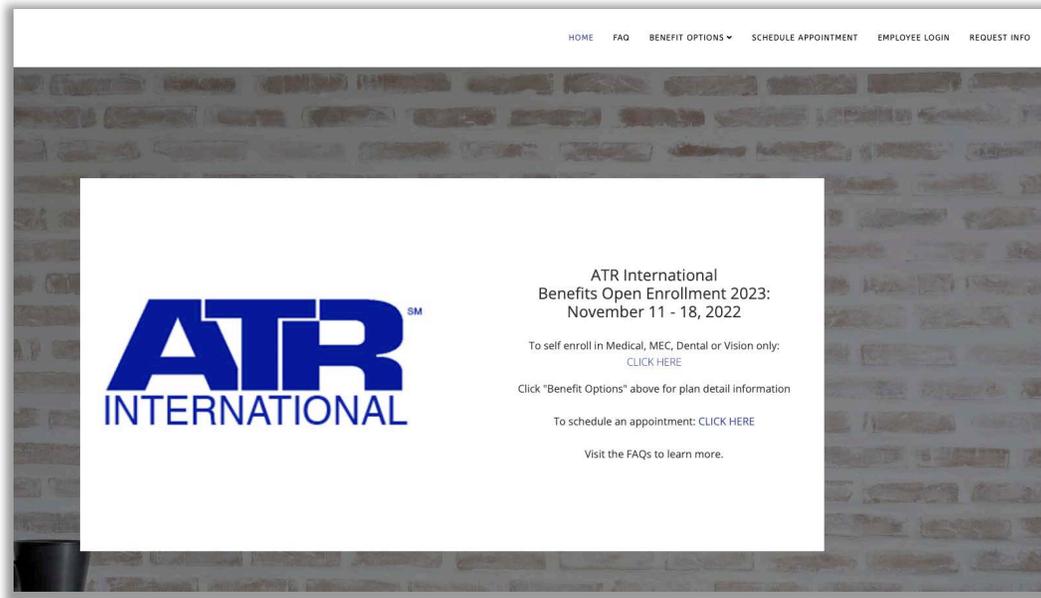


PLATFORM USER GUIDE

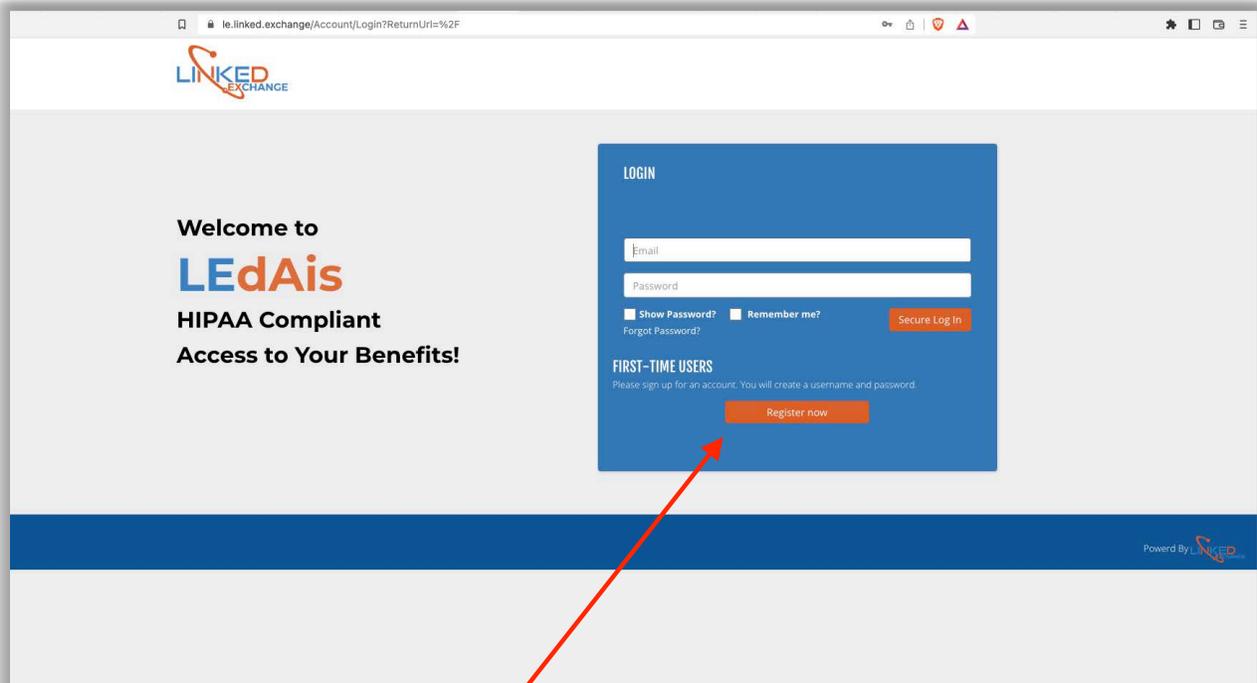
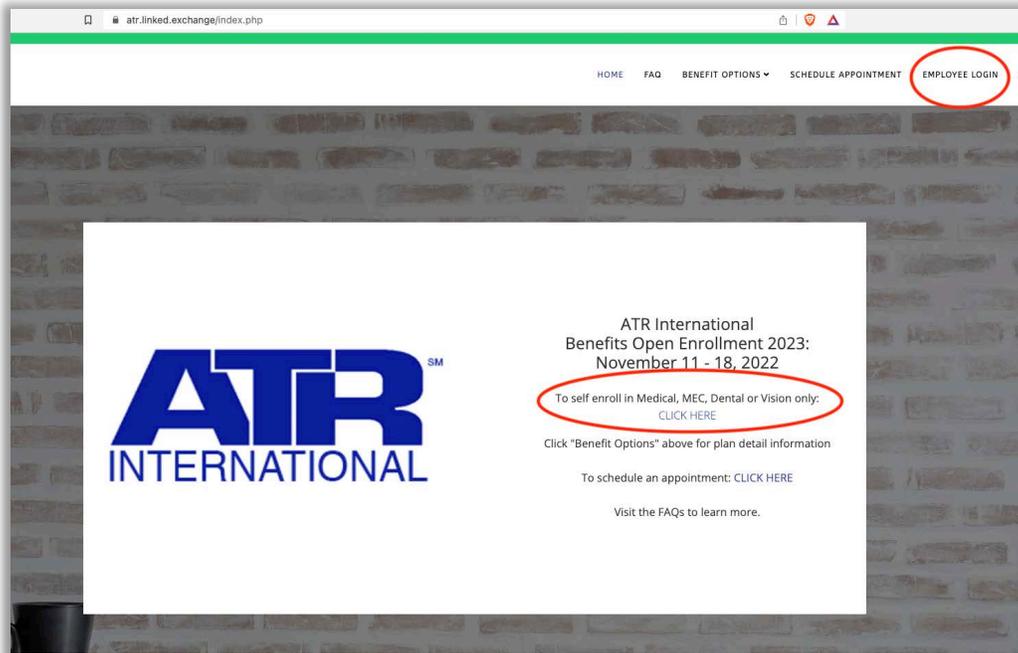
Log into the platform by going to:

<https://atr.linked.exchange>

For the best user experience, we recommend using:



To access plan quotes and/or submit an application, click the **Employee Login** or **CLICK HERE** from www.atr.linked.exchange to access the enrollment portal.



Login by selecting Secure Log in or Select "Register now" to register as first time user.

After clicking the orange register now button, the page below will display:

LINKED EXCHANGE

REGISTER NEW ACCOUNT

We need some information to help us setup your account:

Group ID:

SSN:

Date of Birth:

I'm not a robot  reCAPTCHA
Privacy - Terms

[I already have a login](#)

Enter Group ID:
C005053

Enter your SSN

Enter your Date of Birth:
MM/DD/YYYY

Select "I'm not a robot"

Select orange Submit
button

Once you select the orange Submit button the screen below appears. You will receive a validation email.

