



Wespath
BENEFITS | INVESTMENTS

New Hire and Life Event Processing

HealthFlex Empyrean Transition







Agenda

- Accessing Empyrean
- Overview of Plan Sponsor Self-Service Events and Supporting Documentation
- New Hire/Newly Eligible
- Adding coverage after marriage/birth/adoption
- Dependent and/or spouse loses other coverage
- Dependent and/or spouse gains other coverage
- Coming soon: HSA contribution changes



User name 

Password 

LOGIN

[Forgot Password?](#)

This software is optimized for modern browsers:
Chrome, Edge, Firefox, and Safari.

MAP MANAGER ACCESS POINT



This service is hosted by
Empyrean Benefit Solutions,
Inc.

Access Empyrean

- Notification email last week
- Sender: donotreply@wespath.org
- Will contain temporary password
- map.empyreanbenefits.com/wespath/login

No email or password doesn't work?
Contact activeteam@wespath.org

We appreciate your patience!

Access Empyrean via Wespath Portal


Wespath
Plan Sponsor & Institutional Investor Portal

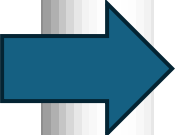
Username > Need help logging in?

Password

For assistance with Wespath Plan Sponsor & Institutional Investor Portal, contact us as indicated below:

- Institutional investors—call **1-800-269-2244, ext.7003**
- Plan Sponsors—call **1-800-851-2201**
- Plan participants—log in to [Benefits Access](#)

 Online Security



Wespath

Welcome,

Your last log in was Tuesday, 8/26/2025 at 11:26 AM CDT

Benefits Access Portal	Empyrean	Extranet
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Access Empyrean via Benefits Access Portal

Wespath
Plan Sponsor & Institutional Investor Portal

Username [> Need help logging in?](#)

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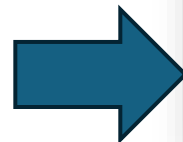
Online Security



Wespath

Welcome,
Your last log in was Tuesday, 8/26/2025 at 11:26 AM CDT

Note: You will need to search for the member in Empyrean (No “deep link”)



Wespath BENEFITS | INVESTMENTS Welcome,

[Home](#) [wespath.org](#) [Wespath Portal](#) [Quick Tips](#) [Forms](#) [Logout](#)

