

Onboarding Options by RWAM



Classic Enrolment

Provide RWAM with completed / signed employee [enrolment](#) forms.

RWAM provides Plan Sponsor with fillable PDF enrolment form

Plan Sponsor coordinates completed and signed employee enrolments

Plan Sponsor sends Master Application and completed enrolment forms to RWAM

RWAM sets up group, enrolls employees, couriers welcome packages and RWAM OneCards to Plan Sponsors

eClassic Enrolment

Provide RWAM with a [data file](#) with employer level detail. RWAM will email electronic enrolments to employees for completion.

Plan Sponsor sends Master Application and employee data file to RWAM

RWAM emails enrolment forms to all employees

RWAM receives all completed enrolments and pairs with Master Application

RWAM sets up group, enrolls employees, couriers welcome packages and RWAM OneCards to Plan Sponsor

Upload Enrolment

Provide RWAM with a [data file](#) with all employee and dependents enrolment details. RWAM will upload employee data directly into our system.

Plan Sponsor sends Master Application and employee data file to RWAM

RWAM sets up group and uploads employee data

RWAM couriers welcome packages and RWAM OneCards to Plan Sponsor

RWAM emails Beneficiary designation forms to employees for electronic completion / signature

Web Enrolment

Provide RWAM with a [data file](#) with employer level detail and Master Application. RWAM will email enrolment links to each employee after plan set up.

Plan Sponsor sends Master Application and employee data file to RWAM

RWAM sets up group and emails enrolment links to employees

Employees complete web enrolment. RWAM verifies submitted enrolments against employee data file

RWAM finalizes enrolments. Welcome packages and RWAM OneCards are emailed to employees