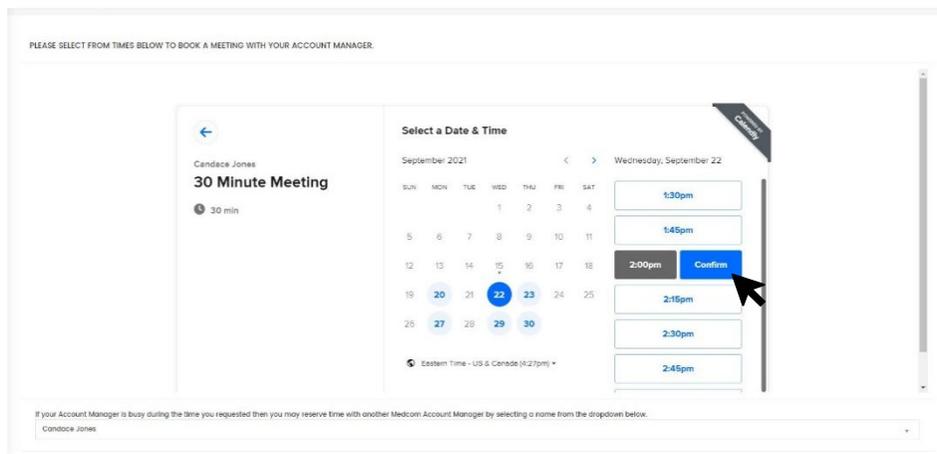
BOOK APPOINTMENT

1. When you select **Book Appointment** on the navigation bar, it will take you to the **Appointment** page. From there, you can select your **Account Manager** from the drop-down menu.

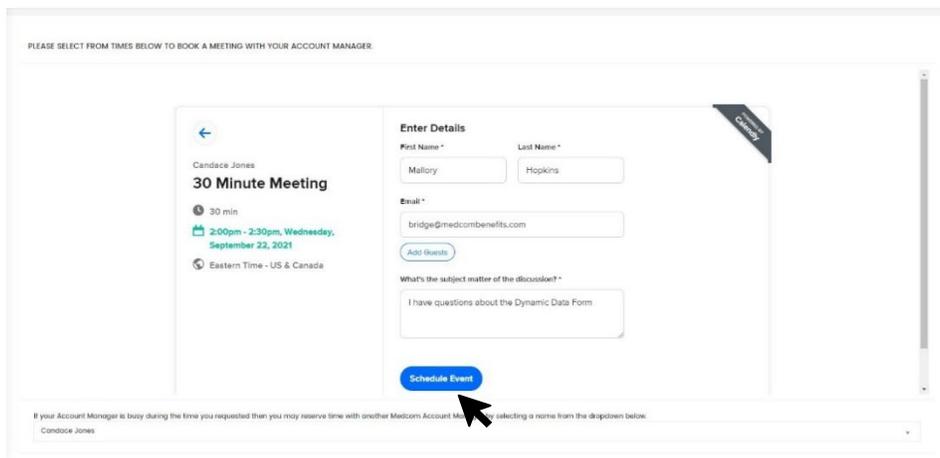
- When you select your Account Manager, you'll be prompted to select the desired duration of your Appointment.



- Once you've selected the length of your Appointment (15, 30, or 60 minutes), The Bridge will then show your Account Manager's availability for that length of appointment.
- Select the available Date & Time that works for you and click 'Confirm.'



