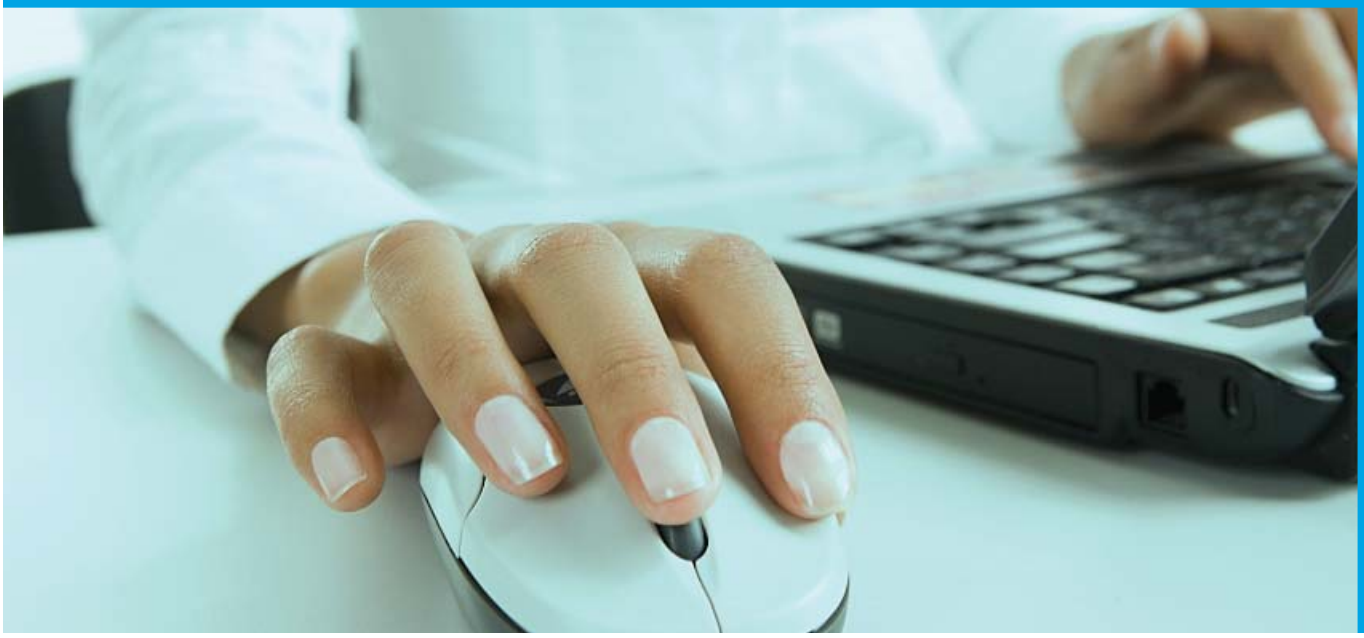
AIG Benefit Solutions



Virtual Administrator

Manage your employees' benefits in real time

Our Virtual Administrator allows you to manage your employees' benefits online, giving you more control and immediate turnaround for a variety of functions. The Virtual Administrator guides you through enrollments, changes or terminations, based on your company's unique plan design.

Employee access: Your employees can also access the Virtual Administrator to review their current coverage, print replacement dental ID cards and find providers.

Real-time updates: Enrollments, changes and terminations made through the Virtual Administrator are updated in real time in our system. This gives employers immediate access to the right benefits and helps ensure that your billing is always accurate.

To learn more visit
www.aigbenefits.com/**VirtualAdministrator**.

KEY FEATURES

- Automatically calculate effective dates and eligible coverage amounts.
- Access underwriting and administration guidelines.
- View summaries of new enrollments, terminations or employee changes on a confirmation page.
- View billing history, current bill and make payments online.
- Print replacement dental ID cards.
- Process a single salary change or multiple salary changes to calculate new benefit amounts.
- Active Employee Report displays all active employees, their coverage and payroll deductions, downloaded in Excel for easier reconciliation.

AIG Bring on tomorrow

www.aigbenefits.com

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