

# B&P Employee Navigator

## Partner Access & Rate Library



Beere&Purves is an Employee Navigator Support Partner. We offer full support including group setups, open enrollment management, ongoing maintenance, and renewals. We also offer a plan library with rates, benefits, and important links to plan documents.

### **Granting B&P Partner Access**

Please only grant access to groups where B&P is actively assisting (setup, open enrollment, ongoing maintenance, etc.).

1. From the Quick Links section of your homepage, click Partner Invitations.
2. Select Invite Partner.
3. Choose Partner Team Invitation – New and click Next.
4. On Company Support, click Next.
5. Select Beere & Purves from the Supporting Partner drop down.
6. Access Start Date defaults to today; leave End Date blank unless access should expire.
7. Choose one or more companies to grant access.
8. Update Enrollment Changes Feed settings for selected groups, if needed.
9. Save the invitation. Our team will be notified and approve access.

### **Plan Library Access (One-Time Setup)**

1. From the Quick Links section of your homepage, click Manage Plan Library Access.
2. Select Request Plan Library Access.
3. Choose Beere & Purves and submit the request.
4. Once approved, the library will be available for all future groups

### **Support**

Contact Beere&Purves at [onlineenrollment@beerepurves.com](mailto:onlineenrollment@beerepurves.com) if you have any questions about granting us access or adding our plan library.