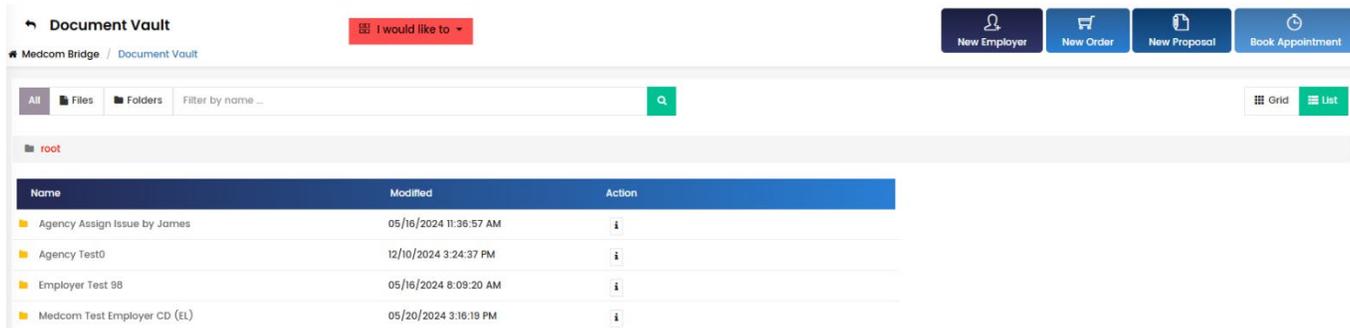
- Enter your First Name, Last Name, and Email under Enter Details. Select Schedule Event, and your appointment will be scheduled with your Account Manager.



6. The meeting will populate on their calendar.

DOCUMENT VAULT

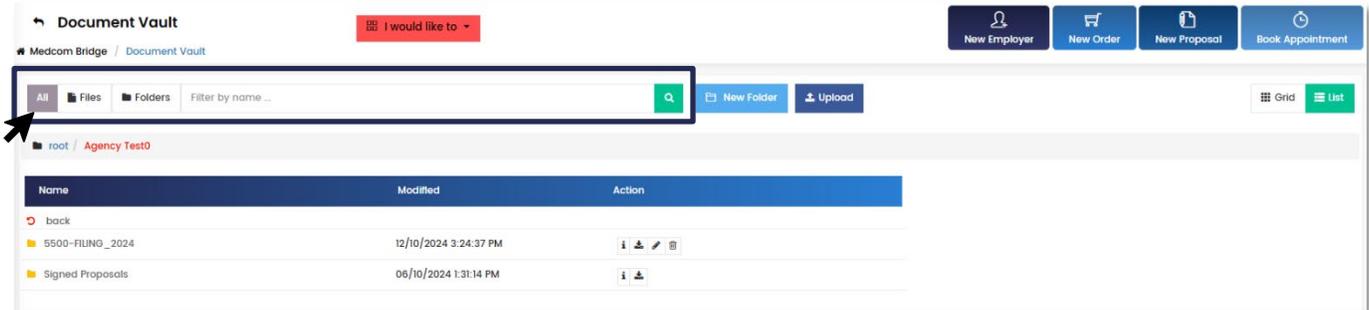
The **Document Vault** page is where you can manage your documents. You can view **Files**, **Folders**, and **Download** all the secure files from each of your employers.



NAVIGATING DOCUMENT VAULT

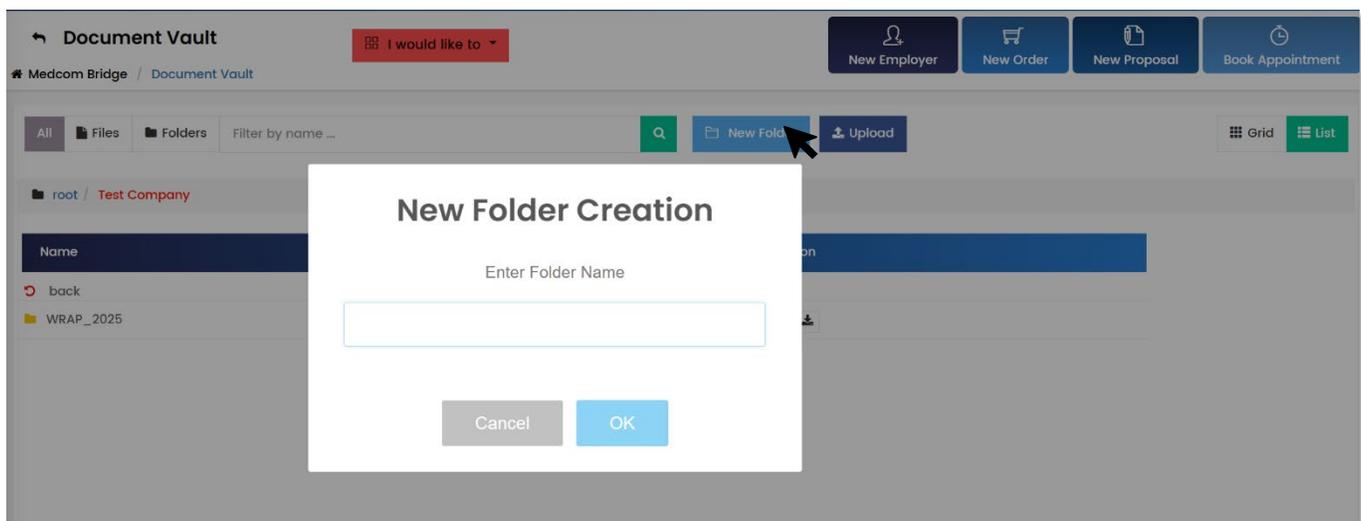
1. Search for Employer by either clicking **'Files'**, **'Folders'**, or **'Filter by name...'** in the search bar.
2. Click on the employer's File you want to view, and it will take you to that employer's **Document Vault** page.

