

# EMPLOYEE BENEFITS INFORMATION

Welcome to the team! At Innovative BPS, we pride ourselves on being people focused. That means YOU! We are here to make the Employee Benefits process as easy as possible. So reach out and we will be happy to help.



## HOW TO ENROLL



### NEW HIRE

Enrollment will be open during your 30 day waiting period. Benefits become effective on the 1st of the month following the waiting period.



### QUALIFYING LIFE EVENT

Please notify Innovative BPS within 30 days of a QLE, otherwise you won't be eligible for enrollment. Examples include: Loss of Previous Coverage, Birth, Marriage, etc.



### OPEN ENROLLMENT

Your Open Enrollment period is from 7/9- 7/17 for the 8/1/2025 effective date.



### BENEFITS PLATFORM

All notifications for Enrollment will be coming via email from our benefits platform, Ease.

## YOUR INNOVATIVE BPS TEAM

Onboarding Consultant:  
Hannah Smith

Email: [hannah@innovativebps.com](mailto:hannah@innovativebps.com)

Medical Benefits: SmartCare Medical

Dental / Vision Benefits: Beam