LINKED EXCHANGE

REGISTER NEW ACCOUNT

Please check your email and click the link provided to complete your registration

You have 30 minutes to activate your account

Powered By **LINKED EXCHANGE**

Click the "Activate Account" button in email to validate account.



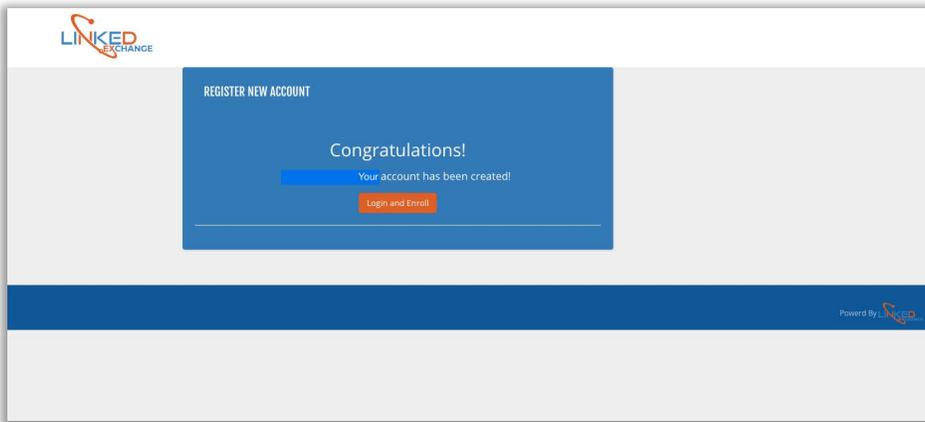
Each user can select a requested effective date, shown on the left.

Enter Password

Must contain one uppercase, one lowercase and one special character.

Select "Register Now"

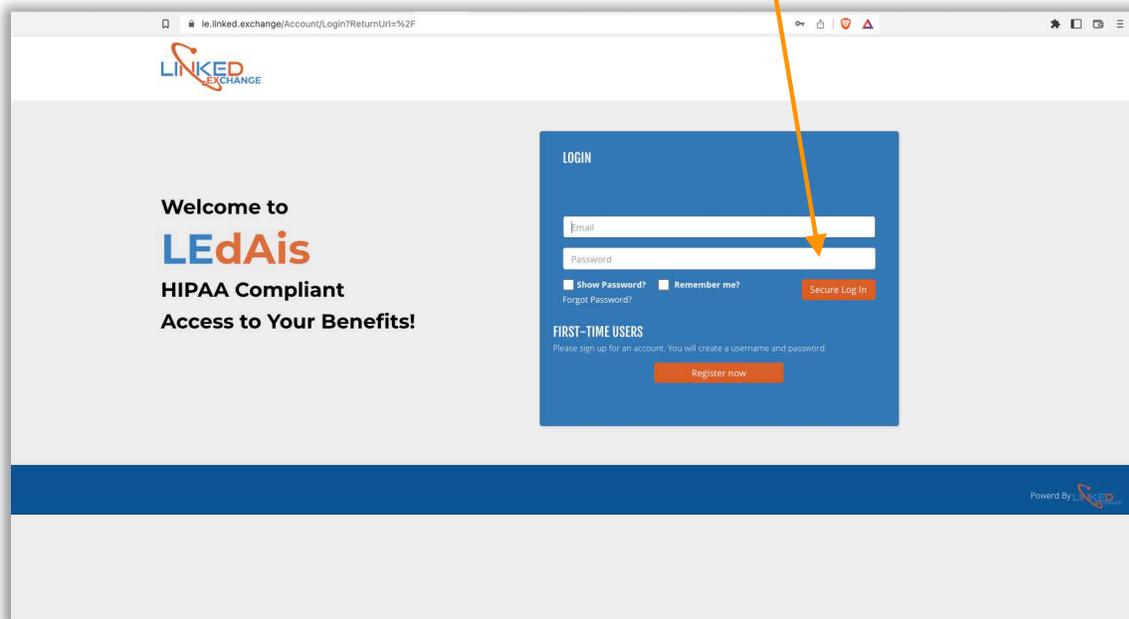
A screenshot of the "REGISTER NEW ACCOUNT" form. The form is on a blue background. It says "Email verified! We need just a couple more things:". There are two password fields: "New Password:" with a "Create Password" input and a help icon, and "Reenter Password:" with a "Confirm Password" input. Below these is a "Show Password?" checkbox. Under "Your Information:", there are fields for Email (drew@wsbconsultants.com), First Name (ATR), Last Name (Temp003), SSN (***-**-4321), DOB (03/15/1977), Company (ATR International Inc.), and Group ID (C005053). At the bottom right is an orange "Register Now" button.



