

Organization User Guide



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DATA MANAGEMENT SOLUTIONS

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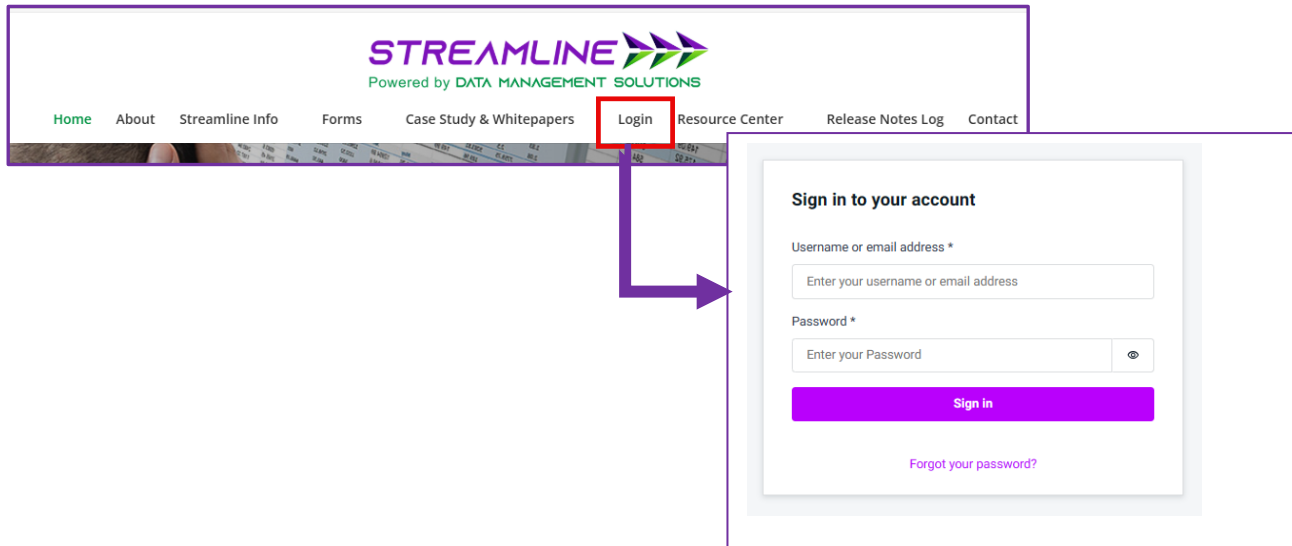
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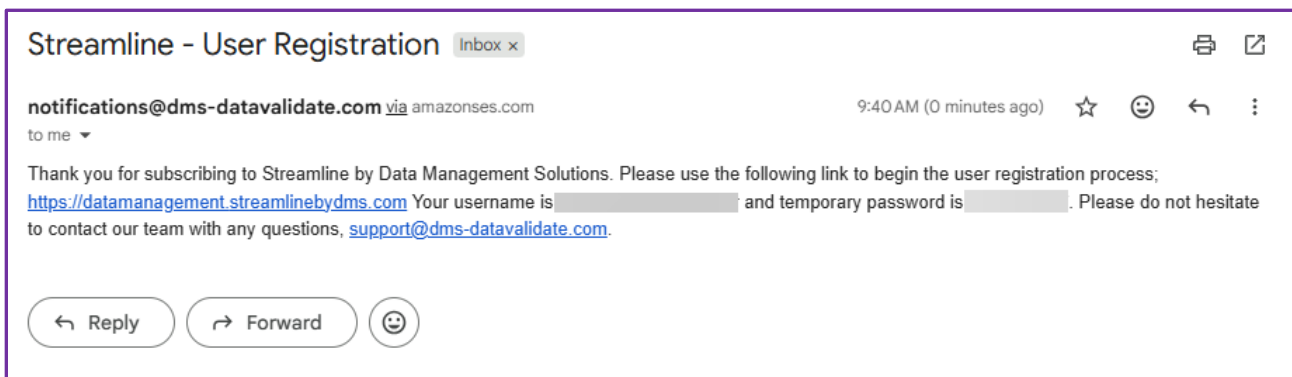
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Login

The Streamline application can be accessed from <https://streamlinebydms.com/> using supplied username or registered email address. A temporary password is provided in the registration email and requires an update during the registration process.



Registration Email Example:



Users

The Streamline application supports six (8) user types, each with varying levels of access and functionality:

1. **Agency User – Full Access**

Provides complete access to all features within the application, including the ability to add and deactivate users. Please note that currently only Streamline support staff have the ability to add Agency users.

2. **Agency Task Comparer – Limited Access**

Allows full compare and merge functionality, but only for designated (whitelisted) organizations. This role has access to the Eligibility Management Tracking Module but with view only access to the Renewals and Carriers.

*** Please note that currently only Streamline support staff have the ability to add Agency users.

3. **Organization Admin – Full Access**

Provides complete access to all features within the application, including the ability to add and deactivate users.

4. **Organization Comparer – Limited Access**

Allows full compare and merge functionality, but only for designated (whitelisted) companies. This role does not have the ability to add new companies.

5. **Organization Task Manager – Limited Access**

Grants the same permissions as the Organization-Level Comparer, excluding access to compare and merge functions.

Note: This user type does not count against your licensed user seats. You may create an unlimited number of Task Managers.

6. **Organization Verifier – Partial Access**

Permits verification of discrepancies and missing data for existing compares. Compare and merge functionality is not available for this role.

Note: This user type does not count against your licensed user seats. You may create an unlimited number of Organization Verifiers.

7. **Company-Level Admin – Limited Access (Platinum Elite Plan only)**

Offers full compare and merge capabilities, but only for the specific company under which the user is created. This role is exclusive to the Platinum Elite subscription.

8. **Company-Level Verifier – Partial Access**

Allows verification of discrepancies and missing data for existing compares within a single company. This role does not include compare and merge functionality.

Note: This user type does not count against your licensed user seats. You may create an unlimited number of Company Verifiers.

Only Organization level users are discussed in this set of instructions. Please reference the Agency or Company Level User process document for information pertaining to those levels.

Adding an Organization Admin user

Select USERS under the desired organization.

The screenshot shows the 'Data Management Solutions' dashboard. On the left, a navigation menu lists 'Companies', 'Comparisons', 'Mappings', 'Templates', 'Reports', and 'Users'. The 'Users' item is highlighted with a red box. The main content area displays an 'Information' card with the following data:

Organization Name	Users Count
Data Management Solutions	8
Total Companies Count	Active Companies Count
27	18
Inactive Companies Count	Active
9	Yes
Plan	Admin & Comparer Seats
Platinum Elite	10

Select ADD A NEW ORGANIZATION USER.

The screenshot shows the 'Users' page. The navigation menu on the left has 'Users' selected. The main content area features a table with columns for 'Username', 'First Name', 'Last Name', and 'Role'. A red box highlights the 'ADD A NEW ORGANIZATION USER' button in the top right corner.

Enter all applicable information (Email, Username, First Name, Last Name, Phone, Job Title) for the newly create user.
Please note that the email address and username CAN NOT be changed once saved.

Add New Organization User

[Data Management Solutions](#) / [Users](#) / Add New Organization User

Complete the form below to add a new Organization User to the system.

New User

Billing Contact

Billing Contact

Access Level

Organization Admin ▾

Organization

Data Management Solutions

Role

ORGANIZATION_ADMIN

SAVE

In the Access Level dropdown, select the user type: Organization Admin. This access level has full site functionality including adding and inactivating users.

Once all applicable information has been entered click Save. Whitelisted functionality is not available as the user has admin access.

The user will then receive an auto-generated email with a temporary password and a link to register their account.

Adding an Organization Comparer user

Select USERS under the desired organization.

The screenshot shows the 'Data Management Solutions' dashboard. On the left is a navigation sidebar with the 'Users' menu item highlighted in red. The main content area displays an 'Information' card with the following data:

Information	
Organization Name Data Management Solutions	Users Count 8
Total Companies Count 27	Active Companies Count 18
Inactive Companies Count 9	Active Yes
Plan Platinum Elite	Admin & Comparer Seats 10

Select ADD A NEW ORGANIZATION USER.

The screenshot shows the 'Users' management page. The breadcrumb trail is 'Data Management Solutions / Users'. A text message states: 'The table below shows all of your organization's users currently in the system.' A red box highlights the 'ADD A NEW ORGANIZATION USER' button. Below this is a table with the following structure:

FILTERS			
Username	First Name	Last Name	Role

Enter all applicable information (Email, Username, First Name, Last Name, Phone, Job Title) for the newly created user.
Please note that the email address and username CAN NOT be changed once saved.

New User

Email Address

Username

First Name

Last Name

Phone

Job Title

Billing Contact

Billing Contact

Access Level

Organization Compare Access

Whitelisted Companies

Select the companies that this user should have access to.

A Touch of Pink Bakery, ABC Company, ...

SELECT ALL REMOVE ALL

Organization

Data Management Solutions

Role

ORGANIZATION_COMPARER

SAVE

In the Access Level dropdown, select the user type: Organization Compare Access. Organization Compare Access level has limited functionality. This level has full compare and merge functionality but only for whitelisted companies.

By default, this user will be whitelisted for all Companies under an Organization. Deselect all companies that the user should not have access to by selecting the dropdown and clicking the company.

- ABC Testing
- Daphney Testing Company
- Dreamworks
- Hiram's Company
- Import Company
- Marvel Company

Once all applicable information has been entered and whitelisted companies selected/deselected, click Save.

The user will then receive an auto-generated email with a temporary password and a link to register their account.

Adding an Organization Task Manager user

Select USERS under the desired organization.

The screenshot shows the 'Data Management Solutions' organization page. The left sidebar contains a menu with items: Companies, Comparisons, Mappings, Templates, Reports, and Users. The 'Users' item is highlighted with a red box. The main content area displays organization information:

Information	
Organization Name	Users Count
Data Management Solutions	8
Total Companies Count	Active Companies Count
27	18
Inactive Companies Count	Active
9	Yes
Plan	Admin & Comparer Seats
Platinum Elite	10

Select ADD A NEW ORGANIZATION USER.

The screenshot shows the 'Users' management page. The left sidebar is the same as in the previous screenshot, but 'Users' is now selected. The main content area shows the 'Users' page with a breadcrumb 'Data Management Solutions / Users' and a message: 'The table below shows all of your organization's users currently in the system.' A red box highlights the 'ADD A NEW ORGANIZATION USER' button. Below the message is a table with a 'FILTERS' section and a table header:

FILTERS			
Username	First Name	Last Name	Role

Enter all applicable information (Email, Username, First Name, Last Name, Phone, Job Title) for the newly created user.
Please note that the email address and username CAN NOT be changed once saved.

Add New Organization User

[Data Management Solutions](#) / [Users](#) / Add New Organization User

Complete the form below to add a new Organization User to the system.

New User

Email Address

Username

First Name

Last Name

Phone

Job Title

Billing Contact

Billing Contact

Access Level

Organization Task Manager

Whitelisted Companies

Select the companies that this user should have access to.

A Touch of Pink Bakery, ABC Company, ...

[SELECT ALL](#) [REMOVE ALL](#)

Organization

Data Management Solutions

Role

ORGANIZATION_TASK_MANAGER

[SAVE](#)

In the Access Level dropdown, select the user type: Organization Task Manager. Organization Task Manager level has limited functionality. This level grants the same permissions as the Organization Comparer, excluding compare and merge functionality.

By default, this user will be whitelisted for all Companies under an Organization. Deselect all companies that the user should not have access to by selecting the dropdown and clicking the company.

- ABC Testing
- Daphney Testing Company
- Dreamworks
- Hiram's Company
- Import Company
- Marvel Company

Once all applicable information has been entered and whitelisted companies selected/deselected, click Save.

The user will then receive an auto-generated email with a temporary password and a link to register their account.



Note: This user type does not count against your licensed user seats. You may create an unlimited number of Task Managers.

Adding an Organization Verifier user

Select USERS under the desired organization.

ORGANIZATION

DM
Data Management Solutions

- Companies
- Comparisons
- Mappings
- Templates
- Reports
- Users**

COMPANY

Select a Company

Data Management Solutions

Welcome, malanier2024!

Information [VIEW](#)

Organization Name Data Management Solutions	Users Count 8
Total Companies Count 27	Active Companies Count 18
Inactive Companies Count 9	Active Yes
Plan Platinum Elite	Admin & Comparer Seats 10

Notes

Select ADD A NEW ORGANIZATION USER.

ORGANIZATION

DM
Data Management Solutions

- Companies
- Comparisons
- Mappings
- Templates
- Reports
- Users

Users

Data Management Solutions / Users

The table below shows all of your organization's users currently in the system. [ADD A NEW ORGANIZATION USER](#)

1 FILTERS

Username	First Name	Last Name	Role
----------	------------	-----------	------

Enter all applicable information for the newly created user and check the VERIFIER ACCESS ONLY box.

Add New Organization User

Data Management Solutions / Users / Add New Organization User

Complete the form below to add a new Organization User to the system.

New User

Email Address

Username

First Name

Last Name

Phone

Job Title

Billing Contact

Access Level
Organization Verifier Access Only

Whitelisted Companies
Select the companies that this user should have access to.

A Touch of Pink Bakery, ABC Company, ...

[SELECT ALL](#) [REMOVE ALL](#)

Organization
Data Management Solutions

Role
 ORGANIZATION_USER

SAVE

In the Access Level dropdown, select the user type: Organization Verifier Access Only. Organization Verifier Access level has partial functionality. This level is limited to verifying discrepancies and missing data for existing compares only. No compare and merge functionality exists for this level.

By default, a Verifier user will be whitelisted for all Companies under an Organization. Deselect all companies that the user should not have access to by selecting the dropdown and clicking the company.

ABC Testing
 Daphney Testing Company
 Dreamworks
 HiraK's Company
 Import Company
 Marvel Company

Once all applicable information has been entered and whitelisted companies selected/deselected, click Save.

The user will then receive an auto-generated email with a temporary password and a link to register their account.



Note: This user type does not count against your licensed user seats. You may create an unlimited number of Organization Verifiers.

Adding a Company Admin user

Select the Company where the new user will be added.

Data Management Solutions

Welcome, malanier2024!

Information	VIEW	Companies	NEW
Organization Name Data Management Solutions	Users Count 8	ABC Company	
		A Touch of Pink Bakery	

Click USERS under the desired company.

COMPANY

AT

A Touch of Pink Bakery

- Comparisons
- Mappings
- Templates
- Users**
- Carriers & Renewals
- Convert Carrier Files

Click ADD A NEW COMPANY USER.

Users

A Touch of Pink Bakery / Users

The table below shows all of your company's users currently in the system.

ADD A NEW COMPANY USER

Enter all applicable information for the newly created user.

New User

Billing Contact

Billing Contact

Access Level

Company Admin ▾

Company

A Touch of Pink Bakery

Role

COMPANY_ADMIN

In the Access Level dropdown, select the user type: Company Admin. This access level has full compare and merge functionality for the specific company that the user was created under.

Once all applicable information has been entered click Save.

The user will then receive an auto-generated email with a temporary password and a link to register their account.

Adding a Company Verifier user

Select the Company where the new user will be added.

Data Management Solutions

Welcome, malanier2024!

Information [VIEW](#)

Organization Name: Data Management Solutions Users Count: 8

Companies [NEW](#)

ABC Company

A Touch of Pink Bakery

Click **USERS** under the desired company.

COMPANY

AT

A Touch of Pink Bakery

- Comparisons
- Mappings
- Templates
- Users**
- Carriers & Renewals
- Convert Carrier Files

Click **ADD A NEW COMPANY USER**.

Users

A Touch of Pink Bakery / Users

The table below shows all of your company's users currently in the system.

[ADD A NEW COMPANY USER](#)

Enter all applicable information for the newly created user.

New User

Billing Contact

Billing Contact

Access Level

Company Verifier Access Only ▾

Company

A Touch of Pink Bakery

Role

COMPANY_USER

SAVE

Once all applicable information has been entered click Save. Whitelisted functionality is not available as the user is limited to the company they were created under.

The user will then receive an auto-generated email with a temporary password and a link to register their account.



Note: This user type does not count against your licensed user seats. You may create an unlimited number of Company Verifiers.

Inactivating / Reactivating a User

Select USERS under the organization.

ORGANIZATION

DM
Data Management Solutions

- Companies
- Comparisons
- Mappings
- Templates
- Reports
- Users**

COMPANY

Select a Company

Data Management Solutions

Welcome, malanier2024!

Information

[VIEW](#)

Organization Name	Data Management Solutions	Users Count	8
Total Companies Count	27	Active Companies Count	18
Inactive Companies Count	9	Active	Yes
Plan	Platinum Elite	Admin & Comparer Seats	10

Notes

Select User to inactivate.

Users

Data Management Solutions / Users

The table below shows all of your organization's users currently in the system. [ADD A NEW ORGANIZATION USER](#)

FILTERS

Username	First Name	Last Name	Role	Enabled
MALANIER2024	Mary	Lanier	Organization Admin	Yes
DUMMYS	Five	Dummy	Organization Admin	Yes

Click DISABLE in the user account. The button will change to ENABLE

User Information

[EDIT](#)

Username: demobroker1 | Email: datamanagementsolutionsdvp@gmail.com

This user is currently **enabled**.

DISABLE

To reverse the inactivation, click ENABLE.

User Information

[EDIT](#)

Username: demobroker1 | Email: datamanagementsolutionsdvp@gmail.com

This user is currently **disabled**.

ENABLE

Create the Compare Only

The compare process involves multiple steps, beginning with naming the compare and continuing through to its completion. Each step must be completed in sequence to move forward. Steps beyond **Step 5 – Compare** are optional and can be skipped if not applicable. With the exception of the initial compare creation, previously completed steps can be revisited and reset if needed.

Select the Company

Select a Company or click NEW to create a new company.

The screenshot shows a dashboard titled "Data Management Solutions-DVP Internal Use" with a welcome message "Welcome, malanier2024!". On the left is an "Information" panel with fields for Organization Name, Users Count, Total Companies Count, Inactive Companies Count, and Plan. On the right is a "Companies" section with a dropdown menu showing "DD DS: Demo Company" and "MD ML: Demo Company". A green box highlights the "Companies" header and the dropdown items. A red box highlights the "NEW" button, with a red arrow pointing to it from the right.

Create New Compare

Select NEW to begin a new comparison

The screenshot shows a dashboard titled "ML: Demo Company" with a welcome message "Welcome, malanier2024!". On the left is an "Information" panel with fields for Company Name, Organization Name, and Plan. On the right is a "Comparisons" section with a dropdown menu showing "test Complete". A red box highlights the "NEW" button in the top right corner.

Name the Compare

Enter the comparison name in the field provided. Select Audit Type from the dropdown and add Additional Notes if desired. Select Compare Only for the Comparison Type and click SAVE.

Please Note that once the comparison type is selected and saved, it cannot be changed.

New Comparison

Name

Audit Type

Carrier

Visit the [Carriers](#) page to add carriers for your company.

Setup Notes

Comparison Type

Compare Only

SAVE

Carrier Selection is only available under the Platinum Elite or Subscription Based Audits plans.

Import Files

Import baseline and secondary files, select specific worksheets (if applicable), then click SAVE. If you use same file for both baseline and secondary, click USE BASELINE FILE. Rename file names using 31 characters or less, if desired.