JANE SMITH

JANE SMITH **UNITED METHODIST CHURCH (UMC)**

Quick Find

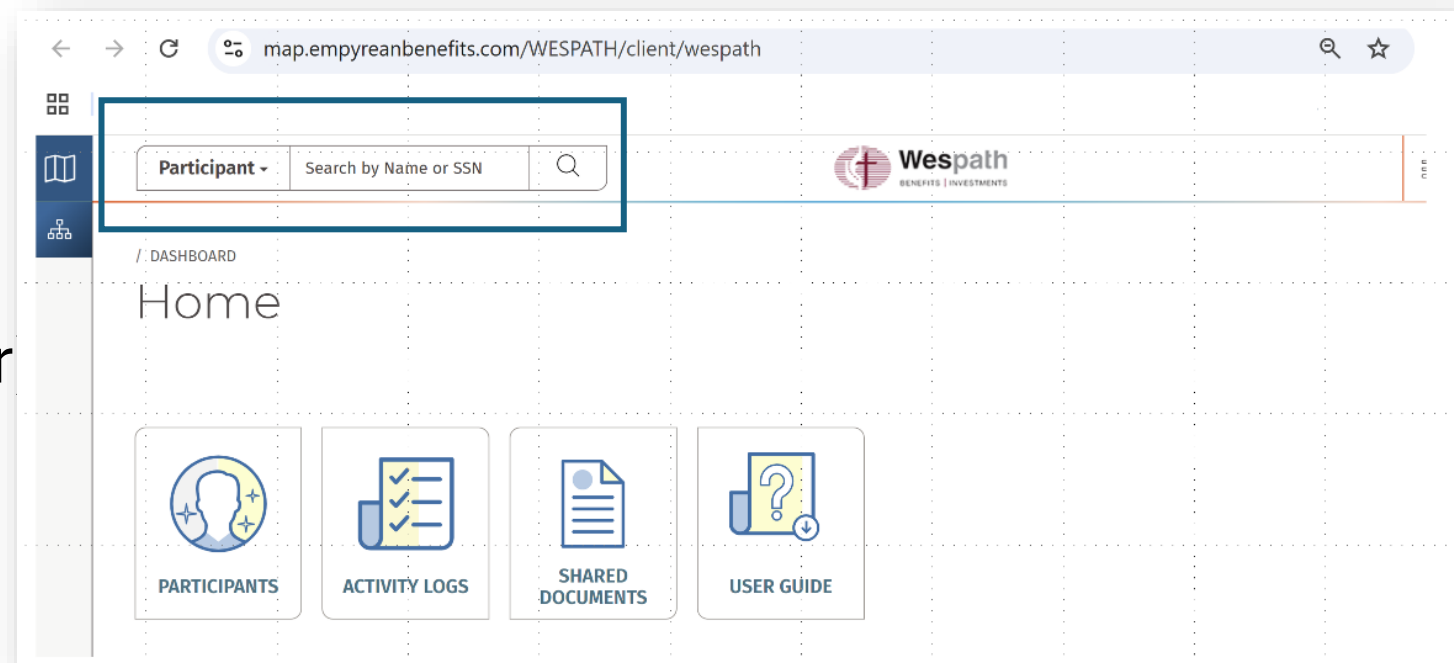
Participant Organization Conference Advanced >>

Participant and Related Individual

SMITH, JANE	PARTICIPANT			
ID	Name	Birth Date		Death Date
***-**-1234	JANE SMITH	1/1/1972		N/A

Participant Lookup In Empyrean

- Last 4 of SSN: *1234
- First Name Last Name
(no comma)
- Last Name (at least 1 letter)
- Not available at this time:
 - Search by P#
 - Last Name, First Name
 - First Initial Last Name



Information Tab

The screenshot shows a web browser window with the URL `map.emyreanbenefits.com/WESPATH/client/wespath/employee/yqgy2ur6/index`. The page header includes a search bar with the text "Participant" and "Search by Name or SSN", the Wespath logo, and a "PARTICIPANT MENU" dropdown. The breadcrumb trail is "/ PARTICIPANTS / JANE SMITH". The main heading is "JANE M. SMITH" with a "COMPASS" button to the right. Below this is a navigation bar with tabs: "INFORMATION" (selected), "DEPENDENTS", "BENEFICIARIES", "ATTRIBUTES", "ADDRESSES", "COVERAGE", "ACTIVITY LOG", and "CASES".

The "INFORMATION" tab is active and displays two panels:

- NAME**:
 - SALUTATION
 - FIRST NAME: JANE
 - MIDDLE NAME: M
 - LAST NAME: SMITH
 - SUFFIX
 - MAIDEN NAME
- VITALS**:
 - SSN: *****1234 (with a "View" link)
 - DATE OF BIRTH: 1/1/1972
 - DATE OF DEATH
 - GENDER: Female

At the bottom of the page, there are two more tabs: "CONTACT" and "EMPLOYMENT".

Dependents Tab

The screenshot shows a web browser window with the URL `map.empyreanbenefits.com/WESPATH/client/wespath/employee/yqgy2016/index`. The page title is "Participant" and the search bar contains "Search by Name or SSN". The main content area displays the name "JANE M SMITH" and a "COMPASS" button. Below the name are navigation tabs: INFORMATION, **DEPENDENTS**, BENEFICIARIES, ATTRIBUTES, ADDRESSES, COVERAGE, ACTIVITY LOG, and CASES. A search bar with the text "Search" is located above the table. The table has the following columns: FIRST NAME, MIDDLE NAME, LAST NAME, SUFFIX, DATE OF BIRTH, RELATIONSHIP, and CONTROLS. The table contains three rows of data:

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	DATE OF BIRTH	RELATIONSHIP	CONTROLS
JAMES	S	SMITH		1/1/05	Child	Q
JOHN	J	SMITH		1/1/76	Spouse	Q
KATHY	S	SMITH		1/1/07	Child	Q

Below the table, it says "Showing from 1 to 3 of 3 results". At the bottom right of the table area, there are "Previous", "1", and "Next" navigation buttons.

