The All Employees Within an Employer Report contains contact information for all active employees within your ministry. Use this report to pull employee email and mailing addresses.

1. Log into the Employer Portal via ConcordiaPlans.org.
   Helpful hint: For the optimal Employer Portal experience use Chrome, Safari, or Internet Explorer version 10 or higher. Some functionality is lost with other browsers.

2. Click on Quick Links within the tool bar.

3. Select Benefits Administration System (BAS).
   Helpful hint: If this is your first time accessing the BAS, you’ll have to accept the terms and conditions. Depending on your monitor size, you may need to zoom out of the web page to make it smaller and locate the accept button.

4. Once in the BAS, select Client Menu from the top tool bar.

5. Select Eligibility Reports.

6. Select Run New Report next to the plus sign icon at the top of the page.

7. Choose the report: BASIC - All Employees Within An Employer
   - Contains ALL ACTIVE EMPLOYEE contact information.
   - Report parameters:
     > Report Name – name your report something useful and easy to find, along with the date.
     > Concordia Employer ID – Select your Employer ID number from the dropdown box. Your Employer ID number can be found on your billing invoice from CPS.

8. Once you populate the required information, click the Schedule Report button.
   Helpful hint: This report can take a few minutes to run. You’ll receive an email once it has completed or you can refresh your BAS browser to see the status of the report. Also, for security reasons, the BAS automatically logs out after 10 minutes of inactivity. The report will continue to run even if you are logged off.

9. Ensure that the report’s status shows Completed on the history screen.

10. View the report by clicking on the magnifying glass icon next to the appropriate report.

11. You will have the option to Open or Save the report.

12. Once the report is open, filter and sort information as needed.
13. The report will show you:

- **Fields:**
  - **Employer ID** – Always will show CONCORDIA.
  - **Concordia Employer ID** – Your employer number without the ER.
  - **Employee ID** – the number the employer populates within the BAS
    1. Currently most records are populated with the CPS worker number, however, this can be changed by the employer.
      a. Pull up the appropriate employee in the BAS.
      b. On the worker information tab, click the **Unlock** option.
      c. Click **I Accept** on the warning message.
      d. On the worker information tab, click the pencil icon that says “**Edit**” in the right-hand corner.
      e. Then populate the worker ID in the first field.
      f. Click **Save** at the bottom of the page.
  - **Employee Social Security Number (SSN).**
  - **First Name.**
  - **Last Name.**
  - **Email Address.**
  - **Personal Email Address.**
  - **Address.**
  - **City.**
  - **State.**
  - **Zip.**

14. The report will be available in your report list until you delete it from your records.

**Questions?**

Contact Concordia Plans at 888-927-7526 or info@ConcordiaPlans.org.