- Once you are in the selected employer's **Document Vault** page you can view each file stored within that employer.



ADDING NEW FOLDERS

- Search for employer by clicking '**Files**', '**Folders**', or '**Filter by Name**' in the search bar.
- Click on the employer's File you want to view, and it will take you to that employer's **Document Vault** page.
- Once you are in the selected employer's **Document Vault** page you can click '**New Folder**' and it will prompt you to make a '**New Folder Creation**'.
- When you are finished, click 'OK', and it will take you back to that employer's Document Vault.



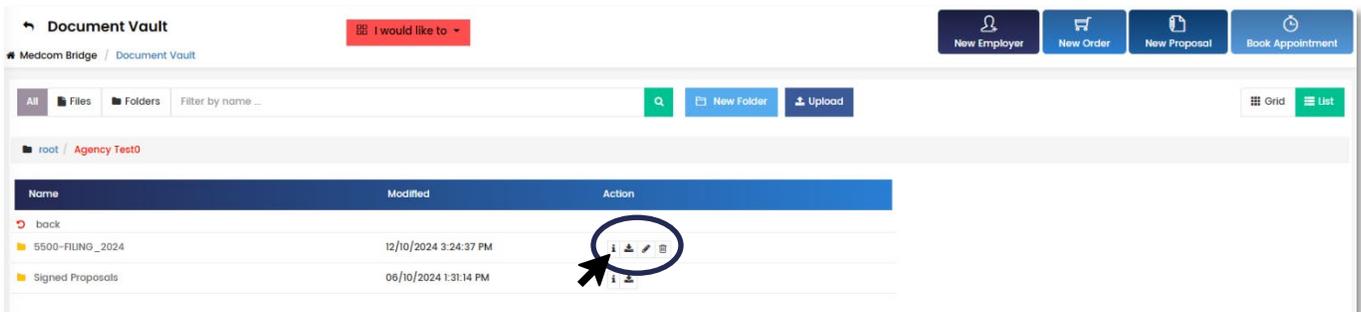
UPLOAD NEW FILES

- Search for employer by either clicking '**Files**', '**Folders**', or '**Filter by Name...**' in the search bar.
- Click on the employer's **File** you are wanting to view, and it will take you to that employer's **Document Vault** page.

- Once you are in the selected employer’s **Document Vault** page you can click **‘Upload’** and it will prompt you to choose a file to upload.
- When you are finished uploading that file it will take you back to that employer’s **Document Vault**.

ACTION ITEMS

On the **Document Vault** page, you will see an **Action** menu with clickable icons: **Info**, **Download**, **Rename**, and **Delete**.



ICON

WHERE IT TAKES YOU



Info takes you to a screen with the **Directory Information** for that employer’s **Document Vault**.



Download will download that **File/Folder** to your computer



Rename will allow you to rename the **Uploaded File**



Delete allows you to delete the **Uploaded File**

EVENTS

The **Events** tab provides a monthly calendar showing when services are due. For example, you will see all 5500 services for your clients due at the end of the 7th month following the end of their Plan Year.