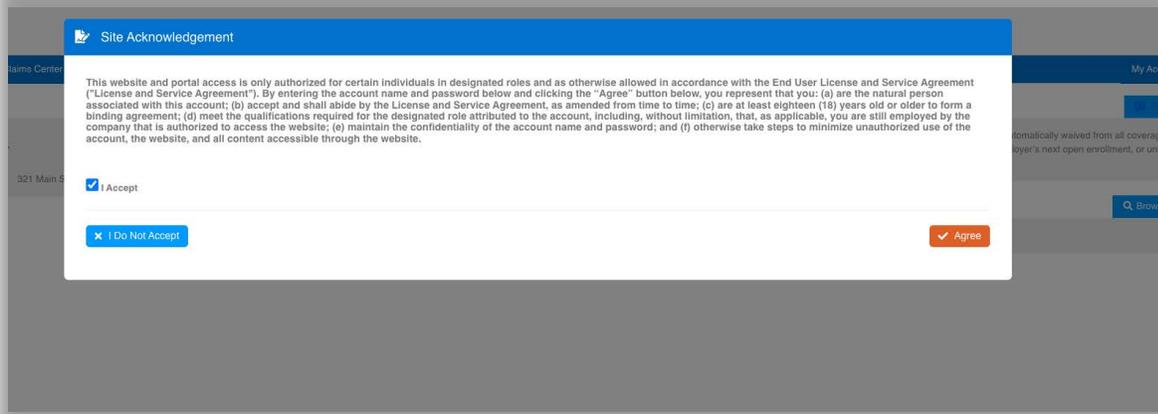
The next screen confirms registration is complete.

Click "Submit" at bottom right.

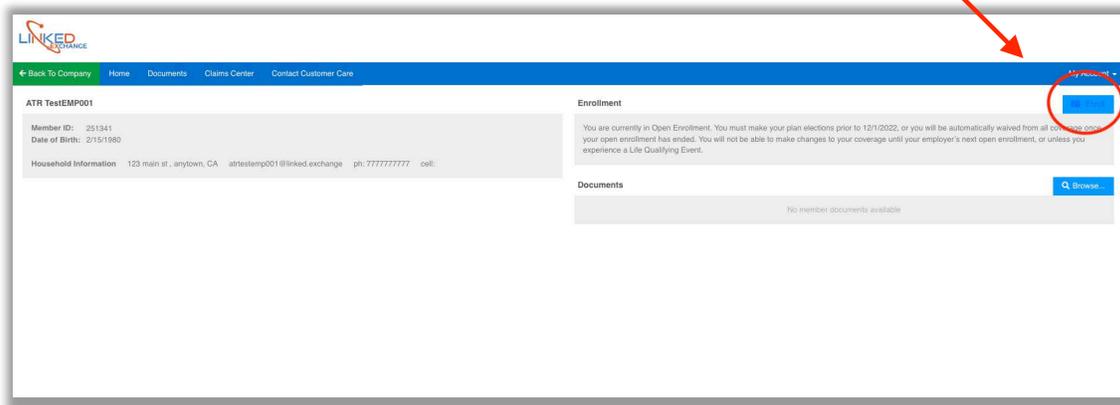
Enter email and the password that you set up during your registration process, select the orange "Secure Login" button .



After logging in the site acknowledgment notification will appear. Select I accept and orange "Agree" button on right.