Import Data

Select the files to be used for comparison.

Baseline File

Choose File Test Files for ...03.07.2024.xlsx

Select Worksheet

baseline

Baseline File Name

Base .xlsx

Secondary File

Choose File Test Files for ...03.07.2024.xlsx

USE BASELINE FILE

Select Worksheet

secondary

Secondary File Name

Secondary .xlsx

BACK SAVE

Select Data Points & Create Import Template

Streamline will automatically match data points that share the same name, as well as certain internally mapped keywords (e.g., DOB to Date of Birth). For any fields that are not matched, the corresponding data point can be selected from the dropdown in the Secondary column.

Data points, whether matched or not, can be removed by clicking the **X** to the right of the data point.

The option to use AI is available by selecting the **AI AUTO MATCH DATA POINTS** button. This will prompt the system to attempt to match any remaining data points. All AI-matched fields will display an AI icon beside the data point.

Select an applicable template below for the indicated data points. If a template is NOT available, one can be created by selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

Apply a Data Points Template

Use Streamline AI to automatically match any remaining unmatched columns present in both files.
AI Auto-Match is not 100% accurate. Please review all matches to ensure they are correct.

AI AUTO-MATCH DATA POINTS

Member First Name First Name Unique Identifier **AI**

Please note that AI Auto Match is not 100% accurate. All matches should be reviewed to ensure accuracy.

At least **one (1) unique identifier** must be selected. To remove all data points, click **CLEAR ALL**.

If a masked SSN is used as one of multiple unique identifiers, only the **last four digits** will be considered.

Note: When using a masked SSN, it is strongly recommended to include additional unique identifiers (UIs) such as first name, last name, date of birth, or relationship (if applicable) to ensure the most accurate results.

Optionally, check **SHARE WITH ORGANIZATION** to add the template to your Organization-Level Template Library. Templates shared by an Organization Admin or Organization Compare User can be accessed across all companies within the same organization.

Company Admins (available under the Platinum Elite subscription) will only have access to templates created within their specific company.

Once all desired data points and unique identifiers have been selected, the configuration can be saved for future use by entering a **Template Name** and clicking **SAVE**.

Select Data Points

Select the data points from each file to be included in the comparison. One or more data point pairs must be specified as the unique identifier for the record.
When a masked SSN is used as one of multiple unique identifiers, only the last 4 digits will be considered.
Please note when using a masked SSN, it is recommended to use multiple unique identifiers (UI) to return optimal results. UI examples include but are not limited to first name, last name, date of birth, and relationship, if applicable.

Select an applicable template below for the indicated data points. If a template is NOT available, one can be created by selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

Apply a Data Points Template ▼

Use Streamline AI to automatically match any remaining unmatched columns present in both files.
AI Auto-Match is not 100% accurate. Please review all matches to ensure they are correct.

AI AUTO-MATCH COMPLETE

base.xlsx base ssn	second.xlsx second ssn			
SSN	SSN	<input checked="" type="checkbox"/>	Unique Identifier	
Middle Name	Middle Name	<input type="checkbox"/>	Unique Identifier	
Employment Status	Employment Status	<input type="checkbox"/>	Unique Identifier	
Gender	Sex	<input type="checkbox"/>	Unique Identifier	
Member First Name	First Name	<input checked="" type="checkbox"/>	Unique Identifier	AI
Member Last Name	Last Name	<input checked="" type="checkbox"/>	Unique Identifier	AI
Birthdate	DOB	<input type="checkbox"/>	Unique Identifier	AI
Medical Plan	Health Coverage	<input type="checkbox"/>	Unique Identifier	AI

CLEAR ALL

+ ADD DATA POINT

Optionally, specify a name below if you wish to save these data points as a new Data Points Template, for re-use in later comparisons.

Data Points Template Name
Data Points Template

Share with Organization

BACK SAVE

Select Data Points & Reuse Existing Template

Select a relevant data points template from the dropdown menu. Templates will only appear if the data points align with the column names in the import file.

Select an applicable template below for the indicated data points. If a template is NOT available, one can be created by selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

Apply a Data Points Template
User Guide Data Points Template

If no template is available, you can create one by selecting the desired data points and unique identifier(s), then entering a template name. Once saved, the template will be added to your library for future use and can optionally be shared with the organization for use across other companies.



NOTE: When using a saved template, any changes made during the audit—such as adding or removing data points—are temporary and will not modify the existing template.

To preserve changes, create a new template by entering a new template name and clicking **SAVE**.

For example, in the scenario below, the auditor used the Demo Import Template but removed the DOB data point. This modification is temporary and does not affect the original template. By saving with a new template name, a separate version is created without the DOB data point.

Select an applicable template below for the indicated data points. If a template is NOT available, one can be created by selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

Apply a Data Points Template

Use Streamline AI to automatically match any remaining unmatched columns present in both files.

AI Auto-Match is not 100% accurate. Please review all matches to ensure they are correct.

[+ AI AUTO-MATCH DATA POINTS](#)

base.xlsx base ssn	second.xlsx second ssn		
<input type="text" value="SSN"/>	<input type="text" value="SSN"/>	<input checked="" type="checkbox"/> Unique Identifier	X
<input type="text" value="Middle Name"/>	<input type="text" value="Middle Name"/>	<input type="checkbox"/> Unique Identifier	X
<input type="text" value="Employment Status"/>	<input type="text" value="Employment Status"/>	<input type="checkbox"/> Unique Identifier	X
<input type="text" value="Gender"/>	<input type="text" value="Sex"/>	<input type="checkbox"/> Unique Identifier	X
<input type="text" value="Member First Name"/>	<input type="text" value="First Name"/>	<input checked="" type="checkbox"/> Unique Identifier	X
<input type="text" value="Member Last Name"/>	<input type="text" value="Last Name"/>	<input checked="" type="checkbox"/> Unique Identifier	X
<input type="text" value="Medical Plan"/>	<input type="text" value="Health Coverage"/>	<input type="checkbox"/> Unique Identifier	X

[CLEAR ALL](#)

[+ ADD DATA POINT](#)

Optionally, specify a name below if you wish to save these data points as a new Data Points Template, for re-use in later comparisons.

Data Points Template Name

Share with Organization

[BACK](#) [SAVE](#)

Mapping

Add customized mapping for data such as plans, tiers, or departments by utilizing the MAP buttons. Existing mappings for the company or created and shared at the Organization level can be re-used or new mappings can be created.

Mappings can be created several ways.

1. Manually create a mapping
2. Import a mapping
3. Copy and reuse an existing mapping

To Manually create a mapping:

To manually add a new mapping click NEW MAPPINGS. Add a mapping name and then enter the source value data as well as the target value by clicking ADD MAPPINGS. Multiple mapped values can be added.

Click SAVE MAPPINGS to newly created mapping to save.

If you use existing mapping, click SELECT MAPPINGS.

Field	Target	Action
Gender	Sex	MAP
Member First Name	First Name	MAP
Member Last Name	Last Name	MAP
Medical Plan	Medical	MAP
Monthly Cost	Monthly Plan Cost	MAP

To Import a mapping:

To add a new mapping, click **New Mappings**. Enter a mapping name, then select **Import**.

The import file may be a single-sheet Excel file or a CSV file. If you are using an Excel file with multiple sheets, the mapping **must** be on the first tab—otherwise, the import will fail.

After the data is imported, click **Save Mappings**. The mapping is now saved and ready to use.

Gender - Sex

Select Mappings or **NEW MAPPINGS**

Data Mappings name
Gender Import_01.05.2026

IMPORT

Excel file must have 2 columns: Source Value and Target Value

Source Value	Target Value
Source: F	Target: Female
Source: M	Target: Male
Source: N	Target: Non-binary

+ ADD MAPPING

SAVE MAPPINGS

To Copy and modify an existing mapping:

To reuse an existing mapping, search for it in the **Select Mappings** dropdown. Once selected, click **Copy Mappings**.

Medical Plan - Medical

Select Mappings
2025 BCBS Plans

COPY MAPPINGS

Source Value	Target Value
Source: Plan 1	Target: HSA
Source: Plan 2	Target: PPO

SELECT MAPPINGS

VIEW IN MAPPINGS LIBRARY

This creates a duplicate of the mapping with **(copy)** added to the name. You can then rename the mapping and add, update, or remove any source or target values as needed.

When your changes are complete, click **Save Mappings**. The updated mapping is now saved and ready to use.

Medical Plan - Medical ✕

Select Mappings
2025 BCBS Plans or NEW MAPPINGS

Data Mappings name
2025 BCBS Plans (Copy)

IMPORT

Excel file must have 2 columns: Source Value and Target Value

Source Value	Target Value
Source Plan 1	Target HSA ✕
Source Plan 2	Target PPO ✕
Source Plan 3	Target Limited ✕

+ ADD MAPPING

SAVE MAPPINGS



NOTE: The **SOURCE VALUE** in mapping must be unique. If the same value is used more than once under **SOURCE**, an error will occur. However, it is acceptable to use the same **TARGET VALUE** multiple times.

Data Mappings name
Deduction Code

Source Value	Target Value
Source STD	Target STD 14 day
Source STD ✕	Target STD 30 day

Data Mappings name
Deduction Code

Source Value	Target Value
Source STD 14 day ✓	Target STD ✕
Source STD 30 day	Target STD ✕

Mapping – Date Format

If the date is not formatted in the files as a date or a different formatting type, select the matching format to convert from text to date and then SAVE DATE FORMAT. If matching format is not available, the date must be corrected manually in the files and then re-imported. Click NEXT once the mapping is complete.

'Base'	'Secondary'	Data Mappings	Date Format	Computation Function
DOB	DOB	<input type="button" value="MAP"/>	<input type="button" value="none"/>	DOB - DOB X
Employment Status	Employment Status	<input type="button" value="EMPLOYMENT STATUS"/>	<input type="button" value="NONE"/>	

If one of the file's cells are not formatted as a "Date" in Excel, select the format below and the system will attempt to convert it to a date during the comparison. For unsupported date formats, you may need to re-import your file after converting the cells to a date format.

Format

Mapping – Computation

Add a computation (subtraction, addition, multiplication, division) to any numeric data point from the baseline file to any numeric data point in the secondary file. Add the computation by clicking the button under the Computation Function column for the desired data points and then selecting the function required.

Computation Function

If both files contain a numeric value, and there is a discrepancy between the two values, the system will attempt to run the selected computation function on the values. If successful, the resulting discrepancy computation value will be included on the the Discrepancy Reports.

Format

NONE

MINUS: BASELINE - SECONDARY

MINUS: SECONDARY - BASELINE

ADD

MULTIPLY

DIVIDE: BASELINE / SECONDARY

DIVIDE: SECONDARY / BASELINE

An optional rounding variance can also be applied to the **Minus** computation. When used, any difference between the baseline and secondary values that falls within the selected range will not be flagged as a discrepancy. This option is typically used when a known or acceptable variance is expected.

Monthly Cost
Monthly Plan Cost
MAP
none

If both files contain a numeric value, and there is a discrepancy between the two values, the system will attempt to run the selected computation function on the values. If successful, the resulting discrepancy computation value will be included on the the Discrepancy Reports.

Format: MINUS: BASELINE - SECONDARY

Optional: If the absolute difference is within the rounding range, it will not be flagged as a discrepancy.

Rounding Range: 0.03

[SAVE COMPUTATION FUNCTION](#)

The computation function generates a new column in the downloadable Discrepancy Report based on the calculated results, and these results are included in both the discrepancy counts and discrepancy report tables.

Comparison Details
v

Discrepancy Counts by Data Point

'Base'	'Secondary'	Computation Function	Count
First Name	First Name		1
Employment Status	Employment Status		1
Monthly Premium	Monthly Premium	minus: baseline - secondary	4

Missing Counts

No missing records found!

Discrepancy Report

First name	Last name	Relationship	Unique Identifier	'Base' row / data point	'Secondary' row / data point	'Base' value	'Secondary' value	Computation Function Result
Katherine	Aldridge		217219160_****9160	4 / Monthly Premium	4 / Monthly Premium	654.98	259.55	395.43



Note: This functionality applies **only to numeric fields**, and **only to data points that are *not* part of the unique identifier**.

Only results from the **subtraction (minus)** function will proceed through the full compare process. All other functions will stop at **Step 5**.

Compare

Verify selected information and click COMPARE. Comparison Name, Carrier (if applicable), Audit Type, Setup Notes, and Auditor Memo can be edited. [Please note that the Auditor Memo is automatically included in the email to the Verifier.](#)

Compare

Please review the details of this comparison below.

<p>Comparison Name Demo</p> <p>Carrier</p> <p>Assigned Verifier Unassigned</p> <p>Created By / Auditor maryl</p> <p>Current Step Compare</p> <p>Baseline Worksheet baseline</p> <p>Secondary Worksheet secondary</p> <p>Unique Identifiers ('base' - 'second') First Name - First Name Last Name - Last Name Employee SSN - Social Security Number</p> <p>Data Point Mappings ('base' - 'second' -> Mapping Name) Gender - Gender -> Gender</p>	<p>EDIT</p> <p>EDIT</p> <p>EDIT</p>	<p>Audit Type</p> <p>Setup Notes</p> <p>Auditor Memo</p> <p>Verifier Memo</p> <p>Baseline File base.xlsx</p> <p>Secondary File second.xlsx</p> <p>Comparison Type Compare Only</p> <p>Data Points ('base' - 'second') Middle Name - Middle Name DOB - Date of Birth {date format:'MM/dd/yyyy'} Monthly Premium - Monthly Premium Gender - Gender</p> <p>Mappings (Source - Target) Gender F - Female M - Male</p>	<p>EDIT</p> <p>EDIT</p> <p>EDIT</p>
--	---	--	---

[BACK](#)
[COMPARE](#)

Compare is complete. Comparison results are available for view and for download by clicking the **SELECT FILE TO DOWNLOAD**. The original files can also be accessed from the dropdown as well as another discrepancy report where all data points are included for the row where a discrepancy was identified. If Verification is not needed, Compare can be closed by clicking **OVERRIDE AS COMPLETE**.

View Reports

The comparison process has finished. You can download the discrepancy reports and original files below, or proceed to verify any discrepancies.

Select file to download

Comparison Details

'base'	'second'	Computation Function	Count
First Name	First Name		2
Last Name	Last Name		1
Employment Status	Employment Status		1
Monthly Premium	Monthly Premium	minus: baseline - secondary	1

Missing from 'base'	Missing from 'second'
0	1

Discrepancy Report

First name	Last name	Relationship	Unique Identifier	'base' row / data point	'second' row / data point	'base' value	'second' value	Computation Function Result
Katherine	Aldridge		9160_217219160	4 / Monthly Premium	4 / Monthly Premium	654.98	259.55	395.43
	Benefits		1234_555661234	13 / First Name	13 / First Name	Julia	JuliaAnne	
	Demo		9696_555129696	52 / First Name	52 / First Name	Wednesday	Monday	
Eric	Fisherly		7840_217217840	67 / Employment Status	67 / Employment Status	Termed	Active	
Jasmine			1335_555421335	44 / Last Name	44 / Last Name	Delete	Donald	

Rows per page: 5 1-5 of 5 < >

Missing Report

First name	Last name	Relationship	Unique Identifier	'base' row	'second' row	Duplicate unique identifier row
Tricia	Yang		0260_217220260	203		

Rows per page: 5 1-1 of 1 < >



We've introduced a **Request Support** option on **Step 5 – Compare** for audits that return more than 30 discrepancies and/or missing items. This option appears only when that threshold is met.

The **Request Support** option provides quick and easy access to assistance when an audit produces a high volume of results. It allows users to flag the audit for additional review and support, helping teams stay focused and ensuring issues are addressed efficiently.

Please note that the **Streamline Support Team** is always available, regardless of audit results. If you need assistance at any time, you can contact us at support@dms-datavalidate.com.

The **Request Support** button is available only on the Compare screen and can be selected once per audit. If another support request is needed for the same comparison, the audit must be reset to a previous step. If the audit still contains more than 30 discrepancies and/or missing items after reset, the **Request Support** option will become available again.

View Reports

The comparison process has finished. You can download the discrepancy reports and original files below, or proceed to verify any discrepancies.

Select file to download

Comparison Details

Discrepancy Counts by Data Point

'Ease'	' Standard invoice'	Computation Function	Count
Total Rate	Total Cost	minus: baseline - secondary	33

Missing Counts

Missing from 'Ease'	Missing from ' Standard invoice'
48	3

Need Help?

If you need assistance with this audit please click on the button below to request support from our team. A member of our team will reach out to you within 1 business day. For immediate assistance, email support@dms-datavalidate.com.

REQUEST SUPPORT

Verify Discrepancies

Verify Discrepancy Data entries are identified by the system when the unique identifier from one file is matched to an entry in the opposing file and one or more of the remaining data points do not match. Verify the data discrepancies by selecting the existing value, creating new, or ignoring. A discrepancy type can also be selected from the dropdown. Once ALL have been verified click SAVE and then NEXT. Auditor comments can be added to Discrepancy Type / Note in the Auditor Notes field. Verifier Notes are also available. However, Auditor Notes are locked to Verifier Users and cannot be changed.

Verify Discrepancies

Verify the discrepancies below by selecting the correct value for each discrepancy. You can save your progress at any time.

All discrepancies and missing data can be assigned to a specific user either from the Verify Discrepancy or the Verify Missing Data step.

Please use the Verifier Details dropdown to assign a user to review and verify discrepancies.

Please note an email will be sent to the verify user immediately upon saving the assignment.

Verifier Details

First name	Last name	Relationship	'base' row / data point	'second' row / data point	Verified Value (Baseline value appears first)	Last Verified By	Discrepancy Type / Notes
Katherine	Aldridge	4 / Monthly Premium	4 / Monthly Premium	<input type="radio"/> 654.98 <input type="radio"/> 259.55 <input type="radio"/> Overwrite <input type="radio"/> Ignore	--	Discrepancy Type Auditor notes Premium not the same in carrier as the Ben Admin system. Verifier notes	

If the discrepancy is not a true discrepancy or if the verifier desires to ignore it, select IGNORE. Any discrepancy marked as IGNORE, can be minimized by clicking the caret (^)

Verify Discrepancies

Verify the discrepancies below by selecting the correct value for each discrepancy. You can save your progress at any time.

All discrepancies and missing data can be assigned to a specific user either from the Verify Discrepancy or the Verify Missing Data step.

Please use the Verifier Details dropdown to assign a user to review and verify discrepancies.

Please note an email will be sent to the verify user immediately upon saving the assignment.

Verifier Details

First name	Last name	Relationship	'base' row / data point	'second' row / data point	Verified Value (Baseline value appears first)	Last Verified By	Discrepancy Type / Notes
Katherine	Aldridge	4 / Monthly Premium	4 / Monthly Premium	<input type="radio"/> 654.98 <input type="radio"/> 259.55 <input type="radio"/> Overwrite <input checked="" type="radio"/> Ignore ^	--	Discrepancy Type Auditor notes Verifier notes	

Katherine	Aldridge	4 / Monthly Premium	4 / Monthly Premium	Ignore	^
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Additional information can be included to the auditor by utilizing the VERIFIER MEMO dropdown found at the bottom of the Verify Discrepancies and Verify Missing steps. The Verifier Memo is automatically included in the email back to the Auditor.

