

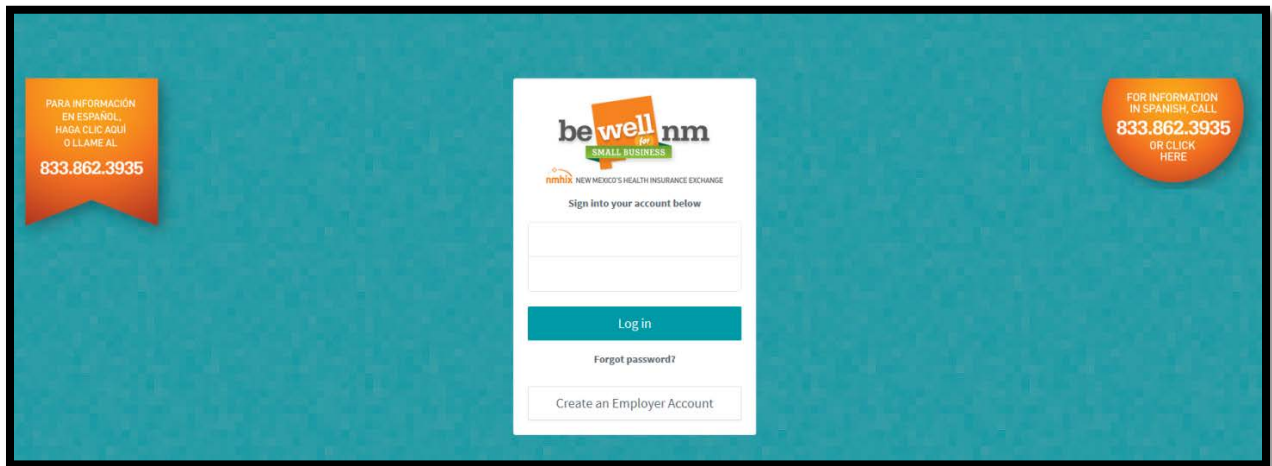
The following SHOP guide will assist the user with a workflow process on how to View Employer Premium Contributions.

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

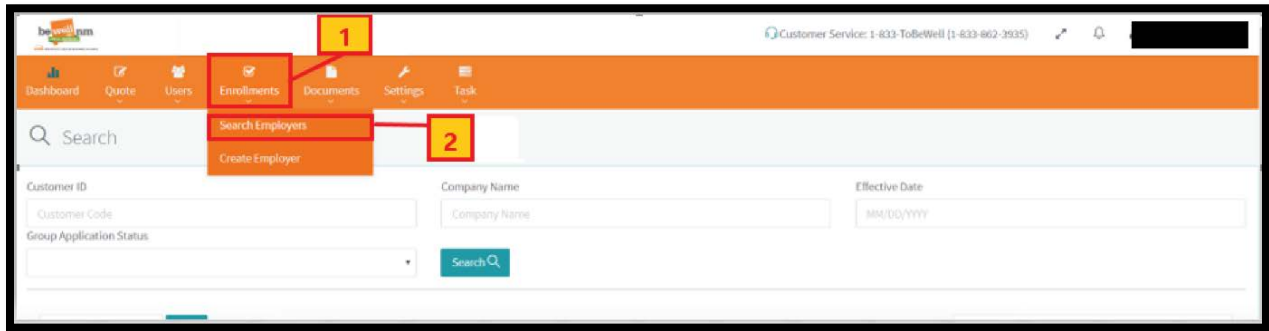
For any additional information or assistance using this guide please call our toll-free number at:

1-833-ToBeWell (1-833-862-3935) & TTY: 1-855-851-2018 or e-mail us at Business@bewellnm.com.