DATA SHEETS

The **Data Sheets** tab gives you access to all the downloadable data sheets that Medcom offers for different **Services**.

[Click here to return to the Table of Contents to jump to another section](#)

You can download a **Data Sheet** to fill out an **Order**, by clicking on the **Download** icon on the right side of the **Data Sheets Index**.

REPORTS

EMPLOYER REPORTS

1. Select desired **State** you'd like to run an **Employer Report** on from the drop-down menu.
2. Once selected, click '**Filter**' for the results.

Employer Report

Medcom Bridge / Reports / Employer Report

I would like to

New Employer New Order New Proposal Book Appointment

CUSTOM FILTER

State

Select All **Filter** Reset

Search: _____

Columns (8 of 40) Copy Excel CSV PDF Portrait PDF Landscape Print Show 100 rows

Showing 1 to 59 of 59 entries Previous 1 Next

Employer Name	Broker Admin	Agency	Address	City	State	Zip	User Status
Agency Assign Issue by James	Karthika Broker Admin	Karthika RRR					Active
Agency Test@00	Assign Test@22	Test Assign Agency@44	46/48 Middle East	kovilpatti	Georgia	33445	Active
anto estahk test	Maria s	Test James Agency , new test by anto esthak to meet this part execution @01					Active
anto esthak	Maria s	Test James Agency , new test by anto esthak to meet this part execution @01					Active

3. You now have the option to select one of the following formats to save your results: **Copy**, **Excel**, **CSV**, **PDF Portrait**, **PDF Landscape**, and **Print**.

ORDER REPORTS

The **Order Report** page is where you have access to all your **Order Details** and you can select one of the following formats to save your results: **Copy**, **Excel**, **CSV**, **PDF Portrait**, **PDF Landscape**, and **Print**.

1. Select the **Order Date Range** for the orders you wish to see. You can also filter by an **Order Amount Range**.
2. Search for specific items in the **Search Bar**.
3. Once you select everything you would like to view, click '**Filter**.'

4. If you need to restart or clear your search, click 'Reset'.

Order Report

Medcom Bridge / Reports / Order Report

I would like to

New Employer New Order New Proposal Book Appointment

CUSTOM FILTER

Order Date: MM / DD / YYYY To MM / DD / YYYY

Order Amount: To

Filter Reset

Show deleted order list

Search: []

Columns (9 of 9) Copy Excel CSV PDF Portrait PDF Landscape Print Show 100 rows

Showing 1 to 100 of 724 entries

Previous 1 2 3 4 5 ... 8 Next

Order ID	Employer Name	Agency Name	Broker Name	Order Status	Order Date	Order Amount	Amount Paid	Order Created By	Broker Email
MCOD00022115	Test Company	Test James Agency , new test by anto esthak to meet this part execution @1	Maria s	Ordered	02/06/2025	650.00	0	Maria s	saih.shait3@gmc

SERVICES REPORTS

The **Proposals Report** page is where you have access to all your **Proposal Details**. You can select one of the following formats to save your results: **Copy**, **Excel**, **CSV**, **PDF Portrait**, **PDF Landscape**, and **Print**.

Proposal Report

Medcom Bridge / Reports / Proposal Report

I would like to

New Employer New Order New Proposal Book Appointment

CUSTOM FILTER

Proposal Amount: To

Proposal Date: MM / DD / YYYY To MM / DD / YYYY

Filter Reset

Search: []

