

The isolated Benefit Services one-stop portal gives you the tools you need to better support your employees in the management of their pre-tax benefit plans such as Flexible Spending Accounts (FSAs) and Health Reimbursement Arrangements (HRAs). This includes entering enrollments online.

How do I get access to this portal?

1. Access the login page from the [Isolved Benefit Services website](#) or [here](#).
2. You and your assigned contacts will be sent a user name and a temporary password.
3. Upon first login, you will be prompted to change the password.
4. Once the password is updated and confirmed, click **Login**.

Log in

Username

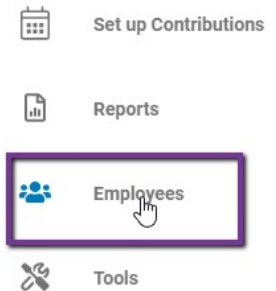
Password

[Forgot your password?](#)

Log In

Online Enrollments – Terminating a Participant

1. Select **Employees** from left menu
2. Search for employee to remove (you can type in the participant's name or scroll and locate the participant)
3. Click on the Participant's Name
4. Under the Participant's Name, click on the blue "status"
5. Select **New Status** from "Status" box (e.g. Termination)
6. Enter requested data for for Status change (e.g. Effective date of termination and last payroll deduction date)
7. Once completed, click on **Add**
8. If this is a new status for the participant, click on **"Add"** and complete the information.
9. If you need to change a Status, click on the blue "status" link under the participant's name and you can then select to **Add New Status** or **Change Status History** (removing a status)



Betty Jones ⓘ

Status: Active >

Summary

Balances

Employee status

Change Betty's status

1 Add or change 2 Details

Add new status
+ Select a status and effective date to add to the employee's history

Change status history
✎ Remove a previous status from the employee's history

Next

Employee status

Change Betty's status

Status: Terminated

Effective date: 09/24/2021

Last payroll deduction date: 10/1/2021

[Show status history](#)

Add