Verify Missing

Verify Missing Data entries are identified by the system when the unique identifier from one file cannot be found in the other. If the entry needs to be included, check Include? For a shortcut, click INCLUDE ALL or EXCLUDE ALL to select/deselect all entries. If INCLUDE is selected, the entry will be included in the export files. Once the Verify Missing Data has been verified, click SAVE and then NEXT. Auditor comments can be added to Discrepancy Type / Notes in the Auditor Notes field and a specific discrepancy type can be selected in the Discrepancy Type dropdown. Verifier Notes are also available. However, Auditor Notes are locked to Verifier Users and cannot be changed.

Verify Discrepancies

Verify the missing discrepancies below by selecting whether or not the missing records should be included or excluded in the verified output files. You can save your progress at any time.

All discrepancies and missing data can be assigned to a specific user either from the Verify Discrepancy or the Verify Missing Data step.

Please use the Verifier Details dropdown to assign a user to review and verify discrepancies.

Please note an email will be sent to the verify user immediately upon saving the assignment.

Verifier Details

First name	Last name	Relationship	Unique Identifier	'base' row	'second' row	Duplicate unique identifier row	Verified Inclusion	Last Verified By	Discrepancy Type / Notes
Julia	Benefits		julia_benefits_1234	13			<input type="radio"/> Include <input type="radio"/> Exclude		Discrepancy Type Auditor notes Verifier notes

Additional information can be included to the auditor by utilizing the VERIFIER MEMO dropdown found at the bottom of the Verify Discrepancies and Verify Missing steps. [The Verifier Memo is automatically included in the email back to the Auditor.](#)

The screenshot shows a web interface with a 'Verifier Memo' dropdown menu. The dropdown is open, showing a text input field with the placeholder text 'Verifier Memo'. Below the input field, there is a small note: 'General purpose notes available to the assigned verifier, that (if a verifier is assigned) will be communicated back to the auditor via automated email.' To the left of the dropdown, there are three buttons: 'BACK', 'NEXT', and 'OVERRIDE AS COMPLETE'. At the top right of the page, there is a 'Rows per page' selector set to '5' and a page indicator '1-2 of 2'.

Assign a Verifier to the Compare

A verifier can be assigned to complete the comparison. To assign a verifier, select the Verifier Details dropdown. In the Verifier Details section, select the EDIT option for Assigned Verifier.

The screenshot shows the 'Verify Discrepancies' section of the application. It contains several paragraphs of instructions. At the bottom, there is a 'Verifier Details' dropdown menu. A red box highlights this dropdown. A purple arrow points from the dropdown to the 'Assigned Verifier' section below. The 'Assigned Verifier' section shows 'Unassigned' with an 'EDIT' button. Other fields include 'Auditor Memo' with an 'EDIT' button, 'Setup Notes', 'Carrier', 'Audit Type', 'Created By / Auditor' (with the value 'maryl'), and 'Comparison Type' (with the value 'Compare + Merge').

This will open up the comparison edit section. In the Assigned Verifier dropdown, select an applicable user. **An audit can be assigned to anyone who has access to the specific company and only to users with the same level access. For example, a Company Admin user can only assign an audit to other Company Admins or Company Verifiers within the same company. An Org Level user can assign to other users within the same organization and all company level users.**

A notification email containing Auditor name, Organization/Company Name, Audit Name, and a link to the specific audit is generated once a verifier has been assigned.

Hello {Verifier First Name},

{Auditor First Name and Last Name} at {Organization Name if Org Level or Company Name if Company Level User} has finished auditing your data and has designated you as the verifier for this comparison: {Comparison Name} for {Company Name}.

Please [click here](#) below to log in and complete the verification process for any discrepancies.

{Auditor Memo}

Thank you,

On behalf of {Auditor First Name and last Name}, {Organization Name if Org Level or Company Name if Company Level User}

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

Edit Comparison

Comparison Name
Demo for User Guides

Audit Type

Carrier

Visit the [Carriers](#) page to add carriers for your company.

Setup Notes

Comparison Type
Compare Only

Created By / Auditor
maryl

Auditor Memo

General purpose auditor notes that will be communicated to the verifier (assigned below) via automated email.

Assigned Verifier

Verifier Memo

General purpose notes available to the email.

SAVE

Unassigned

companyverifier-dms

demobroker1

malanier2024

The notification email can be sent from either the Verify Discrepancy Step or the Verify Missing Data step.

A notification email can be resent if the audit has not reached the completion step (Step 8). To resend the notification email, navigate to the Verifier Details and click EDIT for the Assigned Verifier. Click RESEND to resend the notification email to the currently assigned verifier.

Complete the form below to update this comparison's information.

Edit Comparison

Comparison Name
Demo - Compare and Merge

Audit Type

Carrier

Visit the [Carriers](#) page to add carriers for your company.

Setup Notes

Resend the notification email to the assigned verifier.

RESEND

Complete the Compare

Data verification is complete.

If the audit was assigned to a specific user within the application, the auditor will receive a notification email that the audit is complete.

Hello {Auditor First Name},

This is to inform you that the assigned verifier, {Verifier First Name and Last Name}, has finished verifying the discrepancies for your comparison: {Comparison Name} for {Company Name}.

Please [click here](#) below to log in and complete the audit process.

{Verifier Memo}

Thank you,

On behalf of {Verifier First Name and Last Name}, {Organization Name if Org Level or Company Name if Company Level User}

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

The verified baseline and secondary files can be downloaded with all records including verified or verified records only by utilizing dropdown. If a discrepancy was ignored, the record **will not be included** in the Verified records only download. The ignored record will continue to show in the All records including verified download.

Complete

All discrepancies have been verified and this comparison is now completed! You may export the files containing the verified changes below.

Comparison Details

Select file to export

BACK GO TO ALL COMPARISONS

-- Select --

Base

Secondary

Column names can be renamed and saved. Employee SSN and like key words such as Social Security Number can be formatted with or without dashes. The Format Values option will also appear if the Rename To value is one of the application's key words. For a list of the keywords, please reference the Keys Words page.

The screenshot shows the 'Customize Export - Base' interface. At the top, there is a dropdown menu for 'Select file to export' with 'Base' selected. Below this is a section titled 'Customize Export - Base' with instructions: 'Reorder and/or rename the columns to be exported below. Custom formatting for data values may also be applied in certain cases. Customizations will be saved once the file is exported, or by clicking Save Customizations below.' It also states: 'Select an applicable template below for the export customizations. If a template is NOT available, one can be created by adding all desired customizations (renaming, reordering, formatting) and adding a template name. Once the template has been saved, it will be added to the template library for future use.' A text box shows 'No applicable Export Templates'. Below is a table with columns: 'Original Name', 'Rename To', and 'Format Values'. The table lists various fields like Employee SSN, Social Security Number, First Name, Middle Name, Last Name, Display Name, DOB, Employment Status, Testing Scenario, and Monthly Premium. The 'Rename To' column has input boxes, and the 'Format Values' column has dropdown menus. A red box highlights the 'Rename To' column, and a green box highlights the 'Format Values' column. Below the table, there is an 'Export Template Name' field, a 'Share with Organization' checkbox, and a 'SAVE CUSTOMIZATIONS' button. At the bottom, there are two buttons: 'EXPORT ALL RECORDS INCLUDING VERIFIED' and 'EXPORT VERIFIED RECORDS ONLY', along with 'BACK' and 'GO TO ALL COMPARISONS' buttons.

Column names can also be reordered by dragging and dropping data point in desired location.

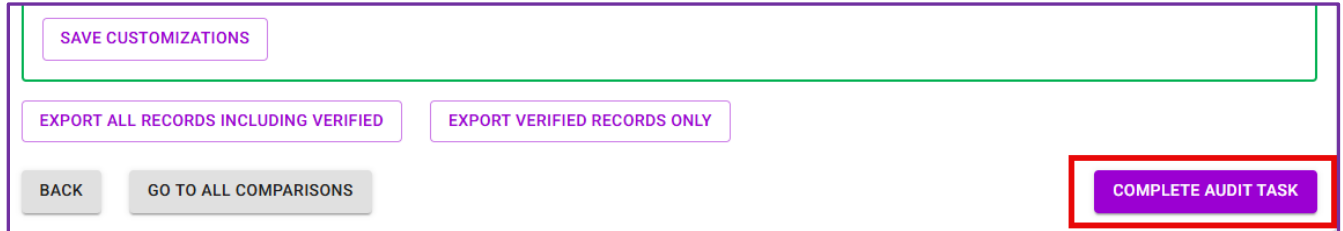
The screenshot shows a close-up of the column reordering process. A red box highlights a row with a drag handle (a vertical bar with a grid icon) on the left, the text 'DOB', and a circular arrow icon on the right. This row is being moved between 'Middle Name' and 'Last Name'.

Click SAVE CUSTOMIZATIONS if desired. Customization is also automatically saved when the export files (All Records Including Verified and Verified Records Only) are downloaded.

The screenshot shows the bottom navigation area of the interface. It features a 'SAVE CUSTOMIZATIONS' button highlighted with a red box. Below it are two buttons: 'EXPORT ALL RECORDS INCLUDING VERIFIED' and 'EXPORT VERIFIED RECORDS ONLY'. At the bottom left are 'BACK' and 'GO TO ALL COMPARISONS' buttons. At the bottom right is a purple 'COMPLETE AUDIT TASK' button.

If an audit was created through an **Audit Task**, Agency users can close the task directly from within the audit by selecting **COMPLETE AUDIT TASK**.

This reduces the need to navigate back to the Audit Task, streamlining the workflow.



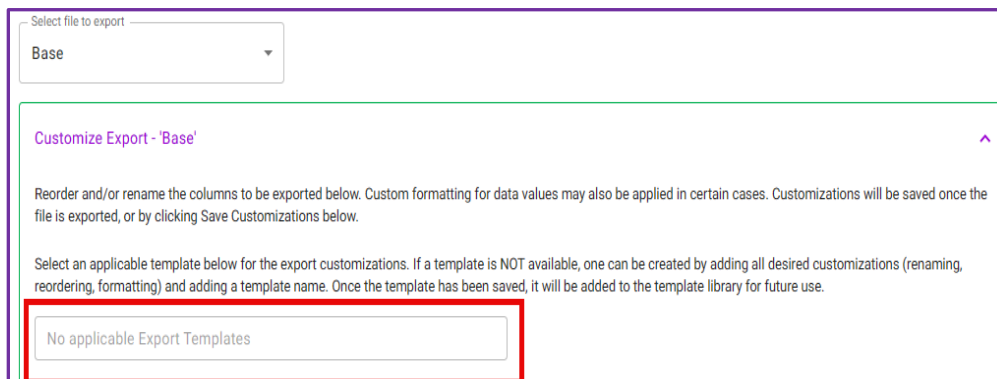
The screenshot shows a control panel with several buttons. At the top left is a button labeled 'SAVE CUSTOMIZATIONS'. Below it are two buttons: 'EXPORT ALL RECORDS INCLUDING VERIFIED' and 'EXPORT VERIFIED RECORDS ONLY'. At the bottom left are two buttons: 'BACK' and 'GO TO ALL COMPARISONS'. On the right side, a button labeled 'COMPLETE AUDIT TASK' is highlighted with a red rectangular border.

Export Template

Select an applicable export template from the dropdown for the indicated data points. A template will only appear if the data points correspond to the file column names. If a template is NOT available, one can be created by adding customizations such as renaming, reordering, or reformatting then naming and saving the template. Once the template has been saved, it will be added to the template library for future use.

Optionally, check **SHARE WITH ORGANIZATION** to add the template to the Organization Level Template library. **Any template shared with an organization and created by an organization administrator, or an organization compare user, can be utilized under any company within that specific organization. Company admins and company compare users which are available under our Platinum Elite subscription will only have access to the templates that are created under their specific company.**

Selecting export template:



The screenshot shows the 'Customize Export' interface. At the top, there is a dropdown menu labeled 'Select file to export' with 'Base' selected. Below the dropdown is a section titled 'Customize Export - 'Base'' with an expand/collapse arrow. The section contains instructions: 'Reorder and/or rename the columns to be exported below. Custom formatting for data values may also be applied in certain cases. Customizations will be saved once the file is exported, or by clicking Save Customizations below.' and 'Select an applicable template below for the export customizations. If a template is NOT available, one can be created by adding all desired customizations (renaming, reordering, formatting) and adding a template name. Once the template has been saved, it will be added to the template library for future use.' At the bottom of this section, a text box displays 'No applicable Export Templates', which is highlighted with a red rectangular border.

Saving New Export Template:

Optionally, specify a name below if you wish to save these export customizations as a new Export Template, for re-use in later comparisons.

Export Template Name

Export Template

Share with Organization

The data comparison and verification processes are complete. To see other comparisons or to begin a new, click GO TO ALL COMPARISONS.

Questions: Contact Support@dms-datavalidate.com

Create the Compare and Merge

The compare process consists of several steps from naming the compare up to the completion of the comparison. Each step must be completed to advance through the compare process. All steps beyond Step 5 - Compare can be ignored if not needed. Prior completed steps with the exclusion of the compare creation can be revisited and reset if desired.

Select the Company

Select Company or click NEW to create a new company.

The screenshot shows a dashboard for 'Data Management Solutions-DVP Internal Use'. On the left is an 'Information' panel with an 'EDIT' button. On the right is a 'Companies' panel with a 'NEW' button. A green box highlights the 'Companies' header and two entries: 'DD DS: Demo Company' and 'MD ML: Demo Company'. A red box highlights the 'NEW' button. A green arrow points to the 'Companies' header, and a red arrow points to the 'NEW' button.

Create New Compare

Select NEW to begin a new comparison

The screenshot shows a dashboard for 'ML: Demo Company'. On the left is an 'Information' panel with an 'EDIT' button. On the right is a 'Comparisons' panel with a 'NEW' button. The 'Comparisons' panel shows a single entry: 'test Complete'.

Name the Compare

Enter the comparison name in the field provided. Select Audit Type from the dropdown and add Additional Notes if desired. Select Compare & Merge for the Comparison Type and click SAVE.

Please Note that once the comparison type is selected and saved, it cannot be changed.

New Comparison

Name
Demo - Compare and Merge

Audit Type

Carrier

Visit the [Carriers](#) page to add carriers for your company.

Setup Notes

Comparison Type
Compare & Merge

SAVE

Carrier Selection is only available under the Platinum Elite or Subscription Based Audits plans

Import Files

Import baseline and secondary files, select specific worksheets (if applicable), then click SAVE. If using same file for both baseline and secondary, click USE BASELINE FILE. Rename file names using 31 characters or less, if desired.

Import Data

Select the files to be used for comparison.

Baseline File

Choose File Test Files for ...03.07.2024.xlsx

Select Worksheet
baseline

Baseline File Name
Base .xlsx

Secondary File

Choose File Test Files for ...03.07.2024.xlsx

USE BASELINE FILE

Select Worksheet
secondary

Secondary File Name
Secondary .xlsx

BACK SAVE

Select Data Points & Create Import Template

Streamline will automatically match data points that share the same name, as well as certain internally mapped keywords (e.g., DOB to Date of Birth). For any fields that are not matched, the corresponding data point can be selected from the dropdown in the Secondary column.

Data points, whether matched or not, can be removed by clicking the **X** to the right of the data point.


The option to use AI is available by selecting the **AI AUTO MATCH DATA POINTS** button. This will prompt the system to attempt to match any remaining data points. All AI-matched fields will display an AI icon beside the data point.

Select an applicable template below for the indicated data points. If a template is NOT available, one can be created by selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

Apply a Data Points Template

Use Streamline AI to automatically match any remaining unmatched columns present in both files.
AI Auto-Match is not 100% accurate. Please review all matches to ensure they are correct.

AI AUTO-MATCH DATA POINTS


Member First Name First Name Unique Identifier 

Please note that AI Auto Match is not 100% accurate. All matches should be reviewed to ensure accuracy.

To Merge a data point without comparing, select [merge] in the corresponding dropdown

Data Point Date of Hire Unique Identifier ×

+ ADD DATA POINT

[merge] 
Employee SSN
Social Security Number
First Name

At least **one (1) unique identifier** must be selected. To remove all data points, click **CLEAR ALL**.

If a masked SSN is used as one of multiple unique identifiers, only the **last four digits** will be considered.

Note: When using a masked SSN, it is strongly recommended to include additional unique identifiers (UIs) such as first name, last name, date of birth, or relationship (if applicable) to ensure the most accurate results.

Optionally, check **SHARE WITH ORGANIZATION** to add the template to your Organization-Level Template Library. Templates shared by an Organization Admin or Organization Compare User can be accessed across all companies within the same organization.

Company Admins (available under the Platinum Elite subscription) will only have access to templates created within their specific company.

Once all desired data points and unique identifiers have been selected, the configuration can be saved for future use by entering a **Template Name** and clicking **SAVE**.

Select Data Points

Select the data points from each file to be included in the comparison. One or more data point pairs must be specified as the unique identifier for the record.

When a masked SSN is used as one of multiple unique identifiers, only the last 4 digits will be considered.

Please note when using a masked SSN, it is recommended to use multiple unique identifiers (UI) to return optimal results. UI examples include but are not limited to first name, last name, date of birth, and relationship, if applicable.

To merge a field from one file into the other, select the [merge] option for that field.

Select an applicable template below for the indicated data points. If a template is NOT available, one can be created by selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

Apply a Data Points Template

User Guide Data Points Template

Use Streamline AI to automatically match any remaining unmatched columns present in both files.

AI Auto-Match is not 100% accurate. Please review all matches to ensure they are correct.

AI AUTO-MATCH DATA POINTS

base.xlsx
base ssn

second.xlsx
second ssn

SSN
Gender
Member First Name
Member Last Name
Birthdate
Medical Plan
Middle Name
[merge]

SSN
Sex
First Name
Last Name
DOB
Health Coverage
[merge]
Employment Status

- Unique Identifier
- Unique Identifier
- Unique Identifier
- Unique Identifier
- Unique Identifier
- Unique Identifier
- Unique Identifier
- Unique Identifier

CLEAR ALL

- X
- X
- X
- X
- X
- X
- X
- X

+ ADD DATA POINT

Optionally, specify a name below if you wish to save these data points as a new Data Points Template, for re-use in later comparisons.

Data Points Template Name

Share with Organization

BACK

SAVE

Select Data Points & Reuse Existing Template

Select an applicable data points template from the dropdown for the indicated data points. A template will only appear if the data points correspond to the import file column names. If a template is NOT available, one can be created by

selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use and can optionally be shared with the organization for reuse under other companies.

Select an applicable template below for the indicated data points. If a template is NOT available, one can be created by selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

Apply a Data Points Template
User Guide Data Points Template

Use Streamline AI to automatically match any remaining unmatched columns present in both files.



NOTE: When using a saved template, any changes made during the audit—such as adding or removing data points—are temporary and will not modify the existing template.

To preserve changes, create a new template by entering a new template name and clicking SAVE.

For example, in the scenario below, the auditor used the Demo Import Template but removed the DOB data point. This modification is temporary and does not affect the original template. By saving with a new template name, a separate version is created without the DOB data point.

Select Data Points

Select the data points from each file to be included in the comparison. One or more data point pairs must be specified as the unique identifier for the record.