Note:
Dependents cannot be added directly in Empyrean; they must flow from Benefits Access Portal
(same as *Businessolver*)

Self-Service Events Available for Plan Sponsors

- New Hire/Newly Eligible
- Adding coverage for a spouse/dependent after marriage/birth/adoption
- Losing other coverage
- Gaining other coverage
- *Coming soon:* HSA contribution changes
- *Coming soon:* Annual Election



Documentation and Job Aids

- Job Aids – add to Plan Sponsor Manual
- Update based upon feedback
- Please provide feedback as you use the system



New Hire/Newly Eligible Process

- Mandatory enrolled at end of the window
- Prevents inaccurate health account funding and receiving multiple ID cards



New Hire/Newly Eligible Process

New with Empyrean:

- Mandatory enrolled at end of the window
- Prevents inaccurate health account funding and receiving multiple ID cards

When can you run this?

- Participants and/or dependents must be added to Benefits Access Portal at least the day prior
- 31 day windows for events except birth (60 days)



New Hire/Newly Eligible Process

- Please note: additional step required if participant is enrolling in an HSA plan to ensure the field for the HSA option appears

1. Search by Name or SSN

First Name Last Name

Last Name only

Full SSN

*LAST 4 SSN



2. Navigate to the **Events** tab to begin enrollment

EVENTS	EVENT DATE	REQUESTED DATE	STATUS	STATUS CHANGE DATE
New Hire/Newly Eligible	8/1/2025	8/1/2025	Pending	8/4/2025

New Hire/Newly Eligible Process

3. Select **Initiate New Event** and choose **New Hire/Newly Eligible** from the drop down. Populate **Event date** with the desired effective date.

EVENT TYPE: New Hire/Newly Eligible

Used to allow new hires, rehires and newly eligible employees to make their elections

EVENT DATE*: 08/01/2025

INITIATION DATE OVERRIDE:

Save Cancel

4. An additional screen will appear with details related to the enrollment. Review and if the information is accurate, click **Initiate** to be taken to the **Elections** screen.

ELECTIONS DATES BOTTOM LINE PRIMARY ADDRESS ATTRIBUTES DEPENDENTS ELIGIBILITY DOCUMENTATION

Initiation was successful.

Confirm Recalculate Reset Elections Delete Confirmed Events

Elections

BENEFIT	PLAN	TIER	MONTHLY COST	APPROVED AMOUNT	MODIFIED BY	CONTROLS
Medical	Waive	Decline Coverage	\$0.00	\$0.00	bcameron@wespah.org	
Dental	Waive	Decline Coverage	\$0.00	\$0.00	bcameron@wespah.org	
Vision	Waive	Decline Coverage	\$0.00	\$0.00	bcameron@wespah.org	

New Hire/Newly Eligible Process (HSA plan only)

5. If the participant is choosing an HSA plan, navigate out of the events to the **Attributes** tab (steps 6-8). If not, go to step 9.

