FOR EMPLOYERS · 2 OF 3 EMPLOYERS & PAYROLL TEAMS

From census to first live payroll in about 60 to 90 days

CARE THROUGH Amaze HEALTH

CEHAS (the third-party administrator that manages the insurance and compliance for the program) handles eligibility, claims and billing each pay period. Here's what your team does, and when.

01 · THE PATH TO GO-LIVE

1 Census & Pro Forma
Send your census. The Pro Forma comes back within 48 business hours. Review it with your payroll contact.

2 Paperwork
Complete the Request for Coverage, then e-sign the services agreement, application, EFT and e-delivery forms.

3 Kickoff call
About 45 to 60 minutes. Confirm payroll details and schedule the next calls.

4 Amaze education
About 30 minutes. Plan the employee emails, materials, leader briefings, webinars and opt-out process.

5 Practice, then live
Portal walkthrough, pay codes set up and tested, then your first live payroll run.

02 · CHOOSE YOUR PAYROLL MODEL

Model	Typical size	Setup time	Your time	Payroll systems
Self-service	~10–50 employees	~4 weeks	~15–30 min per pay period	QuickBooks, ADP Run, Gusto, Square, Heartland, most in-house systems
Custom census	~50+ employees	~4–6 weeks	~5–10 min weekly; ~1–2 hr file turnaround	Paylocity, Paycom, ADP, Paychex, APS, Decision HR
API	~250+ employees	~10–12 weeks	Minimal; needs CEHAS pre-approval	Prism, ProLiant, iSolved

03 · EVERY PAY PERIOD

1. Run payroll
Calculate pay as usual.

2. Send file
CEHAS checks who is eligible.

3. Claims review
The claims administrator approves claims.

4. Import file
CEHAS returns a file for your payroll system.

5. Deduct & pay
Pre-tax premium deducted; monthly well-being benefit paid to enrolled members.

6. Confirm
Click the CEHAS link within 24 hours.

7. Invoice & ACH
Invoice within 24 hours; ACH draft 2 days after the invoice date.

04 Portal setup checklist

For each new hire, click "+" on the Employees screen of the CEHAS employer portal, fill in the card, check **Active** and save. Have these ready:

- Employee number from your payroll system (use a payroll ID rather than an SSN where you can)
- Hire date, pay schedule and gross wages per pay period
- Pre-tax and post-tax deductions, 401(k), major medical contribution and W-4 details

Tip: sign in from an incognito window so back-end updates don't end your session.

05 After launch

- A **dedicated account manager** for billing, enrollment and payroll questions
- A quality check at your **second payroll**
- A **180-day** review
- CEHAS confirms each employee's eligibility every pay period

Your payroll summary after each run shows eligibility and deductions.

Ready to map out your payroll?

Book a setup call with Jason and bring your payroll contact.

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Tax disclosure: Premiums are paid pre-tax through a Section 125 plan. The claims payment could be deemed taxable for income tax purposes. The accident claim payment is not subject to payroll taxes. We are not tax professionals. Each employee's taxable situation is unique to them. Amaze Health is prepared to answer any and all questions about the plan, including the general tax treatment of the plan. Lower FICA wages can reduce future Social Security benefits. Overview only, not the plan document; plan documents control, including exclusions and limitations. Administered by CEHAS Plan Administrators, LLC; virtual care through Amaze Health. The accident coverage is not an alternative to comprehensive coverage and does not replace major medical. Employees age 70 and older can't enroll. Nexus Benefit Solutions does not give legal or tax advice; consult your own tax advisor.