When a masked SSN is used as one of multiple unique identifiers, only the last 4 digits will be considered.

Please note when using a masked SSN, it is recommended to use multiple unique identifiers (UI) to return optimal results. UI examples include but are not limited to first name, last name, date of birth, and relationship, if applicable.

Select an applicable template below for the indicated data points. If a template is NOT available, one can be created by selecting all desired data points and unique identifier(s) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

Apply a Data Points Template

Use Streamline AI to automatically match any remaining unmatched columns present in both files.

AI Auto-Match is not 100% accurate. Please review all matches to ensure they are correct.

[+ AI AUTO-MATCH DATA POINTS](#)

base.xlsx baseline	second.xlsx secondary		
<input type="text" value="Social Security Number"/>	<input type="text" value="Social Security Number"/>	<input checked="" type="checkbox"/> Unique Identifier	×
<input type="text" value="Employee SSN"/>	<input type="text" value="Employee SSN"/>	<input checked="" type="checkbox"/> Unique Identifier	×
<input type="text" value="First Name"/>	<input type="text" value="First Name"/>	<input type="checkbox"/> Unique Identifier	×
<input type="text" value="Middle Name"/>	<input type="text" value="Middle Name"/>	<input type="checkbox"/> Unique Identifier	×
<input type="text" value="Last Name"/>	<input type="text" value="Last Name"/>	<input type="checkbox"/> Unique Identifier	×
<input type="text" value="Employment Status"/>	<input type="text" value="Employment Status"/>	<input type="checkbox"/> Unique Identifier	×
<input type="text" value="Monthly Premium"/>	<input type="text" value="Monthly Premium"/>	<input type="checkbox"/> Unique Identifier	×

[CLEAR ALL](#)

[+ ADD DATA POINT](#)

Optionally, specify a name below if you wish to save these data points as a new Data Points Template, for re-use in later comparisons.

Data Points Template Name

Share with Organization

[BACK](#)

[SAVE](#)

Mapping

Add customized mapping for data such as plans, tiers, or departments by utilizing the MAP buttons. Existing mappings for the company or created and shared at the Organization level can be re-used or new mappings can be created.

Mappings can be created several ways.

1. Manually create a mapping
2. Import a mapping

3. Copy and reuse an existing mapping

To Manually create a mapping:

To manually add a new mapping click NEW MAPPINGS. Add a mapping name and then enter the source value data as well as the target value by clicking ADD MAPPINGS. Multiple mapped values can be added.

Click SAVE MAPPINGS to newly created mapping to save.

Gender - Sex

Select Mappings or **NEW MAPPINGS**

Data Mappings name
Gender - Sex

IMPORT

Excel file must have 2 columns: Source Value and Target Value

Source Value	Target Value
Source F	Target Female
Source M	Target Male

+ ADD MAPPING

SAVE MAPPINGS

If you use existing mapping, click SELECT MAPPINGS.

Gender	Sex	MAP	none
Member First Name	First Name	MAP	
Member Last Name	Last Name	MAP	
Medical Plan	Medical	MAP	none
Monthly Cost	Monthly Plan Cost	MAP	none

Gender - Sex

Select Mappings
Gender or **NEW MAPPINGS**

COPY MAPPINGS

Source Value	Target Value
Source Female	Target F
Source Male	Target M

SELECT MAPPINGS

VIEW IN MAPPINGS LIBRARY

Gender	Sex	GENDER	none
--------	-----	--------	------

To Import a mapping:

To add a new mapping, click **New Mappings**. Enter a mapping name, then select **Import**.

The import file may be a single-sheet Excel file or a CSV file. If you are using an Excel file with multiple sheets, the mapping **must** be on the first tab—otherwise, the import will fail.

After the data is imported, click **Save Mappings**. The mapping is now saved and ready to use.

Gender - Sex ×

Select Mappings ▼ or **NEW MAPPINGS**

Data Mappings name
Gender Import_01.05.2026

IMPORT

Excel file must have 2 columns: Source Value and Target Value

Source Value	Target Value
Source: F	Target: Female ×
Source: M	Target: Male ×
Source: N	Target: Non-binary ×

+ ADD MAPPING

SAVE MAPPINGS

To Copy and modify an existing mapping:

To reuse an existing mapping, search for it in the **Select Mappings** dropdown. Once selected, click **Copy Mappings**.

This creates a duplicate of the mapping with **(copy)** added to the name. You can then rename the mapping and add, update, or remove any source or target values as needed.

When your changes are complete, click **Save Mappings**. The updated mapping is now saved and ready to use.



NOTE: The **SOURCE VALUE** in mapping must be unique. If the same value is used more than once under **SOURCE**, an error will occur. However, it is acceptable to use the same **TARGET VALUE** multiple times.

Mapping – Date Format

If the date is not formatted in the files as a date or a different formatting type, select the matching format to convert from text to date and then SAVE DATE FORMAT. If matching format is not available, the date must be corrected manually in the files and then re-imported. Click NEXT once the mapping is complete.

Data Points				
'Base'	'Secondary'	Data Mappings	Date Format	Computation Function
DOB	DOB	MAP	none	DOB - DOB
Employment Status	Employment Status	EMPLOYMENT STATUS	NONE	

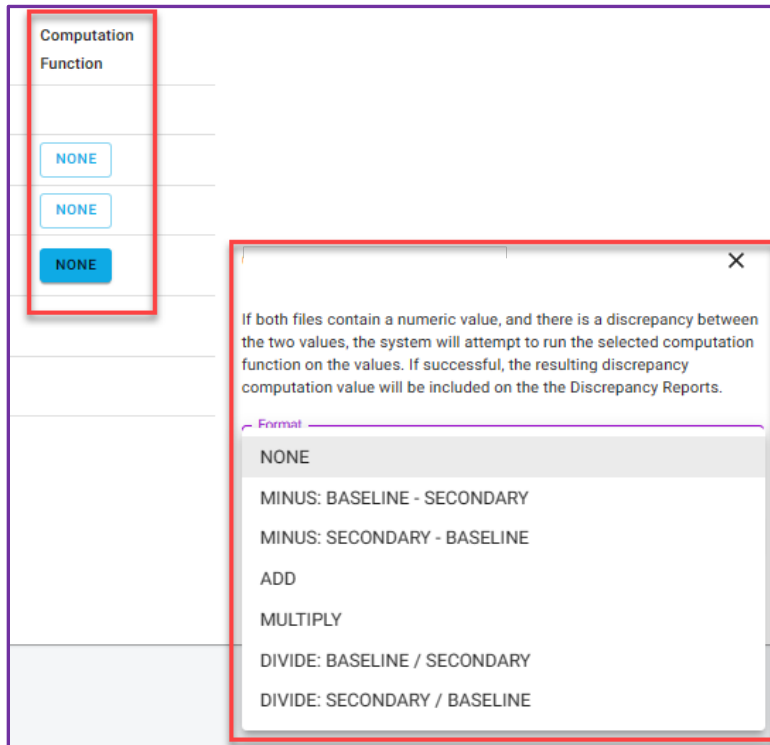
If one of the file's cells are not formatted as a "Date" in Excel, select the format below and the system will attempt to convert it to a date during the comparison. For unsupported date formats, you may need to re-import your file after converting the cells to a date format.

Format: MM/dd/yyyy

SAVE DATE FORMAT

Mapping – Computation

Add a computation (subtraction, addition, multiplication, division) to any numeric data point from the baseline file to any numeric data point in the secondary file. Add the computation by clicking the button under the Computation Function column for the desired data points and then selecting the function required.



The computation function will create a new column as a result of the computation in the downloadable Discrepancy Report and will be reflected in the discrepancy counts and discrepancy report tables.

Please note that this functionality will **ONLY** apply to numeric fields and then **ONLY** to data points that have **NOT** been selected as part of the unique identifier.

Only the subtraction (minus) results will continue through the remainder of the compare process. All other functions will end at Step 5.

Discrepancy Counts by Data Point				Missing Counts	
'Base'	'Secondary'	Computation Function	Count	Missing from 'Base'	Missing from 'Secondary'
DOB	DOB		1	1	2
Monthly Premium	Monthly Premium	minus: baseline - secondary	4		

Discrepancy Report								
First name	Last name	Relationship	Unique Identifier	'Base' row / data point	'Secondary' row / data point	'Base' value	'Secondary' value	Computation Function Result
Katherine	Aldridge		217219160_katherine_aldrige	4 / Monthly Premium	4 / Monthly Premium	654.98	259.55	395.43

Compare

Verify selected information and click COMPARE. Comparison Name, Carrier (if applicable), Audit Type, Setup Notes, and Auditor Memo can be edited. [The Auditor Memo is automatically included in the email to the Verifier.](#)

Compare

Please review the details of this comparison below.

<p>Comparison Name Demo - Compare and Merge</p> <p>Carrier</p> <p>Assigned Verifier Unassigned</p> <p>Created By / Auditor maryl</p> <p>Current Step Compare</p> <p>Baseline Worksheet baseline</p> <p>Secondary Worksheet secondary</p> <p>Unique Identifiers ('base' - 'second') Employee SSN - Employee SSN First Name - First Name Last Name - Last Name</p>	<p style="text-align: right;">EDIT</p> <p>Audit Type</p> <p style="text-align: right;">EDIT</p> <p>Setup Notes</p> <p style="text-align: right;">EDIT</p> <p>Auditor Memo</p> <p style="text-align: right;">EDIT</p> <p>Verifier Memo</p> <p>Baseline File base.xlsx</p> <p>Secondary File second.xlsx</p> <p>Comparison Type Compare + Merge</p> <p>Data Points ('base' - 'second') DOB - DOB (date format:'MM/dd/yyyy') Monthly Premium - Monthly Premium Gender - [merge] [merge] - Date of Hire (date format:'MM/dd/yyyy')</p>
--	--

[BACK](#)
[COMPARE](#)

Compare is complete. Comparison results are available for view and for download by clicking the SELECT FILE TO DOWNLOAD. The original files can also be accessed from the dropdown as well as another discrepancy report where all data points are included for the row where a discrepancy was identified. If Verification is not needed, Compare can be closed by clicking OVERRIDE AS COMPLETE.

View Reports

The comparison process has finished. You can download the discrepancy reports and original files below, or proceed to verify any discrepancies.

Select file to download

Comparison Details

'base'	'second'	Computation Function	Count
First Name	First Name		2
Last Name	Last Name		1
Employment Status	Employment Status		1
Monthly Premium	Monthly Premium	minus: baseline - secondary	1

Missing from 'base'	Missing from 'second'
0	1

Discrepancy Report

First name	Last name	Relationship	Unique Identifier	'base' row / data point	'second' row / data point	'base' value	'second' value	Computation Function Result
Katherine	Aldridge		9160_217219160	4 / Monthly Premium	4 / Monthly Premium	654.98	259.55	395.43
	Benefits		1234_555661234	13 / First Name	13 / First Name	Julia	JuliaAnne	
	Demo		9696_555129696	52 / First Name	52 / First Name	Wednesday	Monday	
Eric	Fisherly		7840_217217840	67 / Employment Status	67 / Employment Status	Termed	Active	
Jasmine			1335_555421335	44 / Last Name	44 / Last Name	Delete	Donald	

Rows per page: 5 1-5 of 5

Missing Report

First name	Last name	Relationship	Unique Identifier	'base' row	'second' row	Duplicate unique identifier row
Tricia	Yang		0260_217220260	203		

Rows per page: 5 1-1 of 1



We've introduced a **Request Support** option on **Step 5 – Compare** for audits that return more than 30 discrepancies and/or missing items. This option appears only when that threshold is met.

The **Request Support** option provides quick and easy access to assistance when an audit produces a high volume of results. It allows users to flag the audit for additional review and support, helping teams stay focused and ensuring issues are addressed efficiently.

Please note that the **Streamline Support Team** is always available, regardless of audit results. If you need assistance at any time, you can contact us at support@dms-datavalidate.com.

The **Request Support** button is available only on the Compare screen and can be selected once per audit. If another support request is needed for the same comparison, the audit must be reset to a previous step. If the audit still contains more than 30 discrepancies and/or missing items after reset, the **Request Support** option will become available again.

View Reports

The comparison process has finished. You can download the discrepancy reports and original files below, or proceed to verify any discrepancies.

Select file to download

Comparison Details

Discrepancy Counts by Data Point

'Ease'	' Standard invoice'	Computation Function	Count
Total Rate	Total Cost	minus: baseline - secondary	33

Missing Counts

Missing from 'Ease'	Missing from ' Standard invoice'
48	3

Need Help?

If you need assistance with this audit please click on the button below to request support from our team. A member of our team will reach out to you within 1 business day. For immediate assistance, email support@dms-datavalidate.com.

REQUEST SUPPORT

Verify Discrepancies

Verify Discrepancy Data entries are identified by the system when the unique identifier from one file is matched to an entry in the opposing file and one or more of the remaining data points do not match. Verify the data discrepancies by selecting the existing value, creating new, or ignoring. A discrepancy type can also be selected from the dropdown. Once ALL have been verified click SAVE and then NEXT. Auditor comments can be added to Discrepancy Type / Note in the Auditor Notes field. Verifier Notes are also available. However, Auditor Notes are locked to Verifier Users and cannot be changed.

Verify Discrepancies

Verify the discrepancies below by selecting the correct value for each discrepancy. You can save your progress at any time.

All discrepancies and missing data can be assigned to a specific user either from the Verify Discrepancy or the Verify Missing Data step.

Please use the Verifier Details dropdown to assign a user to review and verify discrepancies.

Please note an email will be sent to the verify user immediately upon saving the assignment.

Verifier Details ▼

First name	Last name	Relationship	'base' row / data point	'second' row / data point	Verified Value (Baseline value appears first)	Last Verified By	Discrepancy Type / Notes
Katherine	Aldridge	4 / Monthly Premium	4 / Monthly Premium	4 / Monthly Premium	<input type="radio"/> 654.98 <input type="radio"/> 259.55 <input type="radio"/> Overwrite <input type="radio"/> Ignore	-	Discrepancy Type <input type="text"/> Auditor notes Premium not the same in carrier as the Ben Admin system.] Verifier notes <input type="text"/>

If the discrepancy is not a true discrepancy or if the verifier desires to ignore it, select IGNORE. Any discrepancy marked as IGNORE, can be minimized by clicking the caret (^)

Verify Discrepancies

Verify the discrepancies below by selecting the correct value for each discrepancy. You can save your progress at any time.

All discrepancies and missing data can be assigned to a specific user either from the Verify Discrepancy or the Verify Missing Data step.

Please use the Verifier Details dropdown to assign a user to review and verify discrepancies.

Please note an email will be sent to the verify user immediately upon saving the assignment.

Verifier Details ▼

First name	Last name	Relationship	'base' row / data point	'second' row / data point	Verified Value (Baseline value appears first)	Last Verified By	Discrepancy Type / Notes
Katherine	Aldridge	4 / Monthly Premium	4 / Monthly Premium	<input type="radio"/> 654.98 <input type="radio"/> 259.55 <input type="button" value="Overwrite"/> <input checked="" type="radio"/> Ignore ^			Discrepancy Type <input type="text"/> Auditor notes <input type="text"/> Verifier notes <input type="text"/>

Katherine	Aldridge	4 / Monthly Premium	4 / Monthly Premium	Ignore ▼			
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Additional information can be included to the auditor by utilizing the VERIFIER MEMO dropdown found at the bottom of the Verify Discrepancies and Verify Missing steps. [The Verifier Memo is automatically included in the email back to the Auditor.](#)

Rows per page: 5 1-2 of 2 < >

Verifier Memo ▼

BACK NEXT **OVERWRITE AS COMPLETE**

Verifier Memo ^

Verifier Memo

General purpose notes available to the assigned verifier, that (if a verifier is assigned) will be communicated back to the auditor via automated email.

Verify Missing

Verify Missing Data entries are identified by the system when the unique identifier from one file cannot be found in the other. If the entry needs to be included, check Include? For a shortcut, click INCLUDE ALL or EXCLUDE ALL to select/deselect all entries. If INCLUDE is selected, the entry will be included in the export files. Once the Verify Missing Data has been verified, click SAVE and then NEXT. Auditor comments can be added to Discrepancy Type / Notes in the

Auditor Notes field and a specific discrepancy type can be selected in the Discrepancy Type dropdown. Verifier Notes are also available. However, Auditor Notes are locked to Verifier Users and cannot be changed.

Verify Discrepancies

Verify the missing discrepancies below by selecting whether or not the missing records should be included or excluded in the verified output files. You can save your progress at any time.

All discrepancies and missing data can be assigned to a specific user either from the Verify Discrepancy or the Verify Missing Data step.

Please use the Verifier Details dropdown to assign a user to review and verify discrepancies.

Please note an email will be sent to the verify user immediately upon saving the assignment.

Verifier Details

First name	Last name	Relationship	Unique Identifier	'base' row	'second' row	Duplicate unique identifier row	Verified Inclusion INCLUDE ALL EXCLUDE ALL	Last Verified By	Discrepancy Type / Notes
Julia	Benefits		julia_benefits_1234	13			<input type="radio"/> Include <input type="radio"/> Exclude		Discrepancy Type Auditor notes Verifier notes

Additional information can be included to the auditor by utilizing the VERIFIER MEMO dropdown found at the bottom of the Verify Discrepancies and Verify Missing steps. The Verifier Memo is automatically included in the email back to the Auditor.

Rows per page: 5 1-2 of 2

Verifier Memo

BACK NEXT OVERRIDE AS COMPLETE

Verifier Memo

Verifier Memo

General purpose notes available to the assigned verifier, that (if a verifier is assigned) will be communicated back to the auditor via automated email.

Assign a Verifier to the Compare

A verifier can be assigned to complete the comparison. To assign a verifier, select the Verifier Details dropdown. In the Verifier Details section, select the EDIT option for Assigned Verifier.

Verify Discrepancies

Verify the discrepancies below by selecting the correct value for each discrepancy. You can save your progress at any time.

All discrepancies and missing data can be assigned to a specific user either from the Verify Discrepancy or the Verify Missing Data step.

Please use the Verifier Details dropdown to assign a user to review and verify discrepancies.

Please note an email will be sent to the verify user immediately upon saving the assignment.

Verifier Details ▼

Verifier Details

Assigned Verifier Unassigned ✎ EDIT	Auditor Memo ✎ EDIT
Setup Notes	Carrier
Audit Type	Created By / Auditor maryl
Comparison Type Compare + Merge	

This will open up the comparison edit section. In the Assigned Verifier dropdown, select an applicable user. **An audit can be assigned to anyone who has access to the specific company and only to users with the same level access. For example, a Company Admin user can only assign an audit to other Company Admins or Company Verifiers within the same company. An Org Level user can assign to other users within the same organization and all company level users.**

A notification email containing Auditor name, Organization/Company Name, Audit Name, and a link to the specific audit is generated once a verifier has been assigned.

Hello {Verifier First Name},

{Auditor First Name and Last Name} at {Organization Name if Org Level or Company Name if Company Level User} has finished auditing your data and has designated you as the verifier for this comparison: {Comparison Name} for {Company Name}.

Please [click here](#) below to log in and complete the verification process for any discrepancies.