6. In the **Attributes** tab, select **Edit Attributes**.

7. Navigate to the HSA Attestation field. If the participant has attested to the HSA Terms and Conditions, select **Yes** and **Save**. *This is required to enroll in an HSA.*

8. Navigate back to the **Elections** tab.

Attribute Name	Reported Value ⓘ	Impacts Event ⓘ
Plan Sponsor Number	335784 Tennessee-Western Kentucky	✓
Membership Type	Lay Employee (LE)	✓

Impacts Event ⓘ

VIA ALLOCATION AMT COLLINS

MEDICAL WAIVE REASON

CONFERENCE NUMBER

ADOPTION ID

ACTIVE SP MEDICARE FLAG

HSA ATTESTATION

New Hire/Newly Eligible Process

- In the **Elections** tab, a list of benefits options will appear. For each benefit option, select the desired plan from the available list. *Medical example below.*
- Select the radio buttons next to dependents' names to add

Confirm Recalculate Reset Elections Delete

Elections

BENEFIT	PLAN	TIER	MONTHLY COST	APPROVED AMOUNT
Medical	Waive	Decline Coverage	\$0.00	\$0.00
Dental	Waive	Decline Coverage	\$0.00	\$0.00
Vision	Waive	Decline Coverage	\$0.00	\$0.00
Health Care Flexible Spending Account	Waive	Decline Coverage	\$0.00	\$0.00
Dependent Care Flexible Spending Account	Waive	Decline Coverage	\$0.00	\$0.00
Activity Program	Decline Coverage	Decline Coverage	\$0.00	\$0.00
Biometric Screening	Decline Coverage	Decline Coverage	\$0.00	\$0.00

Medical Benefit Elections BACK TO EVENT

NAVIGATE THE PLANS WITH YOUR ARROW KEYS.

Election Status	ELECTION						
Select This Plan	Select	Select	Select	Select	Select	Select	Select
Plan	Waive	B1000	C2000 with HRA	C3000 with HRA	H2000 with HSA	H2500 with HSA	H5000 with HSA
EMPLOYEE COST (PER PAY PERIOD/ ANNUAL)							
Decline Coverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Participant Only	\$0.00	\$1,026.00	\$985.00	\$858.00	\$960.00	\$825.00	\$774.00
Participant + One	\$0.00	\$1,949.00	\$1,871.00	\$1,630.00	\$1,825.00	\$1,567.00	\$1,470.00
Participant + Family	\$0.00	\$2,668.00	\$2,561.00	\$2,230.00	\$2,497.00	\$2,144.00	\$2,012.00
DEPENDENT(S) (RELATIONSHIP/ DATE OF BIRTH)							
Child / [REDACTED]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child / [REDACTED]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child / [REDACTED]		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BENEFIT DETAILS							

New Hire/Newly Eligible Process

11. Review the confirmation page for accuracy, scroll down and select **Confirm**.

12. Return to the elections page, see the updated election.

13. Repeat for any of the following benefits, as appropriate:

- Medical
- Dental
- Vision
- Health Care Flexible Spending Account (annual)
- Dependent Care Flexible Spending Account (annual)
- Health Savings Account (annual)

Election Status		CURRENT ELECTION
Select This Plan	<input type="button" value="Select"/>	
Plan	Participating	
DEPENDENT(S) (RELATIONSHIP/ DATE OF BIRTH)		
Child / [REDACTED]		<input checked="" type="checkbox"/>
Child / [REDACTED]		<input checked="" type="checkbox"/>
Child / [REDACTED]		<input checked="" type="checkbox"/>
BENEFIT DETAILS		
Meets Minimum Essential Coverage	<input checked="" type="checkbox"/>	
Meets Minimum Value	<input checked="" type="checkbox"/>	
Minimum Election Amount		\$0.00
Maximum Election Amount		\$8,550.00
Increment Amount		\$0.00
Benefit Amount	<input type="text" value="3000.00"/>	

Note: you do not need to enroll individuals in Pharmacy, Activity Program,

New Hire/Newly Eligible Process

14. Return to the **Elections** tab and verify that the benefits are as desired; prorated monthly costs should appear for health and dependent account benefits.

New Hire/Newly Eligible - 8/1/2025

You have chosen to confirm this event

Confirming this event will lock in election / event is completed.
The election is automatically approved.

Name [REDACTED]

Event Name New Hire/Newly Eligible

Event Date 8/1/2025

All Ready

Election was successful.