The next screen is the home screen shown below. Select the "Enroll" button to begin the enrollment process.



The first step is to confirm/update profile information. Once complete select orange Save/Next button.

The screenshot shows the 'Enrollment: Benefits' page with a progress bar at the top. Step 1, 'Profile', is highlighted with a blue circle and a checkmark. Below the progress bar, the heading 'Review Your Profile' is followed by the instruction: 'Review and verify member information. Make corrections if needed. Select the Save/Next button to move onto the next step.' The form contains several input fields: 'First Name *' (value: ATR), 'Middle Name' (empty), 'Last Name *' (value: Testemp001), 'Suffix' (empty), 'Date of Birth *' (value: 2/15/1980), 'Gender *' (value: Male), 'Language *' (value: English), 'Social Security Number *' (value: 123-45-6789), 'Address 1 *' (value: 123 main st), 'Address 2' (empty), 'City *' (value: anytown), 'State *' (value: California), 'Zip *' (value: 95054), 'Phone' (value: (777) 777-7777), and 'Mobile' (value: (777) 777-7777). There is also an 'Email Address' field. At the bottom left is a blue 'Cancel' button, and at the bottom right is an orange 'Save/Next' button with a right-pointing arrow. A footer at the bottom center reads '© 2022 Linked Exchange LLC'.

Next step is to confirm dependents. Select Continue or Add Dependent.

The screenshot shows the 'Enrollment: Benefits' page with the progress bar. Step 2, 'Dependents', is highlighted with a blue circle and a checkmark. The heading 'Do you have Dependents?' is followed by the instruction: 'Add any dependents you want to add to coverage. Select Continue to move onto the next step.' Below this is a table with columns: 'First Name', 'Last Name', 'Relationship', 'SSN', 'Date of Birth', and 'Gender'. The table is empty, and a message below it says 'You have not added any dependents.' There is an 'Add Dependent' button with a plus icon. At the bottom left are two buttons: a blue 'Back' button and a blue 'Cancel' button. At the bottom right are two buttons: an orange 'Continue' button with a right-pointing arrow and a blue 'Save' button with a save icon. A footer at the bottom center reads '© 2022 Linked Exchange LLC'. An orange arrow points from the 'Add Dependent' button in this screenshot to the 'Add Dependent' button in the previous screenshot.

Complete information for the dependent you are adding. Select "Save" when complete. Repeat step to add multiple dependents.

The screenshot shows the 'Enrollment: Benefits' page with a progress bar at the top. Step 2, 'Dependents', is active. Below the progress bar is the 'Add Household Member' form. The form includes fields for Title, First Name, Middle Name, Last Name, Suffix, Date of Birth (MM/DD/YYYY), and SSN. There are also dropdown menus for Gender (Male) and Relationship (Spouse), a MemberID field (TBD), and an Emergency Contact checkbox. At the bottom of the form are 'Back' and 'Save' buttons.

Once all dependents have been added select Continue to view medial plans available.

