

- Enter your assigned Username
- Enter your password
- Click on Login button

Log In - [www.mustmt.com](http://www.mustmt.com)

## Add Employee

- Click on **Employees** in the Home page ribbon
- Click on **Add Employee** from the menu
- Enter the employee data – fields marked with \* are required

**NOTE: For applicable large employers (ALG) use the variable hour ACA structure group to add NBE (non-benefit eligible) employees**

Once all the information is entered, you need to click on one of the buttons at the bottom of the Add Employee wizard:

**Done** – Employee will have to sign in to select their own benefits

**Add Another Employee** – You can add another employee. Employees will have to sign in to select their own benefits

**Employee Data** – Once you have added your employee's information, you can proceed to select their benefit elections

- Enter valid search criteria in the **Search** box on the home page ribbon
- Click **Enter**

Search for Employee

Valid Search criteria:

A few characters of Employees last name

Employees last name, first name

Employees full SSN

Last four of Employees SSN

## Maintain Employee Record

- Search for the employee record
- Select **Edit/Term** from the action drop down menu on the top left
- Select **reason for change** from the boxes
- Enter the **change date** and click **continue**
- Update the members record appropriately
- Last, click **Approve**

- Search for the employee record
- Select **Edit/Term** from the action drop down menu on the top left
- Select **Employment Termination** from the Administration box on the right
- Select voluntary or involuntary
- Enter the **date** and click **continue**
- You will now see the termination information and the system will now allow you to edit the employee's record

Terminate an Employee

## Pull an Invoice

- Receive Email notification that the invoice has been generated
- Sign on the MUST Online Market
- Click on **Administration** in the Home page ribbon
- Click on **Billing Invoice Document Center** from the menu
- Expand out the generated invoices under Montana Unified School Trust, the billing period, and your group's name
- Select the invoice by clicking on the name
- The export will appear on the bottom left of your screen – **double click** on this to open the PDF.

Click on the **Log Out** link in the top right corner

**If you are in the middle of a change, the system will ask you if you want to continue the change or abandon the change.**

**Log Out**

## Run a report

- Click on **Reports** in the Home page ribbon
- Click on **Standard Reports** from the menu
- Select the **Report Type** from the drop down menu on the top left
- Enter **profile name** if you want to save the report
- Select **employees** you want to include on your report from the **Available Groups**
- Enter the **appropriate dates**
- **Click on the action you want:**
  - **Generate Report** to just run the report
  - **Save Profile** to save the report
  - **Save and Schedule** to save and schedule the report
- Click on the **Dashboard** tab to view report requests
- To refresh this screen, click on a different tab and then return to the dashboard

### A few available reports:

- **Submitted Changes** – display all approved benefit changes that occurred during the date range you select
- **Pending Changes** – display employee transactions in the system that are in a pending status
- **Address Change** – display employees who have had an address change in the system in the date range you select
- **Employee Dependent Census Benefit** – displays both employee and dependent census information and benefit information