

The logo for Unify HR features a stylized 'U' icon on the left, composed of a blue horizontal bar with an orange arc above it and a green arc below it. To the right of the icon, the word 'Unify' is written in a grey sans-serif font, and 'HR' is written in a bold blue sans-serif font.

# Unify HR



ACA  
Compliance



Billing Services  
(Direct Bill)



COBRA  
Administration



Eligibility  
Verification



Print & Mail  
Fulfillment



ACA tracking and reporting. Verifying eligibility. COBRA administration. Premium billing and collection. Preparing and mailing benefits communications. It's enough to strain even the best HR team.

We make employee benefits like these easy to manage so employers can focus on their business instead.



Tracking and measuring. Generating codes. Printing and mailing. IRS reporting. It's a lot of work, and mistakes can be costly.

- Our full-service option covers everything, including printing and mailing all forms and IRS filings.
- Reporting-only option for employers who don't need full services.
- We can help employers respond to IRS penalty letters.
- Codes are automatically generated and reviewed for accuracy.
- Support for both look-back and monthly measurement methods.
- We're a certified IRS AIR Transmitter - we file all required forms with the IRS.

## **Dependent Audits**

Employers lose millions of dollars every year by covering people who shouldn't be covered. Our eligibility audits reclaim those dollars.

- We offer full audits, ongoing audits when events happen, or both.
- The employer sets the audit rules we follow.
- Audit letters can be customized and include the employer's logo.
- Outreach by mail, email, text, and phone.
- It's easy to verify. Dependents take a pic with their phone or tablet and send it to us through our mobile-friendly website.
- Employer dashboards and reports make it easy to monitor audit success.

## **COBRA**

COBRA has been a law for more than thirty years, but employers are still making costly mistakes. That's where we come in.

- Our standard services include everything needed to comply fully with COBRA.
- Our PredictiveQE feature mines employer data to find COBRA events. No one makes COBRA easier.
- Optional services include eligibility updates to carriers and open enrollment support.
- Support for multiple methods and sources of severance or subsidies.
- The premiums we collect can be sent to multiple locations and can be split to meet the employer's business needs.
- Mobile and online account access. Elect online. Pay on the go.

## **Billing Services**

Our flexible billing services make it easy to collect premiums or other payments from your non-active employees and family members.

- We set up our system to match the employer's business rules, including late payment and termination policies.
- Advanced stop and start capabilities allow us to handle nearly any billing frequency or pattern.
- Optional services include eligibility updates to carriers and open enrollment support.
- Support for multiple methods and sources of severance or subsidies.
- The funds we collect can be sent to multiple locations and can be split to meet the employer's business needs.
- Mobile and online account access. Elect online. Pay on the go.

## **Print and Mail Services**

Offering benefits also means sending a lot of notices. Federal and state laws dictate the types of notices and when they must be sent. Many employers find it hard to manage these processes. We make it easy.

- Notices can be sent to a large group at once or can be sent as events happen. We can mine employer data to find events like new hires, life status changes, or open enrollment updates.
- Employers can view notices online to confirm they were sent and prove compliance.
- We offer a wide range of standard notices. We can also meet nearly any special request, including fully customized, multi-page notices.



**Let's talk about how we can help**  
**800.610.1738**  
**[sales@unifyhr.com](mailto:sales@unifyhr.com)**



## Technology

We built our app from the ground up using Azure, a leading cloud solution from Microsoft. This allows us to quickly build, deploy and manage our app across a network of data centers supported by Microsoft. This structure makes us incredibly nimble, infinitely scalable, and highly secure.



Flexible, configurable business rules and easy data transfer processes



All services managed from a single data set and a single proprietary system



Communications system supports mail, email, text, and outbound calls



Make payments, elect coverage, submit documents, and more – from any device

## Security

In today's world, security is a top concern. We're committed to meeting all regulatory and operating rules so our clients can rest easy. Our processes are continuously monitored by internal and external parties, and we undergo independent annual reviews, including Type 2 SOC 2 and Type 1 HIPAA/HITECH audits.