{Auditor Memo}

Thank you,

On behalf of {Auditor First Name and last Name}, {Organization Name if Org Level or Company Name if Company Level User}

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

Edit Comparison

Comparison Name
Demo for User Guides

Audit Type

Carrier

Visit the [Carriers](#) page to add carriers for your company.

Setup Notes

Comparison Type
Compare Only

Created By / Auditor
maryl

Auditor Memo

General purpose auditor notes that will be communicated to the verifier (assigned below) via automated email.

Assigned Verifier

Verifier Memo

General purpose notes available to the email.

SAVE

Unassigned

companyverifier-dms

demobroker1

malanier2024

The notification email can be sent from either the Verify Discrepancy Step or the Verify Missing Data step.

A notification email can be resent if the audit has not reached the completion step (Step 8). To resend the notification email. Navigate to the Verifier Details and click EDIT for the Assigned Verifier. Click RESEND to resend the notification email to the currently assigned verifier.

Complete the form below to update this comparison's information.

Edit Comparison

Comparison Name
Demo - Compare and Merge

Audit Type

Carrier

Visit the [Carriers](#) page to add carriers for your company.

Setup Notes

Resend the notification email to the assigned verifier.

RESEND

Complete the Compare

Data verification is complete.

If the audit was assigned to a specific user within the application, the auditor will receive a notification email that the audit is complete.

Hello {Auditor First Name},

This is to inform you that the assigned verifier, {Verifier First Name and Last Name}, has finished verifying the discrepancies for your comparison: {Comparison Name} for {Company Name}.

Please [click here](#) below to log in and complete the audit process.

{Verifier Memo}

Thank you,

On behalf of {Verifier First Name and Last Name}, {Organization Name if Org Level or Company Name if Company Level User}

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

The verified baseline and secondary files can be downloaded with all records including verified or verified records only by utilizing dropdown. If a discrepancy was ignored, the record **will not be included** in the Verified records only download. The ignored record will continue to show in the All records including verified download.

Complete

All discrepancies have been verified and this comparison is now completed! You may export the files containing the verified changes below.

Comparison Details

Select file to export

BACK GO TO ALL COMPARISONS

-- Select --

Base

Secondary

Column names can be renamed and saved. Employee SSN and like key words such as Social Security Number can be formatted with or without dashes. The Format Values option will also appear if the Rename To value is one of the application's key words. For a list of the keywords, please reference the Key Words page.

Select file to export

Base

Customize Export - 'Base'

Reorder and/or rename the columns to be exported below. Custom formatting for data values may also be applied in certain cases. The merged indicator will only show for data points being merged into the selected export file. Customizations will be saved once the file is exported, or by clicking Save Customizations below.

Select an applicable template below for the export customizations. If a template is NOT available, one can be created by adding all desired customizations (renaming, reordering, formatting) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

No applicable Export Templates

Original Name	Rename To	Format Values	Merged
Employee SSN	<input type="text"/>	<input type="text"/>	
First Name	<input type="text"/>	<input type="text"/>	
Last Name	<input type="text"/>	<input type="text"/>	
DOB	<input type="text"/>	<input type="text"/>	
Gender	<input type="text"/>	<input type="text"/>	
Monthly Premium	<input type="text"/>	<input type="text"/>	
Date of Hire	<input type="text"/>	<input type="text"/>	☰

Optionally, specify a name below if you wish to save these export customizations as a new Export Template, for re-use in later comparisons.

Export Template Name

Share with Organization

[SAVE CUSTOMIZATIONS](#)

[EXPORT ALL RECORDS INCLUDING VERIFIED](#) [EXPORT VERIFIED RECORDS ONLY](#)

[BACK](#) [GO TO ALL COMPARISONS](#)

Column names can also be reordered by dragging and dropping data point in desired location.

Middle Name	<input type="text"/>	<input type="text"/>	
	☰ DOB 🔄 <input type="text"/>	<input type="text"/>	
Last Name	<input type="text"/>	<input type="text"/>	

Click SAVE CUSTOMIZATIONS if desired. Customization is also automatically saved when the export files (All Records Including Verified and Verified Records Only) are downloaded.

A screenshot of a software interface for an audit task. At the top, there is a button labeled 'SAVE CUSTOMIZATIONS' which is highlighted with a red rectangular box. Below this, there are two buttons: 'EXPORT ALL RECORDS INCLUDING VERIFIED' and 'EXPORT VERIFIED RECORDS ONLY'. At the bottom left, there are two buttons: 'BACK' and 'GO TO ALL COMPARISONS'. At the bottom right, there is a button labeled 'COMPLETE AUDIT TASK'.

If an audit was created through an **Audit Task**, Agency users can close the task directly from within the audit by selecting **COMPLETE AUDIT TASK**.

This reduces the need to navigate back to the Audit Task, streamlining the workflow.

A screenshot of the same software interface as above. In this version, the 'COMPLETE AUDIT TASK' button at the bottom right is highlighted with a red rectangular box. The other elements, including the 'SAVE CUSTOMIZATIONS' button at the top, remain the same.

Export Template

Select an applicable export template from the dropdown for the indicated data points. A template will only appear if the data points correspond to the file column names. If a template is NOT available, one can be created by adding customizations such as renaming, reordering, or reformatting then naming and saving the template. Once the template has been saved, it will be added to the template library for future use.

Optionally, check SHARE WITH ORGANIZATION to add the template to the Organization Level Template library. **Any template shared with an organization and created by an organization administrator, or an organization compare user, can be utilized under any company within that specific organization. Company admins which are available under our Platinum Elite subscription will only have access to the templates that are created under their specific company.**

Selecting export template:

A screenshot of the 'Export Template' selection interface. At the top, there is a dropdown menu labeled 'Select file to export' with 'Base' selected. Below this is a section titled 'Customize Export - 'Base'' with an expand/collapse arrow. The section contains instructions: 'Reorder and/or rename the columns to be exported below. Custom formatting for data values may also be applied in certain cases. Customizations will be saved once the file is exported, or by clicking Save Customizations below.' and 'Select an applicable template below for the export customizations. If a template is NOT available, one can be created by adding all desired customizations (renaming, reordering, formatting) and adding a template name. Once the template has been saved, it will be added to the template library for future use.' At the bottom of this section, there is a text box containing the message 'No applicable Export Templates', which is highlighted with a red rectangular box.

Saving New Export Template:

Optionally, specify a name below if you wish to save these export customizations as a new Export Template, for re-use in later comparisons.

Export Template Name

Share with Organization

[SAVE CUSTOMIZATIONS](#)

[EXPORT ALL RECORDS INCLUDING VERIFIED](#) [EXPORT VERIFIED RECORDS ONLY](#)

[BACK](#) [GO TO ALL COMPARISONS](#)

The data comparison and verification processes are complete. To see other comparisons or to begin a new, click [GO TO ALL COMPARISONS](#).

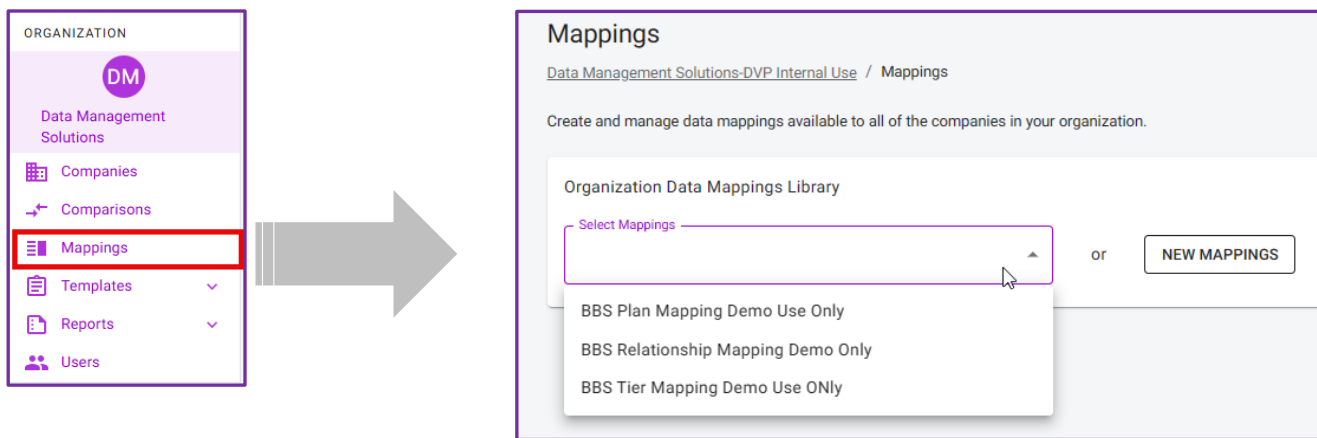
Questions: Contact Support@dms-datavalidate.com

Create Organization Level Mapping

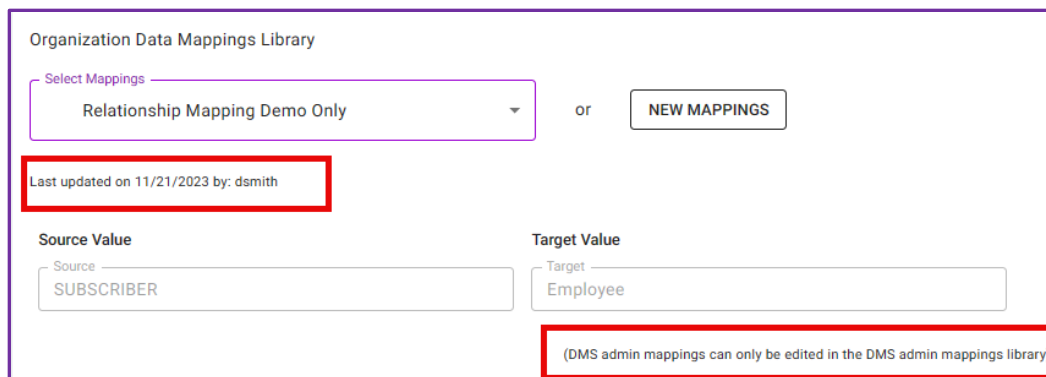
The Streamline application offers Organization Level mapping that can be used across multiple companies. This eliminates the need to create duplicate mappings such as coverage tier and relationship per company.

MAPPINGS under Organization Menu

New Mappings created at the Organization Level are automatically available to all companies within the organization.



The mapping creation level as well as when and who updated the mapping will be indicated below the mapping. Mappings can only be edited/deactivated/deleted at the creation level.

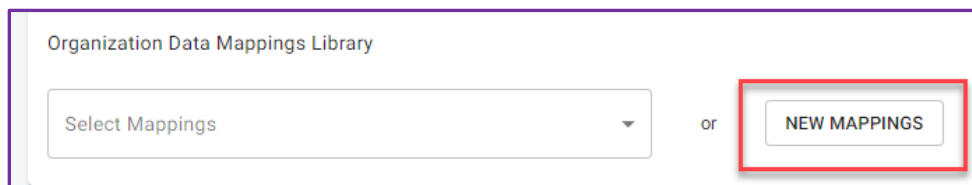


NEW MAPPINGS

This begins the mapping creation process. Add customized mapping for data such as plans, tiers, or departments by utilizing the NEW MAPPINGS button. Existing mappings for the company or created and shared at the Organization level can be re-used or new mappings can be created.

Mappings can be created several ways.

1. Manually create a mapping
2. Import a mapping
3. Copy and reuse an existing mapping

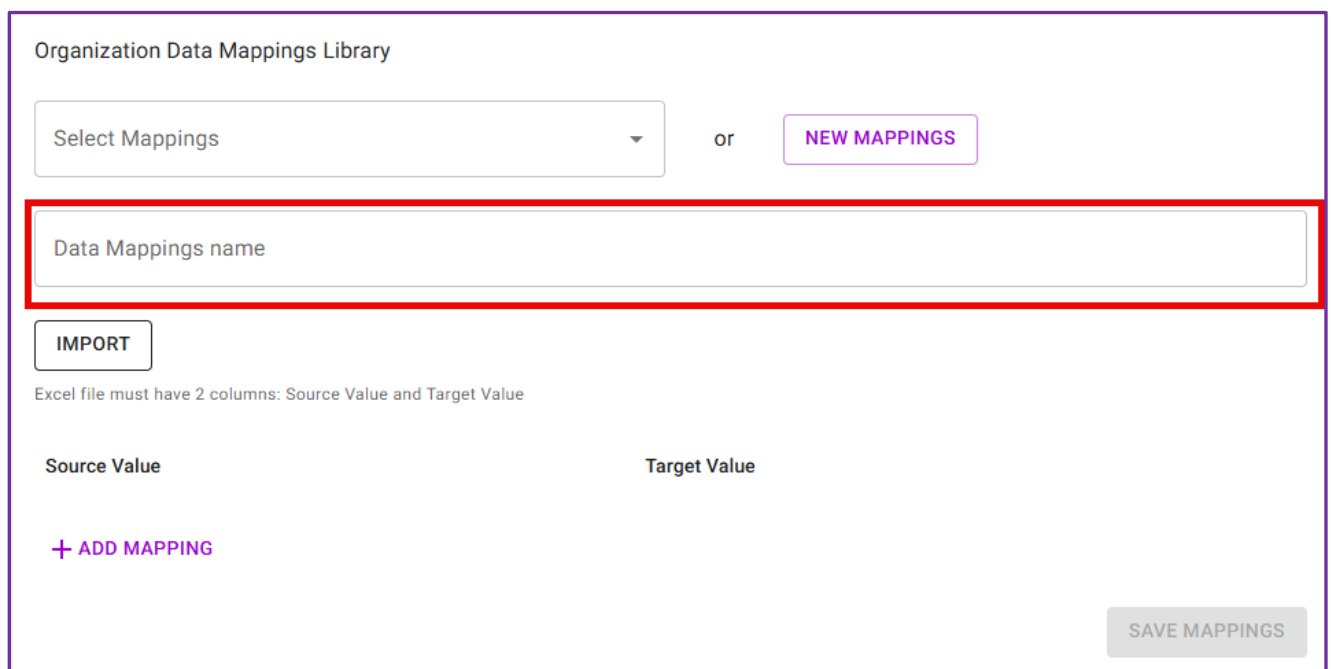


Organization Data Mappings Library

Select Mappings or **NEW MAPPINGS**

Name Mapping

Add an easily identifiable and relevant mapping name. Best practice is to use the data points in the mapping name. For example: BCBS Coverage Tier – EN Coverage Tier. Try to avoid names such as Mapping #1.



Organization Data Mappings Library

Select Mappings or **NEW MAPPINGS**

Data Mappings name

IMPORT

Excel file must have 2 columns: Source Value and Target Value

Source Value	Target Value
+ ADD MAPPING	

SAVE MAPPINGS

Manually Create a Mapping

Enter the Source and Target Values. This allows the system to convert the values and eliminate the need to manually change the values in the files. Once all values have been added, click SAVE MAPPINGS.

Organization Data Mappings Library

Select Mappings ▼ or [NEW MAPPINGS](#)

Data Mappings name
2025-2026 BCBS Medical Plan

[IMPORT](#)

Excel file must have 2 columns: Source Value and Target Value

Source Value	Target Value
Source Medical Plan 1	Target PPO ×
Source Medical Plan 2	Target HSA ×

[+ ADD MAPPING](#)

[SAVE MAPPINGS](#)

Import a Mapping

Enter a mapping name, then select **Import**.

The import file may be a single-sheet Excel file or a CSV file. If you are using an Excel file with multiple sheets, the mapping must be on the first tab—otherwise, the import will fail.

After the data is imported, click Save Mappings. The mapping is now saved and ready to use.

[IMPORT](#)

Excel file must have 2 columns: Source Value and Target Value

Copy and Modify an Existing Mapping

To reuse an existing mapping, search for it in the Select Mappings dropdown. Once selected, click Copy Mappings. The name is appended with (COPY). Rename and make any needed adjustments to the source and target values. Click SAVE MAPPINGS to save the copied mapping.

Organization Data Mappings Library

Select Mappings: ACA Mapping | or NEW MAPPINGS

COPY MAPPINGS

Last updated on 12/10/2025 by: mlaniel

IMPORT

Excel file must have 2 columns: Source Value and Target Value

Source Value	Target Value
Source: Fulltime-Regular	Target: Eligible (Regularly works more than 30 hours a weel) X
Source: Fulltime-Temporary	Target: Eligible (Regularly works more than 30 hours a weel) X
Source: Parttime-Regular	Target: Ineligible (Regularly works less than 30 hours a wee) X
Source: Parttime-Temporary	Target: Ineligible (Regularly works less than 30 hours a wee) X

+ ADD MAPPING

SAVE MAPPINGS

Organization Data Mappings Library

Select Mappings: ACA Mapping | or NEW MAPPINGS

Data Mappings name: ACA Mapping (Copy)

IMPORT

Excel file must have 2 columns: Source Value and Target Value

Source Value	Target Value
Source: Fulltime-Regular	Target: Eligible (Regularly works more than 30 hours a weel) X
Source: Fulltime-Temporary	Target: Eligible (Regularly works more than 30 hours a weel) X
Source: Parttime-Regular	Target: Ineligible (Regularly works less than 30 hours a wee) X
Source: Parttime-Temporary	Target: Ineligible (Regularly works less than 30 hours a wee) X

+ ADD MAPPING

SAVE MAPPINGS



*** If a mapping is currently in use, it cannot be deleted or edited.

*** Deleted mappings are permanent and cannot be reversed.

Confirm below to permanently delete data mappings: **BCBS Cov Type - EN Cov Level**

CANCEL DELETE

CONFIRM DELETE



NOTE: The **SOURCE VALUE** in mapping must be unique. If the same value is used more than once under **SOURCE**, an error will occur. However, it is acceptable to use the same **TARGET VALUE** multiple times.

Data Mappings name
Deduction Code

Source Value	Target Value
Source STD	Target STD 14 day
Source STD	Target STD 30 day

Data Mappings name
Deduction Code

Source Value	Target Value
Source STD 14 day	Target STD
Source STD 30 day	Target STD

Template Library

The Streamline application template library contains three individual libraries:

1. Data Points templates
2. Export templates
3. Email templates

Both data points and export templates can be created and re-used during a compare. These two templates are created at the company level but can be shared with the organization. To access the library, click on TEMPLATES under the company menu and then select the type of template.