Columns (11 of 16) Copy Excel CSV PDF Portrait PDF Landscape Print Show 100 rows

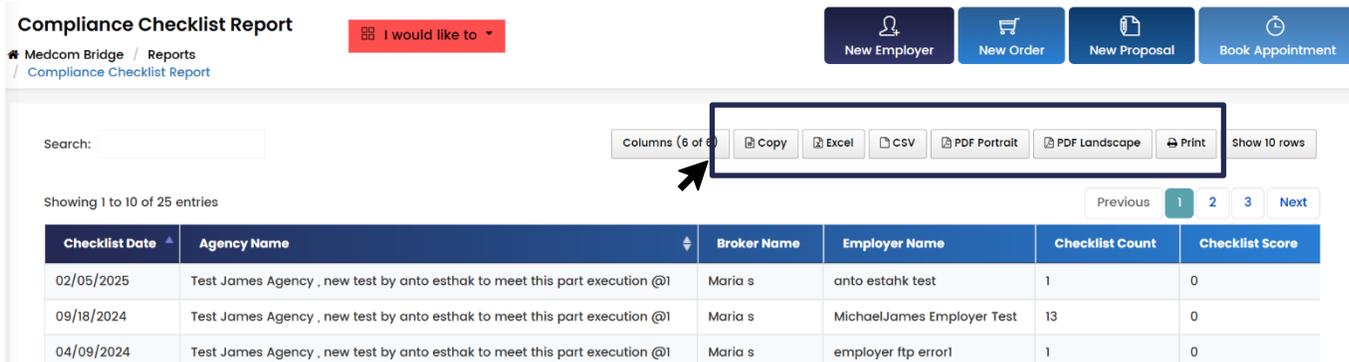
Showing 1 to 100 of 914 entries

Previous 1 2 3 4 5 ... 10 Next

Proposal Code	Service Category	Service Item	Employer	Agency	Broker	Date proposal generated	Proposal effective date	Number Of Eligible Employee
MCPRO00002536	Wrap Documents	Wrap Document & ERISA SPD	anto esthak test	Test James Agency , new test by anto esthak to meet this part execution @1	Maria s	02/05/2025		

The **Compliance Checklist Report** page is where you can view the number of checklists you have run for an Employer and their scores. You can search by Employer name and select one of

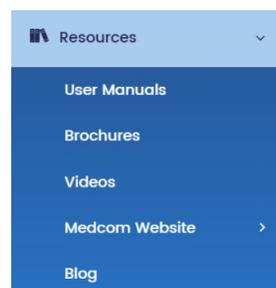
the following formats to save your results: **Copy, Excel, CSV, PDF Portrait, PDF Landscape, and Print.**



RESOURCES

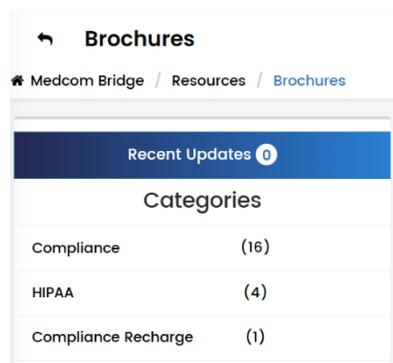
The **Resources** section is where you can find anything you may need while learning, navigating, or troubleshooting the Medcom Bridge. Under Resources, you will find **User Manuals, Brochures, Videos, Medcom Website,** and Medcom’s **Blog** posts.

USER MANUALS



In the **User Manuals** section, you can find helpful guides on how to navigate the Medcom Bridge platform.

BROCHURES

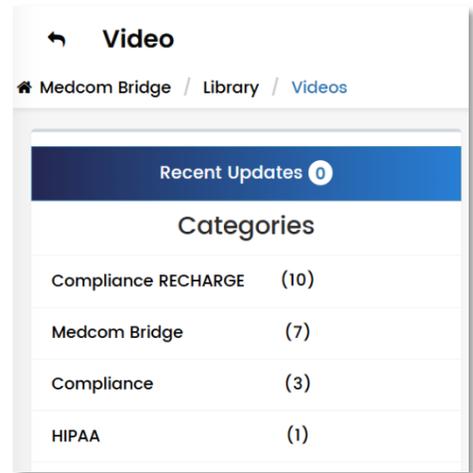


The **Brochures** page is where you can find up-to-date marketing materials.

1. Select the **Category** of brochures you would like to view.
2. Click on the **brochure name** to view it.
3. To **Download** the selected material, click the **Download icon**.

VIDEOS

The **Videos** page is where you can go to find helpful and educational videos about **Compliance** and The **Bridge**.



MEDCOM WEBSITE



The **Medcom Website** section offers helpful forms, tools, videos, and educational materials for all Medcom products, categorized by: Partners, Employers, and Employees.