

MESSA BUSINESS ADMINISTRATION CENTER QUICK REFERENCE GUIDE

Improved search functionality

Welcome, Test Business (008) Secure Messaging | 888.888.4167

Search... [TEST BUSINESS \(008\)](#)

- MESSA business administration center
- HOME
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Well-organized navigation bar makes it easy to find exactly what you are looking for.



Watch here for important updates and reminders.

ANNOUNCEMENTS

Keeping you informed

Welcome to the MESSA Business Administration Center!

ONLINE BENEFITS & ENROLLMENT WEBSITE

Your key to benefit management

The easy-to-use self-service solution for employers and employees to manage benefits, contact information, enrollment and open enrollment selections and much more!

[LOGIN](#) [USER GUIDES](#)

A powerful online benefits website that is intuitive, easy-to-use, and puts you in control.



Business bulletins have replaced our traditional newsletters

BUSINESS BULLETIN

What's New

October 1, 2018
Please share the following information with employees with MESSA coverage...

September 6, 2018
In this edition: New product launched: Essentials by MESSA is now available...

[LIBRARY](#)

Contact us how and when it is convenient for you.

We are here to help!

LET'S TALK BUSINESS

CALL US

888.888.4167

SEND A SECURE MESSAGE

REQUEST A CALL

[SUBMIT](#)

LIVE CHAT

I'm online and ready to assist you.



[LIVE CHAT](#)

1 INVOICES

PAY MY BILL

- Monthly Remittance Form
This form is completed by the employer and submitted with payments.
- How to pay your invoices online
- Annual Billing Schedule

2 REPORTS

The documents you need to fulfill ACA mandates to provide your employees with information about the medical plans they are eligible for.

- ACA Summary of Benefits and Coverage — Claims reporting
- Claims Data Reporting — A list of all dependents and the plans they are enrolled in.
- Dependent Listing
- Disability — Disability tax reports
- Employee Summary of Benefits — A look up tool to view employee benefit information.
- Over-Age Dependent Eligibility
- Renewal — View dependents impacted by the annual OAD process.
- Salary and Sick Day Updates — Available during the annual salary and sick day updates process.
- Rate renewal report
Medical renewal report
Medical rate summary report
Vision rate summary report

3 FORMS

Frequently requested forms are found here.

4 BENEFIT IMPLEMENTATION

- Change group benefits based on an existing quote
- Change group benefits without an existing quote

5 RESOURCES

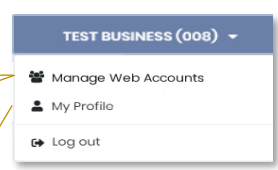
- Annual Processes — A calendar of annual processes that affect employers.
- Business Bulletins Library — Business bulletins have replaced our traditional newsletters sent via email.
- HealthEquity — Manage the employer side of the HSA benefit.
- MESSA.org — Access information about MESSA, as well as, manage benefits by logging into MyMESSA.
- Online Benefits Website — Easy-to-use self-service solution to manage employee benefits and much more.
- Online Benefits Resources — Employer user guides
Employee user guides
Instructional powerpoints
- Quick Reference Guide — View/print a guide to assist you in navigating this site.

6 SERVICES

- Online benefits website — Manage employee benefits and much more.
- ACA reporting tool — 1094-C and 1095-C IRS forms.
- Cafeteria plans — Integrate Cafeteria plans into your online benefits website.
- COBRA — MESSA can handle all your COBRA needs.
- Dependent audits — Verify dependent eligibility.
- Open enrollment administration — MESSA can complete your open enrollment, start to finish.

7 ACCOUNT SETTINGS

Add new sub-account users.
Manage sub-account user account information.



Update your password and security questions and answers.