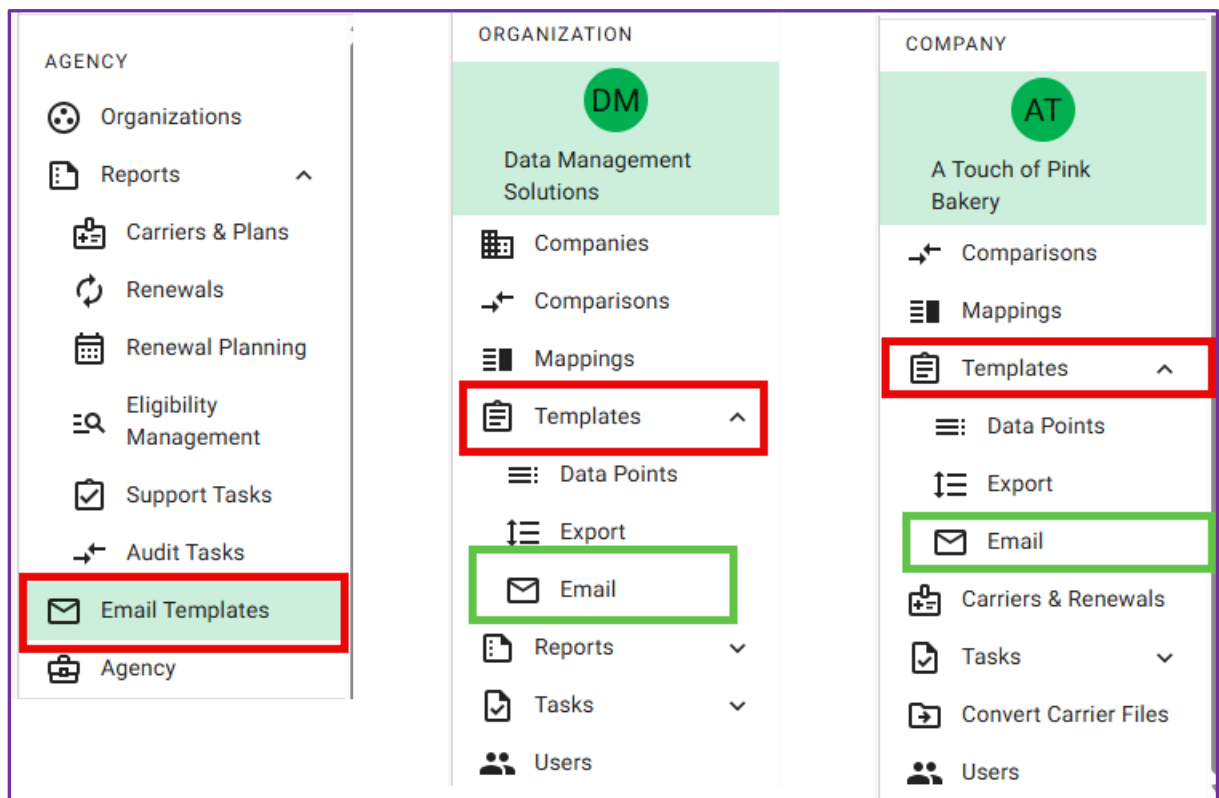
PLEASE NOTE: Any data point and export template shared with an organization and created by an organization administrator, or an organization compare user can be utilized under any company within that specific organization. Company admins which are available under our Platinum Elite subscription will only have access to the templates that are created under their specific company.

The data points and export templates are not editable other than the name. However, they can be deleted. Please be aware that a deleted template cannot be recovered, and the deletion is permanent. If deleted in error, the template will need to be recreated during the compare.

The email template library contains the default system generated emails on the Agency, Organization, and the Company levels. **Please note that Email customization is only available on the Platinum Elite and Subscription Based Audits plans.**

If customization is present the priority is

- Company-level templates take highest precedence
- Organization-level templates are used if no Company template exists
- Agency-level templates are used if neither Company nor Organization templates are available
- If no custom templates are configured, the system defaults to the standard system-generated template



A shared data point or export template will also contain the user who created/last updated the template as well as which company the template originated from.

Data Points Templates

[Data Management Solutions-DVP Internal Use](#) / [Data Points Templates](#) / [Demo Import Template](#)

Browse the Data Points Templates available to all companies during comparisons.

Shared Data Point Templates

-- Data Points Template

Demo Import Template



Shared with Organization from Company: [ML: Demo Company](#)

Last updated on 3/26/2024 by: malanier2024

Baseline File

Secondary File

Employee SSN

Employee SSN

Unique Identifier

Social Security Number

Social Security Number

Unique Identifier

First Name

First Name

Unique Identifier

Middle Name

Middle Name

Unique Identifier

Last Name

Last Name

Unique Identifier

DOB

DOB

Unique Identifier

Employment Status

Employment Status

Unique Identifier

Adding and Removing Companies

Companies can be added or deactivated in the application as needed by the subscriber. A company export file for your specific organization is also available and will include the following fields:

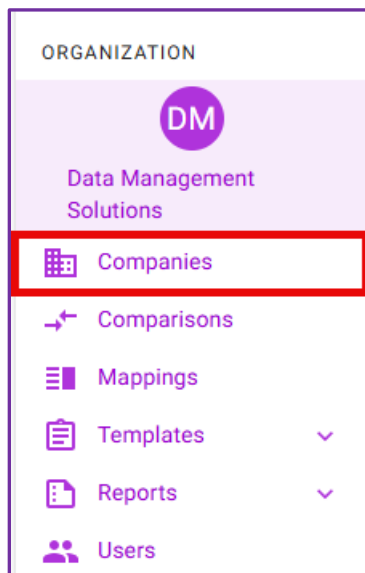
- Company name
- Active status
- Updated at timestamp
- Termination date and reason
- Activation date
- First demo date
- Any associated notes

Please note that only Organization Admins have the ability to deactivate a company.

Import Companies

The Streamline application provides the option to import companies into an organization as well as adding them manually. Using the provided import template, all companies can now be easily added to eliminate manual entry.

Companies can be imported into an organization by selecting Companies in the Organization menu.



Using the provided import template, complete the following fields:

- Company name (Required)
- Notes (Optional)
- First demo date (Optional)
- Activation date (Optional - effective date of company in the application)
- Primary Organization Contact Username (Optional)
- Secondary Organization Contact Username (Optional)
- Organization Benefit Admin System (Optional)

Note: The Organization Benefit Admin System must already exist under the organization for the import to succeed.

Including any additional columns will cause the import to fail.

Company Name	Org Contact 1	Org Contact 2	Active	Updated At
ABC COMPANY	malanier2024	malanier2024	Yes	5/20/2025
A TOUCH OF PINK BAKERY	malanier2024		Yes	10/21/2025

Choose file and click IMPORT.

Import Companies

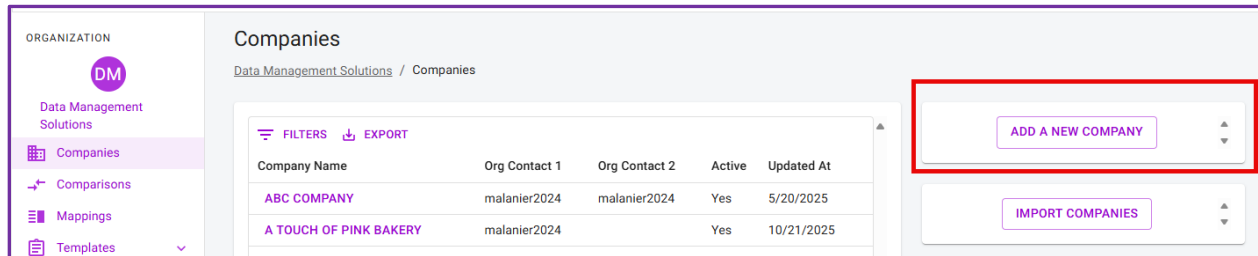
The file should be an Excel file matching the downloadable import template structure. Any additional columns or cells not formatted as Text, will cause the import to fail.

Choose File dms-compani...rt-template.xlsx

IMPORT

Manually add a Company

A company can be manually added to the application by clicking COMPANIES in the left-hand menu and then ADD A NEW COMPANY.



Add the following:

- Company name (**Required**)
- **Demo - check if the company is a demo and to be excluded from exports.**
- Activation date (Optional - effective date of company in application)
- First demo date (Optional)
- Primary Organization Contact (Optional – select from available dropdown. Only Admins and Comparers are included)
- Secondary Organization Contact (Optional – select from available dropdown. Only Admins and Comparers are included)
- GA Renewal Contact (This field is only available to DMS/Agency application users)
- Benefit Admin System (Optional - select from available dropdown)
- Notes (Optional)


Once all information has been added, click SAVE.


New Company


Name


Demo


Demo


Activation Date 

First Demo Date 

Primary Organization Contact 

Secondary Organization Contact 

GA Renewal Contact 


Benefit Admin System 

Notes

SAVE

Deactivate a Company

To deactivate a company, click EDIT

Information 

Company Name: A Touch of Pink Bakery Organization Name: Data Management Solutions

In the available screen uncheck ACTIVE and enter a termination date and a termination reason for the deactivation. Click Save. **Please note that the date has to be current or past. Future termination dates are not available.**


Edit Company


Company Name: ABC Company


Notes

Active Active

Demo Demo

Termination Date 

Termination Reason 

Activation Date 

Benefit Administration System Tracking

The Streamline application provides the option to track the benefit administration systems used for the organization which will then be available for selection at the Company Level. The tracking table is located on the Organization landing page.

The screenshot displays the 'Data Management Solutions-DVP Internal Use' dashboard. It features several sections: 'Information' with fields for Organization Name, Users Count, Total Companies Count, and Active Companies Count; 'Companies' listing ABC Company, Demo Company 1, DS: Demo Company, and JB: Test company; 'Benefit Admin Systems' (highlighted with a red box) listing Employee Navigator, Selerix, and Other 2; and 'Service Types' listing BBS License and Audit Services. Each section has an 'EDIT' or 'NEW' button.

[Add a Benefit Admin System](#)

Navigate to the Organizations landing page as seen in the image above.

Click NEW

This is a close-up of the 'Benefit Admin Systems' section from the previous screenshot. It shows a list of three systems: 'Employee Navigator' (contract began 01/01/2020), 'Selerix' (contract began 01/01/2022), and 'Other 2' (added 04.29.2025). A red box highlights the 'NEW' button in the top right corner of the section.

Click NEW BENEFIT ADMIN SYSTEM

Organization Benefit Admin Systems

Select Existing Benefit Admin System or **NEW BENEFIT ADMIN SYSTEM**

Select the benefit admin system from the available dropdown.

New Benefit Admin System

- Employee Navigator
- Ease
- Selerix
- Plan Source
- BSwift
- Paycom
- UKG Ready
- UKG Pro
- Other
- Other 2
- Other 3

Add any notes pertaining to the system and click SAVE. This system is now available to be added to a Company.

Organization Benefit Admin Systems

Select Existing Benefit Admin System or **NEW BENEFIT ADMIN SYSTEM**

New Benefit Admin System
Employee Navigator

Notes

SAVE

[Edit/Delete a Benefit Admin System](#)

Navigate to the Organizations landing page

Click on the system that you want to edit or delete.

Benefit Admin Systems NEW

	Employee Navigator Notes: EN contract began 01/01/2020
	Selerix Notes: Selerix contract began 01/01/2022
	Other 2 Notes: Other added 04.29.2025

Currently the only field that can be edited is NOTES. Adjust as needed and click SAVE.

To delete the system from the Organization, simply click DELETE. However, please note that if the system is currently in use under a company, the system cannot be deleted. The system will need to be deleted from ALL companies in order to delete.

Organization Benefit Admin Systems

Select Existing Benefit Admin System: or

Benefit Admin System:

Notes:

Service Type Tracking

The Streamline application allows tracking of service types used by the organization. **This information is view-only and accessible exclusively to the designated Billing Contact.** The service type table remains hidden from users who are not designated as the Billing Contact.

Billing Contact:

The screenshot shows two side-by-side panels. The left panel, titled 'Benefit Admin Systems', contains a list of items: 'Employee Navigator' (Notes: EN contract began 01/01/2020), 'Selerix' (Notes: Selerix contract began 01/01/2022), and 'Other 2' (Notes: Other added 04.29.2025). The right panel, titled 'Service Types', is highlighted with a red border and contains a list of items: 'BBS License' (Cost: 89.99, Billing Frequency: Monthly, Notes: This was the first service type) and 'Audit Services' (Cost: 547.00, Billing Frequency: Quarterly, Notes: Audit services are billed quarterly). Both panels have a 'NEW' button in the top right corner.

Non-Billing Contact:

The screenshot shows two side-by-side panels. The left panel, titled 'Benefit Admin Systems', contains a list of items: 'Employee Navigator' (Notes: EN contract began 01/01/2020), 'Selerix' (Notes: Selerix contract began 01/01/2022), and 'Other 2' (Notes: Other added 04.29.2025). The right panel, titled 'Service Types', is highlighted with a red border and is empty.

The Service Type Tracking and the designated Billing Contact is managed by the Agency and cannot be changed by an Organization user.

How to Add a Service Type

1. Navigate to the Organization to add a new service type to
2. Click NEW on the Service Type section
3. Click NEW SERVICE TYPE

Service Types

[Data Management Solutions](#) / [Service Types](#)

View the Service Types in effect for this organization.

Organization Service Types

Select Existing Service Type

4. Complete the following:

- Name** – Enter the name of the Service Type. This field is **required** and must be **unique**.
- Service Type** – Select one option from the dropdown.
- Billing Frequency** – Select the appropriate billing frequency from the dropdown.
- Cost** – Enter the associated cost for this service type for the organization.
- Notes** – Enter any additional information related to this service type.

Organization Service Types

Select Existing Service Type

Name

Service Type

Billing Frequency

Cost

Notes

5. Click **SAVE** to create new service type.

AGENCY

- Organizations
- Reports
- Email Templates
- Agency
- ORGANIZATION**
- Data Management Solutions
- Companies
- Comparisons
- Mappings
- Templates
- Reports
- Tasks

COMPANY

- Select a Company
- Comparisons
- COMPANY
- Select a Company
- Comparisons
- Mappings
- Templates
- Carriers & Renewals
- Tasks
- Eligibility Management
- Support Tasks
- Audit Tasks
- Convert Carrier Files
- Users

Data Management Solutions

Information [VIEW](#)

Organization Name Data Management Solutions	Users Count 15
Total Companies Count 64	Active Companies Count 54
Inactive Companies Count 10	Active Yes
Demo No	Plan Platinum Elite
Admin & Comparer Seats 23	Agency Notes Ability to adds notes for an organization (DMS Admin) Was able to add notes as Org Admin
Subscription Type Monthly	Subscription Received Date 1/3/2024
First Demo Date	Billing Name

Companies [NEW](#)

- ABC Company
- Acme Company
- A Touch of Pink Bakery
- Big Group
- Black Jack Company
- Broker Builder Test Company: 1
- Company created as a GA Agent
- Covenant of Water
- Daphney Test Edited
- demo3
- Demo Company 06.03.2025
- Development Group LLC

Agency Connections [CONNECT](#)

- Streamline my Data Agency
Broker General Agent
- Broker Builder Solutions
Broker General Agent
- IMA
Broker General Agent
- My General Agent
Administrator

Benefit Admin Systems [NEW](#)

- Employee Navigator
Notes: First Use: 09/01/2022
- Other
Notes: Added by Org Admin
- Other 2

Service Types [NEW](#)

- Agency Support created as Agency Admin
Type: Agency Support
Cost: 2500
Billing Frequency: Annual
- Agency Support with Full Support
Type: Agency Support
Cost: 1500
Billing Frequency: Annual
Notes: Credit card on file.
- Agency Support with Limited Resources
Type: Agency Support
Cost: 152.00
Billing Frequency: Monthly
- HR Support
Type: HR Support
Cost: 3585.00
Billing Frequency: Case By Case

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How to Edit/Delete a Service Type

1. Navigate to the Organization to edit an existing service type.
2. Click SERVICE TYPES or NEW on the Service Type section

Service Types [NEW](#)

Agency Support created as Agency Admin
Type: Agency Support
Cost: 2500
Billing Frequency: Annual

3. Click SELECT EXISTING SERVICE TYPE and select the service type to edit

Service Types

[Data Management Solutions](#) / [Service Types](#)

View the Service Types in effect for this organization.

Organization Service Types

Select Existing Service Type

Agency Support created as Agency Admin
Agency Support with Full Support
Agency Support with Limited Resources
HR Support

or

4. Make changes and click SAVE
5. Alternatively, if the service type is being deleted, click DELETE and then CONFIRM DELETE. **Please note that deletions are permanent and cannot be undone.**

Organization Service Types

Select Existing Service Type

or

Name
Agency Support with Limited Resources

Service Type
Agency Support

Billing Frequency
Monthly

Cost
152.00

Notes

Carrier Tracking

The Streamline application provides the option to import or to manually add carrier information for a company. Using the provided template the following information can be imported into the application:

- Company Name (**Required** and must match company name in application)
- Carrier Name (**Required** and must match carrier name found in Import Template)
- Group Number (**Required**)
- Renewal Month (**Required**)
- Renewal Kickoff Days in Advance (Can choose between 30 to 90 days)
- Carrier Invoice Day of Month (Optional)
- Eligibility Management Type (Optional)
- Carrier Inception Date (Optional)
- Carrier End Date (Optional)
- Disable Renewals (Optional Checkbox)
- Carrier Contact Name (Optional)
- Carrier Contact Email (Optional)
- Carrier Contact Phone Number (Optional)
- Notes (Optional)
- Secondary Carrier Contact Name (Optional)
- Secondary Carrier Contact Email (Optional)
- Secondary Carrier Contact Phone Number (Optional)
- Audit Service (Optional Checkbox)
- Organization Eligibility Contact (Optional – select from available dropdown)
- Organization Audit Contact (Optional – select from available dropdown)

Carrier Information can only be imported under the organization but can be manually added under on the Company level.

Carrier information tracking, however, is only available through the Platinum Elite or Subscription Based Audits subscription plans.

Import Carriers

The Import Carriers button can be found on the Organization level under the Companies page.

ORGANIZATION

DM
Data Management Solutions

Companies

Comparisons

Mappings

Templates

Reports

Users

COMPANY

Select a Company

Companies

Data Management Solutions / Companies

FILTERS EXPORT

Company Name	Org Contact 1	Org Contact 2	Active	Updated At
ABC COMPANY	malanier2024	malanier2024	Yes	5/20/2025
A TOUCH OF PINK BAKERY	malanier2024		Yes	10/21/2025
BRITTANY DEMO	brokerverifier		Yes	9/10/2025
CARLA DEMO	brokerverifier		Yes	9/10/2025
CAULIFLOWER TESTING (INACT...			No	10/10/2025
CITY OF BRIDGERTON (INACTIV...			No	10/10/2025
DEMO COMP-08082024 (INACT...			No	10/10/2025

ADD A NEW COMPANY

IMPORT COMPANIES

IMPORT CARRIERS

IMPORT CARRIER PLANS

Using the provided import template, complete all required fields:

- **Company Name:** The company name must match the company name that is currently in the application. If the name does not match, the application will not be able to add the carrier information. (Required)
- **Carrier Name:** The available carriers are provided on a separate reference tab (Carriers(reference)) in the import template. If a desired carrier is not listed, a request can be made to add through our enhancement request form: [Enhancement Request Form - DMS Data Validate \(dms-datavalidate.com\)](https://dms-datavalidate.com) (Required)
- **Group Number:** This is a free-from field for the Group Number assigned to the Company by the carrier. (Optional).
- **Renewal Month** (Required)
- **Renewal Kickoff Days In Advance** (Optional)
- **Carrier Invoice Day Of Month** (Optional)
- **Eligibility Management Type** (Optional- Eligibility Reference tab available in import template)
- **Carrier Inception Date** (Optional)
- **Carrier End Date** (Optional)
- **Disable Renewals** (Optional)
- **Carrier Contact Name** (Optional)
- **Carrier Contact Email** (Optional)
- **Carrier Contact Phone Number** (Optional)
- **Notes** (Optional)
- **Secondary Carrier Contact Name** (Optional)
- **Secondary Carrier Contact Email** (Optional)
- **Secondary Carrier Contact Phone Number** (Optional)
- **Audit Service** (Optional)
- **Organization Eligibility Contact Username** (Optional)
- **Organization Audit Contact Username** (Optional)

The completed template can then be selected using the Choose File button and then IMPORT.

