

## For brokers and producers only

Date: January 20, 2022

**Markets: All**

### Full-Time Equivalent Filing Instructions

Please submit any Full-Time Equivalent (FTE) information via Broker Express or the Broker Portal with an uploaded image of the FTE form. Submitting FTE information using Broker Express or the Broker Portal is the most efficient way to ensure FTE information remain current.

#### Broker Express Steps

- Access Broker Express and search for the group number
- In the *I Want To* section, Click Update FTE/MSP Employer Size
- Enter the FTE count in the Full Time Equivalent field.
  - FTE count data must be entered as whole number. Do not round up or down. Do not include information after the decimal or any special characters
- Click Submit
- Confirm you received “FTE/MSP value successfully updated in FACETS” message
- Upload an image of the FTE form

#### Broker Portal Steps

- Access the Broker Portal
- Under *Quick Links* select Full Time Equivalent (FTE) Dashboard
- Select the Renewal Month\*
- Select the Pending FTE tab to see the number of groups that need an update
- Select the Group ID link to go to the group’s home page
- Select Manage Group Information and then select Update Full Time Equivalent
- Upload an image of the FTE form

\*If the group is outside of the scope of months listed, begin by selecting a specific group, Manage Group Information and then Update Full Time Equivalent.

#### For more information

If you have any questions, please contact your broker sales representative.