



# Functionality Checklist

Developed by TPA industry insiders, CEEM®—Coteva Enrollment and Eligibility Manager—provides end-to-end, seamless data integration for an easier, unified way to manage employee benefits. Streamlined enrollment, accurate eligibility, comprehensive billing and robust reporting means processing more business more efficiently.

CEEM		YOURS
<b>SET UP</b>		
✓	Import Wizard: Coverages, Eligibility, Cost/Billing, etc.	
✓	Rules Engine: Error Checking and Correction	
✓	Branding: TPA, Employer, Broker or Any Combination	
✓	Any Number/All Types of Benefits	
✓	Hierarchical Processing Within Each Category: Employer, Broker, TPA	

<b>ENROLLMENT</b> (New, Annual, Reinstated, Rehires)		
✓	SSO	
✓	Custom Content Support Decision	
✓	Flow Process: Forward and Backward	
✓	Error Checking/Correction	
✓	Forms Requiring Signature, e.g., EOI	
✓	Electronic Signature	
✓	Employer and TPA Approval	
✓	Secure Employee Emails to Employer and TPAs	
✓	Tracking Status	
✓	Documents Uploaded and Securely Stored	

**CEEM**

**YOURS**

ELIGIBILITY MAINTENANCE		
✓	SSO	
✓	Steps Process: Move Forward/Backward Through Screens	
✓	Error Checking	
✓	Secure Employee Emails to Employer and TPAs	
✓	Tracking Status	
✓	834 Profile Engine — Robust, Flexible 834	
✓	Reconciliation: Carrier, HR and Payroll Systems	
✓	Payroll Reports	

CONSOLIDATED BILLING		
✓	Enrollment/ Eligibility Integration	
✓	AR/Cash Receipts/AP: Summary and Details	
✓	All Complex Scenarios: Retro Adds/Terms, Adjustments, etc.	
✓	Remittance Report, AR Report, Reconciliation Report, etc.	

COBRA		
✓	Enrollment	
✓	Tracking	
✓	Eligibility	
✓	Billing	

REPORTS		
✓	CEEM Reports	
✓	Daily ACCESS data base downloads	
✓	Query engine	
✓	1094/1095 reporting	