Elections

BENEFIT	PLAN	TIER	MONTHLY COST
Premium Credits	Credit	Coverage	\$2,012.00
Medical	H5000 with HSA	Participant + Family	\$2,012.00
Pharmacy Benefit	Pharmacy Coverage	Participant + Family	\$0.00
Dental	Dental PPO	Participant + Family	\$118.00
Vision	Vision Exam Core	Participant + Family	\$0.00
HSA/HRA Helper Benefit	Helper Plan	Participant + Family	\$0.00
HSA/HRA Helper Benefit 2	Helper Plan	Participant + Family	\$0.00
Health Savings Account	Participating	Participant + Family	\$750.00

15. Select the **Confirm** button at the top of the page. A confirmation page will display. Review and if agreed, select **Confirm**.

16. The final screen will display, confirming your election.

PARTICIPANTS / ABIGAIL NELSON / PARTICIPANT EVENT

< PREV >

New Hire/Newly Eligible - 8/1/2025

ELECTIONS DATES BOTTOM LINE PRIMARY ADDRESS ATTRIBUTES DEPENDENTS ELIGIBILITY DOCUMENTATION

Confirmation was successful.

COMPLETED

New Hire/Newly Eligible Process

14. Return to the **Elections** tab and verify that the benefits are as desired; prorated monthly costs should appear for health and dependent account benefits.

New Hire/Newly Eligible - 8/1/2025

You have chosen to confirm this event

Confirming this event will lock in election / event is completed.
The election is automatically approved.

Name [REDACTED]

Event Name New Hire/Newly Eligible

Event Date 8/1/2025

All Ready

Election was successful.

Elections

BENEFIT	PLAN	TIER	MONTHLY COST
Premium Credits	Credit	Coverage	\$2,012.00
Medical	H5000 with HSA	Participant + Family	\$2,012.00
Pharmacy Benefit	Pharmacy Coverage	Participant + Family	\$0.00
Dental	Dental PPO	Participant + Family	\$118.00
Vision	Vision Exam Core	Participant + Family	\$0.00
HSA/HRA Helper Benefit	Helper Plan	Participant + Family	\$0.00
HSA/HRA Helper Benefit 2	Helper Plan	Participant + Family	\$0.00
Health Savings Account	Participating	Participant + Family	\$750.00

15. Select the **Confirm** button at the top of the page. A confirmation page will display. Review and if agreed, select **Confirm**.

16. The final screen will display, confirming your election.

PARTICIPANTS / ABIGAIL NELSON / PARTICIPANT EVENT

New Hire/Newly Eligible - 8/1/2025

ELECTIONS DATES BOTTOM LINE PRIMARY ADDRESS ATTRIBUTES DEPENDENTS ELIGIBILITY DOCUMENTATION

Confirmation was successful.

COMPLETED

Other Events to Add Coverage

- Similar process to add coverage to a spouse and/or dependent for the following life events
 - Marriage
 - Birth/Adoption
 - Dependent and/or spouse loses coverage
- Process with the appropriate effective date



Dependent and/or Spouse Gains Coverage Process

Select **Initiate New Event** and choose **Dependent and/or Spouse Gains Coverage** from the drop down. Populate **Event date** with the desired effective date.

An additional screen will appear with details related to the enrollment. Review and if the information is accurate, click **Initiate** to be taken to the **Elections** screen.

Reminder: This is the event for when a dependent and/or spouse gains other coverage, so you will terminate their enrollment in the appropriate plans.

The screenshot shows a web form with the following fields and options:

- EVENT TYPE:** A dropdown menu with the selected option "Dependent and/or Spouse Gains".
- Run this event if your spouse and/or dependents | source:** A text input field.
- EVENT DATE:** A date input field with the value "09/01/2025", accompanied by a calendar icon and an information icon.
- INITIATION DATE OVERRIDE:** An empty date input field, also accompanied by a calendar icon and an information icon.
- Buttons:** "Save" (highlighted in blue) and "Cancel" (grey).



Questions?



We are here to help!

Start with:
Activeteam@wespath.org



Wespath

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