Import Company Carriers

Data Management Solutions-DVP Internal Use / Companies / Import Company Carriers

Import an Excel file to bulk import multiple carriers for any of your organization's companies in a single step.

Import Companies

The file should be an Excel file matching the downloadable import template structure. Any additional columns, invalid carriers, invalid companies, or cells not formatted as Text, will cause the import to fail.

Carrier Import.xlsx

Manually add Carriers

Carrier information can also be manually added on the Company level by selecting Carriers & Renewals from the left menu.

COMPANY

AT

A Touch of Pink Bakery

- Comparisons
- Mappings
- Templates
- Users
- Carriers & Renewals**
- Convert Carrier Files

Click NEW

Carriers

FILTERS EXPORT

Carrier	Group Number	Renewal Month	Active
ADMIN AMERICA	7841	November	Yes
AMERITAS GROUP	AMG-123	December	Yes

Complete all required fields highlighted in red and any optional fields highlighted in yellow, if applicable. Click SAVE once all information has been added.

Once a carrier has been added to the company carrier library, it can then be selected during the audit creation process or updated at a later date.

New Carrier

Carrier ▼
Please contact us to add a carrier not in this list

Group Number

Renewal Month ▼

Renewal Kickoff Days In Advance ▼

Carrier Invoice Day Of Month ▼

Eligibility Management Type ▼

Carrier Inception Date 📅

Carrier End Date 📅

Disable Renewals
 Disable Renewals

Carrier Contact Name

Carrier Contact Email

Carrier Contact Phone

Secondary Carrier Contact Name

Secondary Carrier Contact Email

Secondary Carrier Contact Phone

Audit Service
 Audit Service

Organization Eligibility Contact ▼

Organization Audit Contact ▼

Notes

SAVE

Carrier Plan Tracking

The Streamline application provides the option to manually add carrier plan information for a company and a specific carrier as well as an import option. The following information can be added to the application:

- Carrier (Required and auto defaults to selected carrier)
- Plan Name (Required)
- Benefit Type (Required – select from available dropdown options)
- Group Number (Optional – If Group Number was added at Carrier Level, it will default to the Plan level. However, this field can be overwritten at the plan level)
- Eligibility Management Type (Optional – If Type was added at Carrier Level, it will default to the Plan level. However, this field can be overwritten at the plan level)
- Disable Renewals (Optional Checkbox)
- Notes (Optional)

Carrier plan information tracking, however, is only available through the Platinum Elite or Subscription Based Audits subscription plans.

Import Plan

Carrier specific plans can be imported into the application. Using the provided carrier import template you can import the following fields:

- Company Name (Required)
- Carrier Name (Required – Carrier reference tab included in template)
- Plan Name (Required)
- Benefit Type (Required- Benefit Types reference tab included in template)
- Group Number (Optional)
- Eligibility Management Type (Optional)
- Disable Renewals (Optional)
- Notes (Optional)

The Import Carriers button can be found on the Organization level under the Companies page.

Company Name	Org Contact 1	Org Contact 2	Active	Updated At
ABC COMPANY	malanier2024	malanier2024	Yes	5/20/2025
A TOUCH OF PINK BAKERY	malanier2024		Yes	10/21/2025
BRITTANY DEMO	brokerverifier		Yes	9/10/2025
CARLA DEMO	brokerverifier		Yes	9/10/2025
CAULIFLOWER TESTING (INACT...			No	10/10/2025
CITY OF BRIDGERTON (INACTIV...			No	10/10/2025
DEMO COMP-08082024 (INACT...			No	10/10/2025

Using the provided carrier import template, complete all required fields:

- Company Name (Required)
- Carrier Name (Required – Carrier reference tab included in template)
- Plan Name (Required)
- Benefit Type (Required- Benefit Types reference tab included in template)
- Group Number (Optional)
- Eligibility Management Type (Optional)
- Disable Renewals (Optional)
- Notes (Optional)

The completed template can then be selected using the Choose File button and then IMPORT.



Carriers must be added to each company before importing plans. You may also import multiple plans across multiple carriers and companies in a single import

Manually Add Plan

Plan information can be manually added on the Company level by selecting Carriers & Renewals from the left menu.

COMPANY

AT

A Touch of Pink Bakery

- Comparisons
- Mappings
- Templates
- Users
- Carriers & Renewals**
- Convert Carrier Files

Select the carrier that you would like to add a plan to. Please note that the carrier has to be added prior to adding a plan.

The table below shows the carriers that have been added for your company. [ADD A NEW CARRIER](#)

FILTERS EXPORT

Carrier	Group Number	Renewal Month	Eligibility Management Type	Active	Notes
CVS CAREMARK	PIU-9874	August		Yes	
CIGNA	C123456	February		Yes	Demo
UNITEDHEALTHCARE	UH98745	January		Yes	
ACCESS HEALTH	789541	January		Yes	No notes

Click ADD A NEW PLAN. The location of ADD A NEW PLAN will vary if there are existing plans under the carrier.

Carrier Information

[EDIT](#)

Carrier CVS Caremark	Group Number PIU-9874
Renewal Month August	Renewal Kickoff Days In Advance
Carrier Invoice Day Of Month 1	Eligibility Management Type
Carrier Inception Date	Carrier End Date

Carrier Plans

Plan Name	Benefit	Eligibility Management Type	Inception Date	End Date	Disable Renewals	Active
No Plans Exist						

[ADD A NEW PLAN](#)

Carrier Information

[EDIT](#)

Carrier UnitedHealthcare	Group Number UH98745
Renewal Month January	Renewal Kickoff Days In Advance
Carrier Invoice Day Of Month 15	Eligibility Management Type
Carrier Inception Date	Carrier End Date

Carrier Plans

[ADD A NEW PLAN](#)

[FILTERS](#) [EXPORT](#)

Plan Name	Benefit	Eligibility Management Type	Inception Date	End Date	Disable Renewals	Active
PLAN 1 GOLD	Medical				No	Yes

Complete all required fields highlighted in red and any optional fields highlighted in yellow, if applicable. The fields highlighted in Green are for Agency use only and are not editable to the organization user. Click SAVE once all information has been added.

New Plan

Carrier
Admin America

Plan Name

Benefit Type

Group Number
Using Carrier Group Number: 7841

Eligibility Management Type
Using Carrier Eligibility Management Type: BBS Managed Proprietary

Disable Renewals
 Disable Renewals

Number of Eligible

Number of Enrolled

GA Eligibility Contact
Using GA Eligibility Contact: gaagent

GA Audit Contact
Using GA Audit Contact: gaagent

Notes

SAVE

Email Customization

The Streamline application has customized emails at both the organization and company levels. **Please note that Email customization is only available on the Platinum Elite and Subscription Based Audits plans.**

Customization is available for the following:

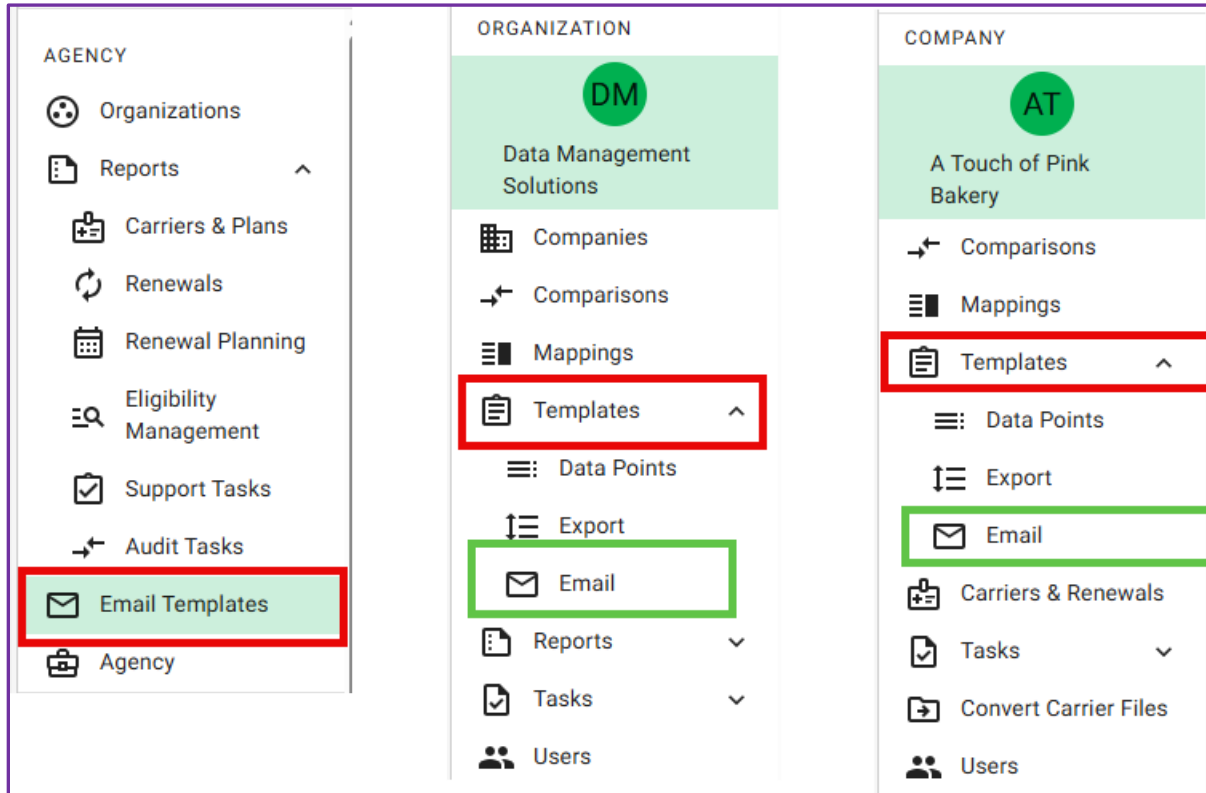
- Audit Task Assignment
- Comparison to Auditor
- Comparison to Verifier
- Eligibility Management Task Assignment
- Eligibility Management Task Assignment – Error Report
- Renewal Task Assignment
- Renewal Task Broker Managed
- Renewal Task Complete
- Renewal Task Kickoff
- Renewal Task Kickoff Follow Up
- Support Task Assignment

Key Features:

1. Customizable Templates:
 - Email templates can be found in the template library at both the organization and company levels.
 - Default language can be fully customized to suit user preferences.
2. Additional Tokens:
 - Include dynamic data like carrier name, discrepancy counts, and missing counts in your emails for more personalized and informative communication.
3. Priority Rules:
 - Company-Level Priority: If email templates are customized at both the organization and company levels, the company-level template will take precedence.
 - Fallback to Organization-Level: If no company customization is present, the application will use the organization-level customization.
 - Default System Emails: If no customization is made at either level, the application will default to the system-generated email.

How to Customize an Email

- To customize an email, navigate to the **Template Library** at the **Agency, Organization, or Company** level, then select **EMAIL**.
 - At the **Agency level**, only the Email Template Library is available, so no dropdown will be displayed.
 - At the **Organization and Company levels**, a dropdown will be available for selection.



- From the Email templates dropdown, select the desired template to customize.

Email Templates

Browse the Email Templates available and customize them if desired.

Agency Email Templates


Email Templates

- Audit Task Assignment
- Comparison to Auditor
- Comparison to Verifier
- Eligibility Management Task Assignment
- Eligibility Management Task Assignment - Error Report
- Renewal Task Assignment
- Renewal Task Broker Managed
- Renewal Task Complete
- Renewal Task Kickoff
- Renewal Task Kickoff Follow Up
- Support Task Assignment

3. Click the edit icon (✎). Please note that if a trashcan icon (🗑️) is available, there is current customization in place for this email.

Agency Email Templates

Email Templates

Audit Task Assignment 

This is a system default email template. Click the edit button above to customize it.

Email subject

Insert token

{{agency_name}}: You have been assigned to {{company_name}} audit task: {{audit_task_name}}.

Email body

Paragraph | B I ↺ | Insert token

Hello {{assignee_first_name}} {{assignee_last_name}},
You have been assigned a new audit task: {{audit_task_name}} for company: {{company_name}}. A comment may be included below.
{{task_notes}}
{{audit_task_direct_link_with_log_in_message}}
Thank you,
on behalf of {{from_first_name}} {{from_last_name}}, {{agency_name}}

Agency Email Templates

Email Templates
Audit Task Assignment

This is a custom email template. It was last updated on 3/30/2026 by: gaagent. Click the edit button above to customize it, or click the delete button to restore the system default template.

Email subject

Insert token

{{agency_name}}: You have been assigned to {{company_name}} audit task: {{audit_task_name}}.

4. Add customized language to the subject line as well as the body. Tokens are available as well and can be added to the email. Tokens vary by email.
5. Click SAVE once customized.

CANCEL SAVE

BenOps: Renewal Wizard

The Renewal Wizard in the Streamline application is a shared workspace where a General Agent (GA) can start a group's renewal and collaborate with designated Organization contact(s) to complete the renewal information checklist—covering items such as Open Enrollment dates and plan details.

Who Does What?

GA (General Agent) → Starts the renewal, reviews/approves, enters testing details, closes task.

Organization Contacts → Provides client information, completes plans checklist, tests, and approves the renewal to Go Live.

How It Works

Step 1: GA Initiates a Renewal

- GA logs into the **Streamline application**.
- Navigate to the company with the upcoming renewal.
- Click **Carriers & Renewals** → **New** under the Renewal section.

The screenshot shows the Streamline application interface. On the left, the navigation sidebar is visible, with 'Carriers & Renewals' highlighted. The main content area is divided into three sections: 'Reports', 'Carriers', and 'Renewals'. The 'Carriers' section displays a table with the following data:

Carrier	Group Number	Renewal Month	Active
ADMIN AMERICA	7841	November	Yes
AMERITAS GROUP	AMG-123	December	Yes
ANTHEM BLUE CROSS BLUE SHIELD	9874	December	Yes
BLUE CROSS BLUE SHIELD	BC 784	November	Yes
BRIGHT BENEFITS	789522	January	Yes
LIBERTY UNION LIFE ASSURANCE C...	M987ZZ	November	Yes

The 'Renewals' section on the right shows a list of renewal tasks, with a 'NEW' button highlighted in a red box. The tasks listed are:

- 2025, January Client Information
- 2025, November Completed
- 2025, December Completed
- 2026, November Review Demo Environment
- 2026, December Live

- Select the **Renewal Month** and **Renewal Beginning Plan Year**, then click **Save**.

New Renewal


Renewal Month ▼

Renewal Beginning Plan Year ▼

SAVE

- An **automated email** notifies the designated Primary and Secondary Organization that a renewal has been created. The designated GA Renewal Contact will also receive this email.

BBS: Renewal Notification. You have been assigned to Full Stack Pancake Diner renewal: 2025, July. Please complete step: Client Information and Plans Checklist - Initial



Hello

The 2025, July renewal for your client, Full Stack Pancake Diner, is quickly approaching. To ensure their employee benefits enrollment portal is ready for re-enrollment, a few key steps require your attention.



Please [click here](#) to log in and complete both the Client Information and Renewal Plans Checklist.

Within the portal, you can upload all relevant plan materials, including (but not limited to) plan documents, rate sheets, and notes on any plan changes.

The client information and plans checklist should be completed at least 10 business days before your desired site open date. Updating plans for renewal, which also includes our internal QA process, takes approximately 5-7 business days. After our internal QA is complete, this allows an additional 1-2 business days for your review and feedback before the site is made available to employees.

We look forward to partnering with you to ensure a smooth and timely renewal for Full Stack Pancake Diner. If this request should be directed to another contact, please provide their information in the comments. We'll be happy to reassign the task accordingly.

Thank you,
on behalf of Mary Lanier, Broker Builder Solutions | Data Management Solutions



Note: Organization contacts and GA Renewal Contact can be found on the Company Detail page.

Information ✎ EDIT

<p>Company Name Fire Solutions Data Management</p> <p>Comparisons Count 2</p> <p>Carriers Count 1</p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <p>Primary Org Contact marytester (Mary Lanier)</p> </div> <p>Primary Org Contact Phone</p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <p>GA Renewal Contact mlanier (Mary Lanier)</p> </div> <p>Notes</p>	<p>Organization Name Data Management Solutions: Testing</p> <p>Users Count 3</p> <p>Active Yes</p> <p>Primary Org Contact Email</p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <p>Secondary Org Contact</p> </div> <p>GA Renewal Contact Email support@dms-datavalidate.com</p>
--	---

Step 2: Organization Completes Client Information

- The Organization will receive a Renewal Kickoff email outlining the next required actions. This email includes a link that, once logged into the application, allows the Organization user to easily access the renewal and begin **Step 1: Client Information**.
- If the Organization wants to take the lead instead of the GA, they can choose Broker Managed and assign an organization contact from the dropdown.
- The user will then complete the Required fields:
 - **Enrollment Start Date** – date the open enrollment is open to the employees
 - **Open Enrollment End Date** - date the open enrollment closes for the employee
 - **Administration End Date** – date the open enrollment closes for admin users such as the HR team or Benefits Administrator
 - **Enrollment Type (Active/Passive)**

- Optional (recommended) fields:
 - COBRA Enrollment Type (Active/Passive)
 - Passive Enrollment Button Enabled (Before, After, Both)
 - Send Deductions Date (if payroll integration is present)
 - Custom Enrollment Welcome & Email Language
 - Comments – **Please note that a comment can be added without submitting the Client Information for GA Review. The comment can also be marked as an Internal Comment and restricted to GA user view only.**

The screenshot shows a text input area for adding a comment. At the top, it says "Add a comment if you'd like to provide any additional context or information." Below this is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Bulleted List, and Numbered List. A large empty text box is provided for the comment. At the bottom of the form, there is a checkbox labeled "GA Internal Comment", which is highlighted with a red rectangular border.

- Close Renewal
- Click **Submit Client Information** → GA is notified for review.

Note: The **Close** and **Delete Renewal** options are available only on the **Client Information** step of the Renewal Wizard.

The **Close** option is designed for renewals marked as *Broker Managed*. It allows agents to close a renewal without completing the remaining steps, preventing any additional email notifications that would typically be triggered later in the process.

Once a renewal is closed:

- It will appear in the renewal list with a **Closed** status instead of **Completed**
- Only **Agency users** have permission to perform this action
- The renewal **cannot be reopened**

If a renewal was created in error, it can be deleted after being closed. Deleting a renewal will:

- Permanently remove it from the carrier page renewal list
- Prevent it from being recovered

Client Information

Complete the form below to submit information for this renewal to the GA Renewal Contact for review.

Broker Managed Details

If the Agency Contact is not managing this renewal please select the Broker Managed checkbox below and optionally select the user who will be managing this renewal.

Broker Managed

Enrollment Start Date



Enrollment End Date



Administration End Date



Enrollment Type



COBRA Enrollment Type



Passive Enrollment Button Enabled



Send Deductions Date



Applicable for payroll integrations

Enrollment Welcome Language

If welcome language varies by classification please specify for each

Enrollment Email Language

If email language varies by classification please specify for each

Comments



SKIP

SUBMIT CLIENT INFORMATION

CLOSE RENEWAL

Step 3: Organization Completes Plans Checklist

- For each listed plan click the **Plan Name** or **Status** to review:

Plans Checklist

Each plan requires it's renewal details to be submitted before the entire plans checklist can be submitted to the GA Renewal Contact for review.

