Compliance
dashboard®

USER ROLES

You may enter four types of users on **Compliance**dashboard:

1. BENEFIT ADMINISTRATOR

The Benefit Administrator is responsible for completing compliance activities, such as distributing notices, administering plan provisions, etc. This user WILL receive emails from **Compliance**dashboard notifying him or her that it is time to complete an activity.

2. HR MANAGER

The HR Manager oversees the compliance activities of the Benefit Administrator(s) and has certain administrative tools to run reports, update profiles, etc. This user will NOT be required to complete compliance activities and will not receive activity emails from **Compliance**dashboard.

3. BLENDED USER

The Blended User will function as a Benefit Administrator and will also have access to the administrative tools of the HR Manager.

4. RESEARCH ONLY USER

The Research Only User can access the site to perform research, but will NOT be required to complete compliance activities and will not receive emails from **Compliance**dashboard.

You will be given the option of entering multiple users for each user type.