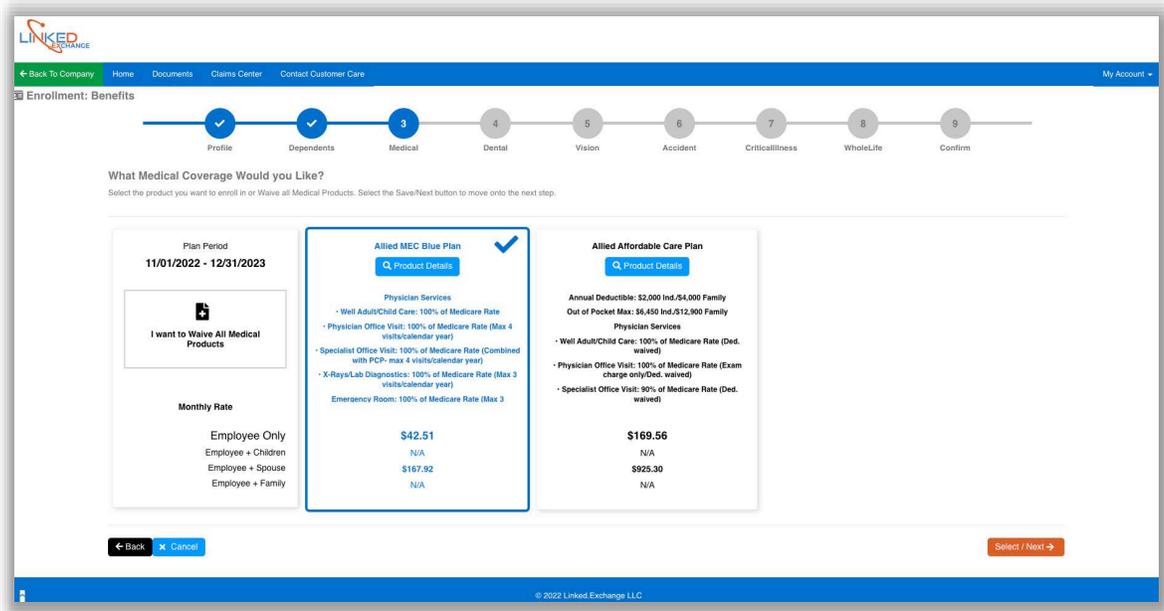
The screenshot shows the 'Enrollment: Benefits' page with the progress bar. Step 2, 'Dependents', is active. Below the progress bar is the 'Do you have Dependents?' section. It asks 'Add any dependents you want to add to coverage. Select Continue to move onto the next step.' Below this is a table with one row of data:

First Name	Last Name	Relationship	SSN	Date of Birth	Gender	
ATRspouse	Testemp001	Spouse	***-**-333309	12/1976	Female	<input checked="" type="checkbox"/> View/Edit

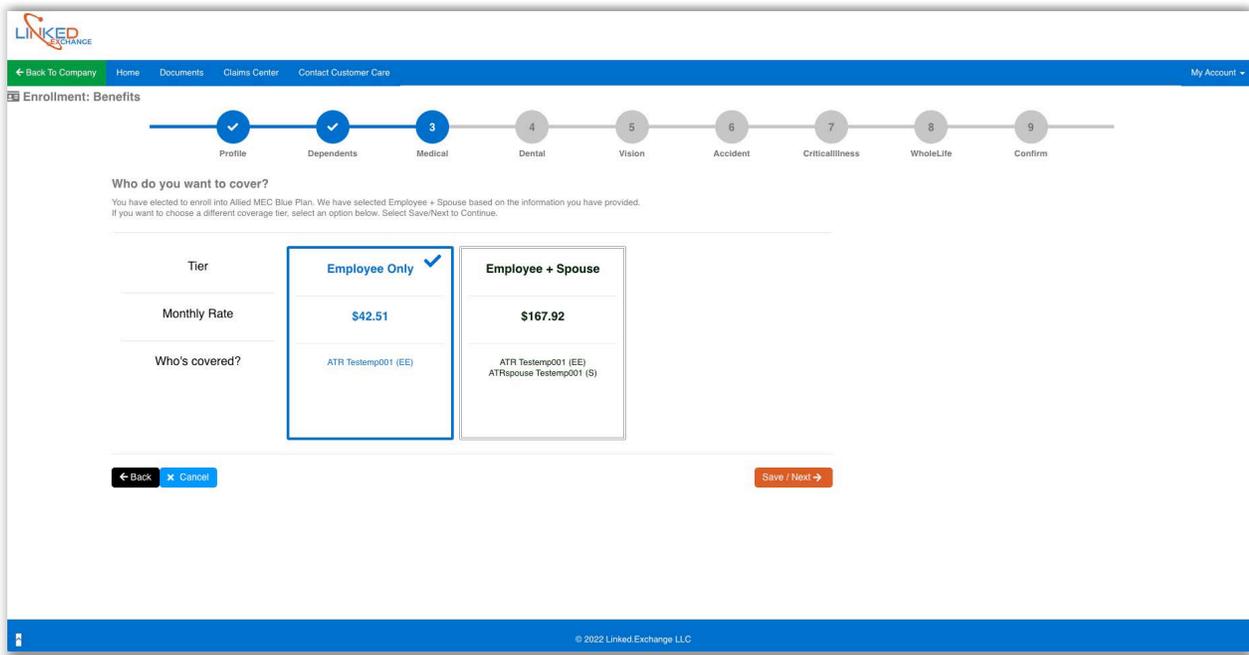
Below the table is an 'Add Another Dependent' button. At the bottom of the section are 'Back', 'Cancel', 'Continue', and 'Save' buttons.