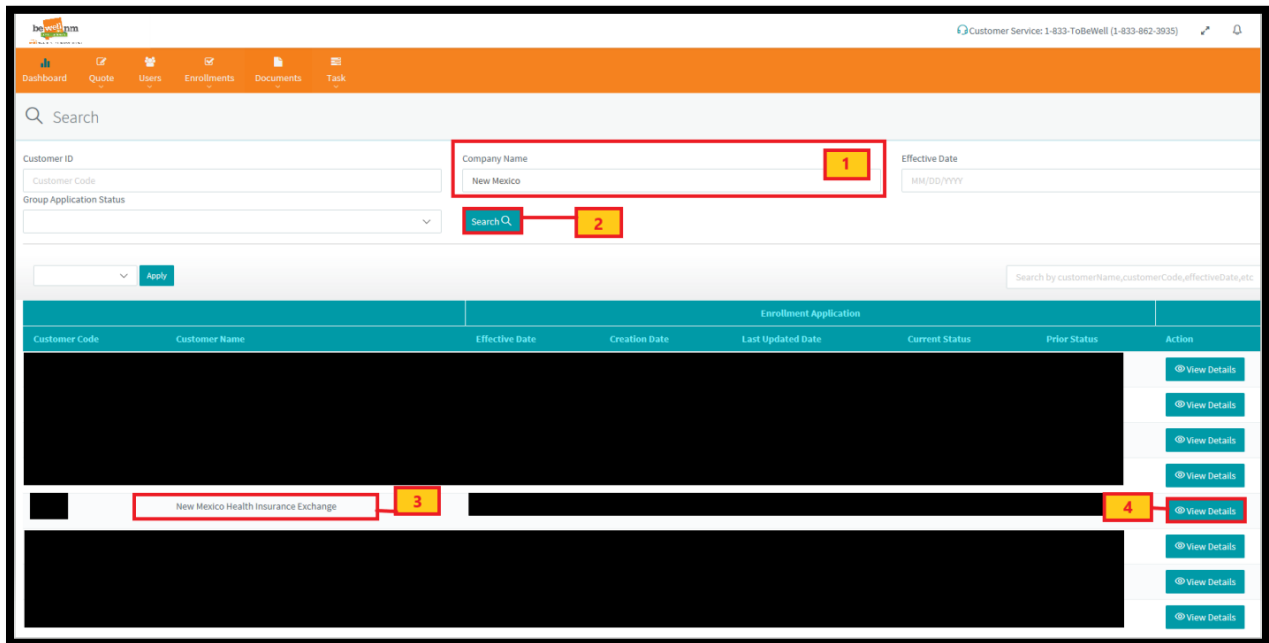


How to View Employer Premium Contributions

1. **Click** on the **Enrollments Tab**.
2. **Select Search Employers** from the *Pick-list*.

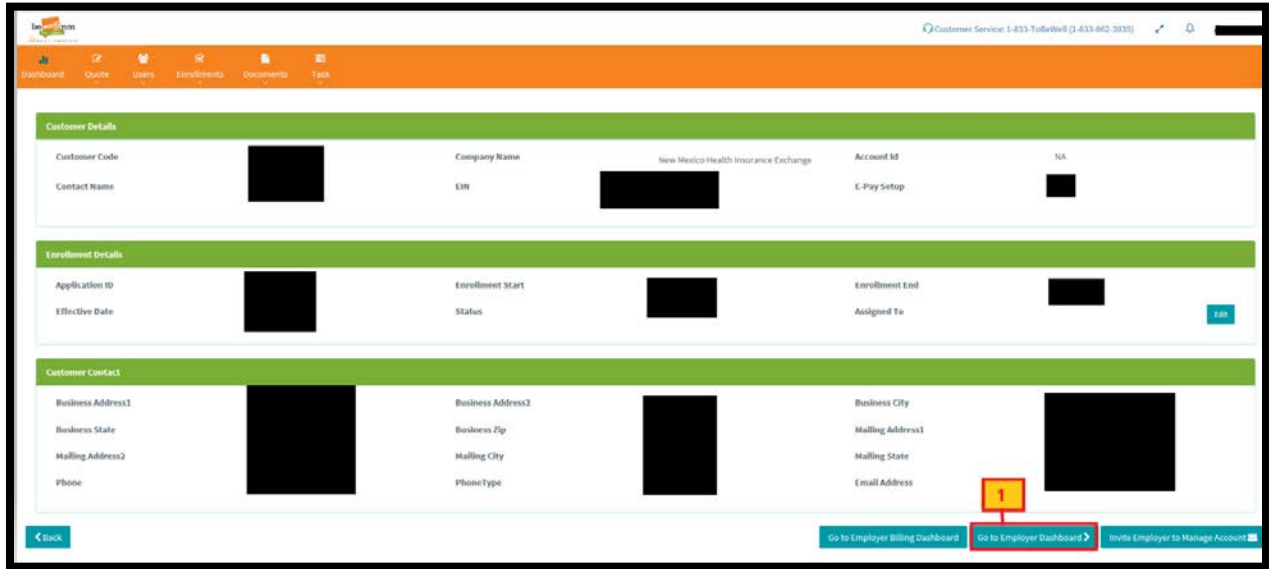


1. **Click** in the **Company Name Field** and type in the name.
2. **Click** on the **Search Button**.
3. **Locate the Company Name that displays on the bottom portion of the screen.**
4. **Click** on the **View Details Button**.

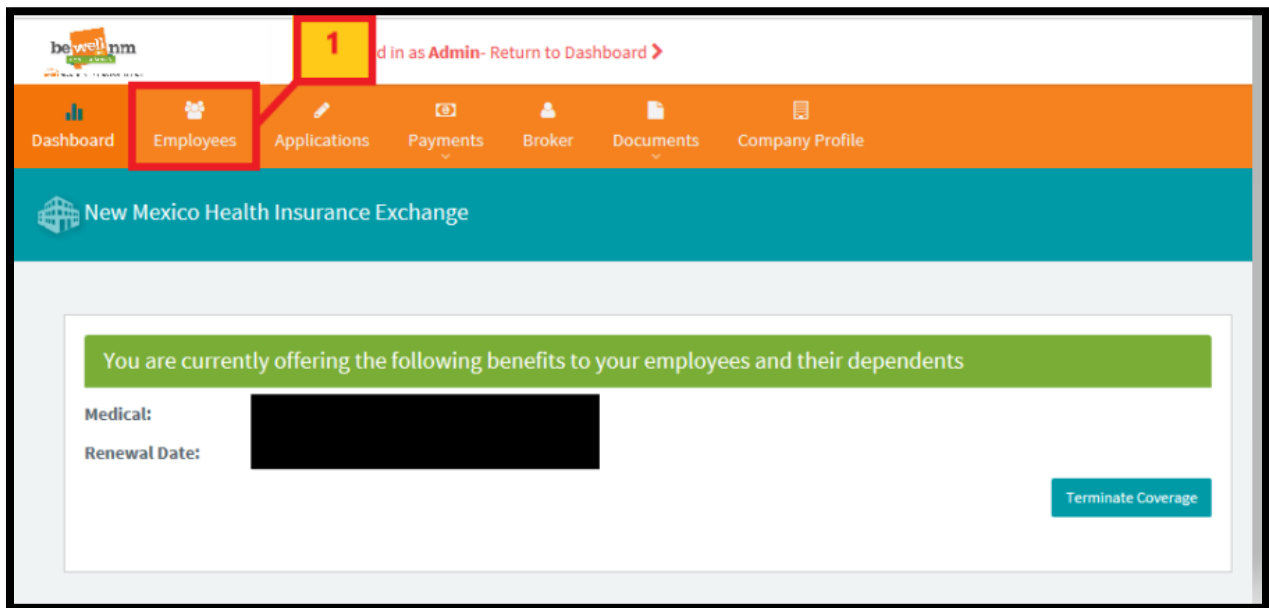


How to View Employer Premium Contributions

1. Click on the Go to Employer Dashboard button.

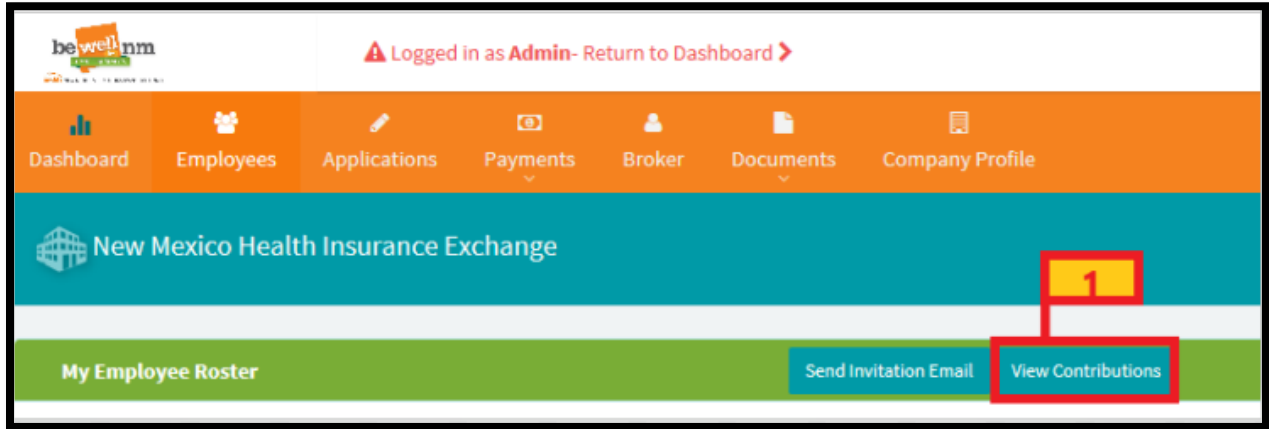


1. Click on the Employees Tab.



How to View Employer Premium Contributions

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.**