To enroll in the product of your choosing select the product. A blue check mark will appear to confirm your selection. Select Save/Next.

Select "I want to Waive All Medical Products" to waive coverage.



Select the Tier coverage for your plan. Blue check mark confirms your selection. Select Save/New to save.



Repeat steps above for each product available.

Once complete with all products the last enrollment screen is the final confirmation screen. To make changes select start over. To approve enrollment select Finalize Enrollment button.

Enrollment: Benefits

Thank you for enrolling

You have elected to enroll into Allied MEC Blue Plan, DEN 2 Op 2 w/ Ortho, Boston Mutual Critical Illness and Boston Mutual Whole Life Product(s). Your coverage will start on November 01, 2022. Please review your elections below and either go back to change your elections or finalize to complete enrollment. You have until November 30, 2022 to change your coverage elections.

Plan Period	Allied MEC Blue Plan	DEN 2 Op 2 w/ Ortho	Vision	Accident	Boston Mutual Critical Illness	Boston Mutual Whole Life
11/01/2022 - 12/31/2023	Employee + Spouse	Employee + Spouse	-	N/A	Employee + Spouse	Employee + Spouse
Coverage Tier	Employee + Spouse	Employee + Spouse	-	N/A	Employee + Spouse	Employee + Spouse
Monthly Rate	\$167.92	\$86.52	\$0.00	\$0.00	\$0.00	\$0.00
Who's Covered?	ATR Testemp001 (EE) ATRspouse Testemp001 (S)	ATR Testemp001 (EE) ATRspouse Testemp001 (S)	Waived	No Selection	ATR Testemp001 (EE) ATRspouse Testemp001 (S)	ATR Testemp001 (EE) ATRspouse Testemp001 (S)

Benefit Premium Total: \$254.44

[← Start Over](#)
[✕ Cancel](#)
[✓ Finalize Enrollment](#)

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The next screen confirms enrollment is complete and redirects to home screen.

Enrollment: Benefits

Enrollment is complete!

We'll take you back to your member portal in 0 seconds

Below is the home screen. Displayed are the benefits enrolled for each person enrolled.

The screenshot displays the Linked Exchange web portal. At the top, there is a navigation bar with links for 'Back To Company', 'Home', 'Documents', 'Claims Center', and 'Contact Customer Care'. The user's account name 'My Account' is visible in the top right corner. The main content area is divided into two sections for enrolled members: 'ATR Testemp001' and 'ATRrepose Testemp001'. Each section provides member details and a list of enrolled products with their respective coverage start and end dates. On the right side, there are sections for 'Enrollment' with a message about the current enrollment status, and 'Documents' with a 'Download a Temporary Card' link. A footer at the bottom indicates the copyright year 2022 for Linked Exchange LLC.

Member ID	Date of Birth	Product	Coverage Start/End
251995	2/15/1980	Allied MEC Blue Plan	11/1/2022 to 12/31/2023
		DEN 2 Op 2 w/ Ortho	11/1/2022 to 12/31/2023
		Boston Mutual Critical Illness	11/1/2022 to 12/31/2023
		Boston Mutual Whole Life	11/1/2022 to 12/31/2023
251998	9/12/1976	Allied MEC Blue Plan	11/1/2022 to 12/31/2023
		DEN 2 Op 2 w/ Ortho	11/1/2022 to 12/31/2023
		Boston Mutual Critical Illness	11/1/2022 to 12/31/2023
		Boston Mutual Whole Life	11/1/2022 to 12/31/2023