! If a new plan needs to be added please indicate in the comments when submitting the plans checklist.

Comments ▼

SUBMIT PLANS CHECKLIST

Plan Name	Carrier	Benefit Type	Status	Renewing?
2025 DENTAL HIGH	Admin America	Dental	! IN PROGRESS	
2025 MEDICAL OPTION 2-PPO PLAN	Admin America	Dental	! IN PROGRESS	

- If **not renewing** →
 - Select **NO** and add additional information to the General Plan Renewal Notes and/or Comments to indicate if the carrier is being replaced by another or any other pertinent information for the GA contact.
 - Click **Submit Plan Information** (status changes to Submitted).

Plan Name
2025 Dental High (Admin America) ▼

Plan Details ▼

Renewal Details ^

Is this plan renewing? ▼
 No

General Plan Renewal Notes

Comments ▼

BACK

SUBMIT PLAN INFORMATION

- If **renewing** →

- Answer additional questions for the rates, rounding, limits, contributions section, and the eligibility section.
- Upload supporting documents as needed
- Add additional pertinent information in the Comment section

The screenshot shows a web form titled "Renewal Details" with several sections highlighted by colored boxes:

- Green boxes:** Highlight the dropdown menu for "Is this plan renewing?" (set to "Yes"), the "Are Rates, Rounding, Contributions, or Plan Limits Changing?" dropdown, and the "Is eligibility changing?" dropdown.
- Yellow boxes:** Highlight the text input fields for "General Plan Renewal Notes", "Rates, Rounding, Contributions, or Plan Limits Changing Notes", and "Eligibility Changing Notes".
- Blue boxes:** Highlight the "General Plan Documents" and "Eligibility Documents" sections, each showing "No [Category] Documents found." and an "ADD FILE" button.

At the bottom of the form, there is a "Comments" section and two buttons: "BACK" and "SUBMIT PLAN INFORMATION".

- Click **SUBMIT PLAN INFORMATION** once all selections have been made for the specific plan.

- Repeat the process above for each plan listed until all statuses have been changed from IN PROGRESS to SUBMITTED.

Plans Checklist

Each plan requires it's renewal details to be submitted before the entire plans checklist can be submitted to the GA Renewal Contact for review.

! If a new plan needs to be added please indicate in the comments when submitting the plans checklist.

Comments

SUBMIT PLANS CHECKLIST

Plan Name	Carrier	Benefit Type	Status	Renewing?
2025 DENTAL HIGH	Admin America	Dental	✓ SUBMITTED	Yes
2025 MEDICAL OPTION 2-PPO PLAN	Admin America	Dental	! IN PROGRESS	

- Once all plans are submitted, click **Submit Plans Checklist** → GA is notified by an email.

Plans Checklist

Each plan requires it's renewal details to be submitted before the entire plans checklist can be submitted to the GA Renewal Contact for review.

! If a new plan needs to be added please indicate in the comments when submitting the plans checklist.

Comments

SUBMIT PLANS CHECKLIST

Plan Name	Carrier	Benefit Type	Status	Renewing?
2025 DENTAL HIGH	Admin America	Dental	✓ SUBMITTED	Yes
2025 MEDICAL OPTION 2-PPO PLAN	Admin America	Dental	✓ SUBMITTED	Yes

Step 4: GA Reviews & Collaborates

- GA will receive an email when the Organization contact completes the Client Information and/or Plans Checklist.
 - GA Review Client Information – Approval**

After the organization contacts have entered all required information, and no further details are needed, the GA should add any desired comments and then click **APPROVE CLIENT INFORMATION**.

- **GA Review Client Information – Request Changes**

If additional information or clarification is needed, the GA should add a comment and then click **REQUEST CHANGES**. This will send an email with the comment to the organization contacts

- **GA Review Plans Checklist – Approval**

For each listed plan, click the Plan Name or Status to review.

REQUEST CHANGES TO PLANS CHECKLIST

Plan Name	Carrier	Benefit Type	Status	Renewing?
2025 DENTAL HIGH	Admin America	Dental	! GA REVIEW	Yes
2025 MEDICAL OPTION 2-PPO PLAN	Admin America	Dental	! GA REVIEW	Yes

If all required information and documents have been provided by the organization contacts and no further details are needed, the GA should add any desired comments and then click **APPROVE PLAN INFORMATION**.

- **GA Review Plans Checklist – Request Changes**

If additional information or clarification is needed, the GA should add a comment and then click **REQUEST CHANGES**. This will send an email with the comment to the organization contacts

- When all plans have been approved, click **APPROVE PLANS CHECKLIST**.

- Collaboration continues until both steps are approved.

Steps 5 & 6: Testing & Go Live

- Once the Client Information and the Plans Checklist have been approved, it is time to set up the Demo Environment in the Benefit Administration System. On Step 5, the GA enters **testing details** such as demo users and instructions in the Demo Environment Notes section as well as any additional comments or files and then clicks SUBMIT DEMO ENVIRONMENT INFORMATION.

GA Setup Demo Environment

Please provide the demo environment information below and submit it for review by the Organization Contacts.

Demo Environment Notes

Comments

SUBMIT DEMO ENVIRONMENT INFORMATION

- Organization is notified by automated email and begins testing in the **Benefit Administration System**.
- Request Changes:
 - If changes are needed, the Organization user will add a comment and/or files requesting the change to the Benefit Administration system and click **Request Change**.
- After successful testing:
 - Organization checks all acknowledgment boxes if all testing was successful.

- Clicks **Go Live** (button activates only when all boxes are checked).

Review Demo Environment

The Organization Contacts will review the submitted demo environment information below and either approve or request changes.

Demo Environment Information

Demo Environment Notes

Demo Users:
username: Demo
password: Testing

Please check that all plans are visible with correct rates.

Demo Environment Review Checklist

The following items must be reviewed and verified before the demo environment can be approved and the Go Live button becomes available. If there is an issue with any of the below items please use the comments section to provide details and request changes.

- Are the benefit plans associated with each class and/ or business unit showing in the open enrollment engine?
- Do ALL employee per pay deductions reflect as expected in the open enrollment engine (Medical, Dental, Flex, Voluntary Life, Voluntary STD, Voluntary LTD, etc...?)
- Do the plan limits for any applicable H.S.A, FSA, Limited Purpose FSA, Parking, Transit, or Dependent Care FSA reflect as expected?
- Do all plan documents associated with each plan reflect as expected?
- Does all plan communication language reflect as expected?
- Are all onboarding/employee tasks showing as expected (if applicable)?
- Are all required demographic fields showing as expected for employees and dependents?

Comments

GO LIVE REQUEST CHANGES

Demo Environment Review Checklist

The following items must be reviewed and verified before the demo environment can be approved and the Go Live button becomes available. If there is an issue with any of the below items please use the comments section to provide details and request changes.

- Are the benefit plans associated with each class and/ or business unit showing in the open enrollment engine?
- Do ALL employee per pay deductions reflect as expected in the open enrollment engine (Medical, Dental, Flex, Voluntary Life, Voluntary STD, Voluntary LTD, etc...?)
- Do the plan limits for any applicable H.S.A, FSA, Limited Purpose FSA, Parking, Transit, or Dependent Care FSA reflect as expected?
- Do all plan documents associated with each plan reflect as expected?
- Does all plan communication language reflect as expected?
- Are all onboarding/employee tasks showing as expected (if applicable)?
- Are all required demographic fields showing as expected for employees and dependents?

Comments

GO LIVE **REQUEST CHANGES**

Step 7: Renewal Completion

- Once live, the renewal is **locked**—previous steps cannot be reopened.
- Post-Go Live:

Organization Contacts: The renewal is complete, and no further action is required. However, if changes are requested after the renewal has gone live, the organization may still add comments or upload documents linked to specific plans.

Renewal: 2025, October

[Fire Solutions Data Management](#) / [Renewals](#) / 2025, October - Live

- Client Information
- Plans Checklist
- GA Review Client Information
- GA Review Plans Checklist
- GA Setup Demo Environment
- Review Demo Environment
- Live

Live

This renewal is marked to go live! You can view the details of this renewal by viewing the information on the prior steps.

If you have any questions, or need to make changes or upload documents pertaining to this renewal, please submit a comment with this information below.

Comments



The screenshot shows a renewal task interface with a checklist of steps: Client Information, Plans Checklist, GA Review Client Information, GA Review Plans Checklist, GA Setup Demo Environment, Review Demo Environment, and Live. Below the checklist, there is a 'Live' status indicator and a message: 'This renewal is marked to go live! You can view the details of this renewal by viewing the information on the prior steps. If you have any questions, or need to make changes or upload documents pertaining to this renewal, please submit a comment with this information below.' A red box highlights a 'Comments' section containing a text area with a rich text editor (Paragraph, Bold, Italic, Bulleted List, Numbered List) and a dropdown menu for 'Plan'. Below the comment box is an 'Attachments' section with an 'ADD FILE' button. At the bottom, a 'SUBMIT COMMENT' button is highlighted with a red box.

- GA closes the renewal task in the system. **Please notice that the Complete & Close Task is only available on the GA Contact access.**

The screenshot shows a renewal task interface for 'Renewal: 2025, October'. The breadcrumb trail is 'Fire Solutions Data Management / Renewals / 2025, October - Live'. The checklist of steps is identical to the previous screenshot: Client Information, Plans Checklist, GA Review Client Information, GA Review Plans Checklist, GA Setup Demo Environment, Review Demo Environment, and Live. Below the checklist, there is a 'Live' status indicator and a message: 'This renewal is marked to go live! You can view the details of this renewal by viewing the information on the prior steps. If you have any questions, or need to make changes or upload documents pertaining to this renewal, please submit a comment with this information below.' A 'Comments' dropdown menu is visible. At the bottom right, a 'COMPLETE & CLOSE TASK' button is highlighted with a red box.

- A **final closeout email** is sent, marking the renewal complete and ready for the next cycle.

✓ With this new Renewal Wizard, GAs and Organizations have a streamlined, collaborative, and transparent process to ensure smooth renewals every year.

Companies Table for Renewals

We've added a new feature to the Companies table at the organization level. A new column now displays whether a company has an active renewal in progress.

The screenshot shows a web application interface for 'Data Management Solutions'. The left sidebar contains navigation options: 'ORGANIZATION' (highlighted with a red box), 'Companies' (highlighted with a red box), 'Comparisons', 'Mappings', 'Templates', 'Reports', 'Eligibility Management', and 'Users'. The main content area is titled 'Companies' and displays a table with the following data:

Company Name	In Renewal	Org Contact 1	Org Contact 2
ABC COMPANY	✓	malanier2024	malanier2024
A TOUCH OF PINK BAKERY	✓	malanier2024	
BRITTANY DEMO	✓	brokerverifier	
CARLA DEMO	✓	brokerverifier	
CAULIFLOWER TESTING (INACTIVE)			
CITY OF BRIDGERTON (INACTIVE)			
DECEMBER DEMO COMPANY	✓	brokerverifier	
DEMO COMP-08082024 (INACTIVE)			

The 'In Renewal' column is highlighted with a red box, indicating that companies with a green checkmark have an active renewal in progress. The table also includes 'FILTERS' and 'EXPORT' options at the top, and a pagination indicator '1-8 of 29' at the bottom right.

Eligibility Management Tracking

The Eligibility Management Tracking module is designed to streamline and record all manual enrollment handling activities. This module supports tracking for recurring eligibility management, open enrollment (OE) manual processing and carrier error reports.

To ensure complete visibility, users can log the method of processing, timeframes, assigned staff, and relevant enrollment counts.

Creating a new Eligibility Management Task is straightforward, but there are a few rules to keep in mind. **Tasks can only be created by an Agency User** and may be created at **three levels**:

- **Organization level**
- **Company Level**
- **Company Carrier level**

Tasks **cannot** be created at the Agency level, although they **can be viewed and exported** there.

Eligibility Management Tracking Tables:

Agency:

The screenshot shows the 'Eligibility Management' interface. On the left is a sidebar with navigation options: AGENCY (circled in red), Organizations, Reports, Carriers & Plans, Renewals, Renewal Planning, Eligibility Management (highlighted in green), Support Tasks, Audit Tasks, Email Templates, and Agency. The main content area is titled 'Eligibility Management' and includes the BENOPS logo. Below the title, it states: 'The table below shows all of the eligibility management tasks that have been created under your agency.' The table is titled 'Eligibility Management Tasks' and has columns for Organization, Company, Carrier Name, Task Name, Changes Date Range, and Task T. The table contains five rows of data.

Organization	Company	Carrier Name	Task Name	Changes Date Range	Task T
DATA MANAGE...	A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	FILE FAILED	(n/a)	Issue
DATA MANAGE...	ABC COMPANY	BLUE CROSS BLUE SHIELD OF ...	JSDF;LKASJDF;LJAS;KDLFJ;A...	(n/a)	Issue
DATA MANAGE...	ACME COMPANY	GUARDIAN	ISSUES FOR 03/19/2026	(n/a)	Issue
DATA MANAGE...	WHAT'S THIS ...	GUARDIAN	TESTING REASSIGN AND COM...	(n/a)	Issue
DATA MANAGE...	A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	EMT ISSUE 1	(n/a)	Issue

Organization:

ORGANIZATION

DM

- Data Management Solutions
- Companies
- Comparisons
- Mappings
- Templates
- Reports
- Tasks
- Eligibility Management
- Support Tasks
- Audit Tasks
- Users

Eligibility Management

Data Management Solutions / Eligibility Management

NEW

Eligibility Management Tasks

[FILTERS](#) [EXPORT](#)

Company	Carrier Name	Task Name	Changes Date Range	Task Type
A TOUCH OF PL...	BLUE CROSS BLUE SHIELD	FILE FAILED	(n/a)	Issue
ABC COMPANY	BLUE CROSS BLUE SHIELD OF ...	JSDF;LKASJDF;LJAS;KDLFJ;A...	(n/a)	Issue
ACME COMPANY	GUARDIAN	ISSUES FOR 03/19/2026	(n/a)	Issue
WHAT'S THIS ...	GUARDIAN	TESTING REASSIGN AND COM...	(n/a)	Issue
A TOUCH OF PL...	BLUE CROSS BLUE SHIELD	EMT ISSUE 1	(n/a)	Issue
A TOUCH OF PL...	BLUE CROSS BLUE SHIELD	ISSUE I@##\$	(n/a)	Issue
A TOUCH OF PL...	BLUE CROSS BLUE SHIELD	TESTING 03.17.2026	(n/a)	Issue

Company:

DM

Data Management Solutions

- Companies
- Comparisons
- Mappings
- Templates
- Reports
- Tasks
- Users
- COMPANY
- Eligibility Management
- Support Tasks
- Audit Tasks
- Convert Carrier Files
- Users

Eligibility Management

A Touch of Pink Bakery / Eligibility Management

NEW

Eligibility Management Tasks

[FILTERS](#) [EXPORT](#)

Carrier Name	Task Name	Changes Date Range	Task Type	Processing/Err
BLUE CROSS BLUE SHIELD	FILE FAILED	(n/a)	Issue	File Transmiss
BLUE CROSS BLUE SHIELD	EMT ISSUE 1	(n/a)	Issue	File Transmiss
BLUE CROSS BLUE SHIELD	ISSUE I@##\$	(n/a)	Issue	File Structure U
BLUE CROSS BLUE SHIELD	TESTING 03.17.2026	(n/a)	Issue	File Transmiss
BLUE CROSS BLUE SHIELD	OR USER 03.17.2026	(n/a)	Issue	File Structure U
BLUE CROSS BLUE SHIELD	SKLDFJALKSJDFKLSJDFLKA...	(n/a)	Issue	File Transmiss
BLUE CROSS BLUE SHIELD	WHAT IN THE WORLD!!!	(n/a)	Issue	
BLUE CROSS BLUE SHIELD	BCBS FILE ERROR	(n/a)	Issue	File Transmiss

1-8 of 25

Company Carrier Level:

The screenshot displays the 'Blue Cross Blue Shield' carrier page. The breadcrumb path 'A Touch of Pink Bakery / Carriers / Blue Cross Blue Shield' is highlighted in red. The left sidebar shows 'COMPANY' and 'Carriers & Renewals' highlighted. The main content area includes 'Carrier Information' with fields like Carrier, Group Number, Renewal Kickoff Days In Advance, Carrier Invoice Day Of Month, Eligibility Management Type, and Active. Below this is a 'Carrier Plans' table with columns for Plan Name, Benefit, and Eligibility Management Type. At the bottom, there is an 'Eligibility Management Tasks' section with a 'NEW' button highlighted in red.

The fields presented will vary slightly depending on where the task is created and what task is selected.

- When created at the **organization level**, you will need to manually select both the company and the carrier.
- When created at the **company level**, the company is pre-populated for you.
- When created at the **company carrier level**, the company and carrier information is pre-populated for you.

How It Works

Creating a Task at the Organization Level

1. **Navigate to the organization or company** where the task will be created.
2. Select **Eligibility Management** from the left menu under **TASKS**, then click **NEW**.

The screenshot shows the 'Eligibility Management' page. On the left is a sidebar with navigation options: ORGANIZATION, Data Management Solutions, Companies, Comparisons, Mappings, Templates, Reports, Tasks, Eligibility Management (highlighted), Support Tasks, Audit Tasks, and Users. The main content area is titled 'Eligibility Management' and contains a table of 'Eligibility Management Tasks'. A 'NEW' button is visible in the top right corner of the table area.

Company	Carrier Name	Task Name	Changes Date Range	Task Type
ABC COMPANY	AIG - AMERICAN GENERAL	ASDSFDGFDVADSFASFASHJK...	(n/a)	Error Report
A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	FILE FAILED	(n/a)	Issue
ABC COMPANY	BLUE CROSS BLUE SHIELD OF ...	JSDF;LKASJDF;LJAS;KDLFJ;A...	(n/a)	Issue
ACME COMPANY	GUARDIAN	ISSUES FOR 03/19/2026	(n/a)	Issue
WHAT'S THIS ...	GUARDIAN	TESTING REASSIGN AND COM...	(n/a)	Issue
A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	EMT ISSUE 1	(n/a)	Issue
A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	ISSUE !@##\$	(n/a)	Issue

Company & Carrier Selection

- Choose the **company** from the dropdown if creating on the organization level. If the task is created on company level, the company will be preselected.
- Choose the **carrier** for that company.

If you see the highlighted message indicating the eligibility type is not supported, the type must be updated before a task can be created. This typically indicates that the field is blank.


The screenshot shows the 'New Eligibility Management Task' form. It has two dropdown menus: 'Company' (selected: A Touch of Pink Bakery) and 'Carrier' (selected: Liberty Union Life Assurance Company). Below the dropdowns, a red-bordered box contains the following message: 'There are no available tasks to create for carrier: Liberty Union Life Assurance Company with eligibility management type: n/a. [Click here](#) to view or edit the eligibility management type for this carrier.'

Select the Eligibility Management Task Type

Choose from the dropdown:

1. **Recurring Enrollment Processing** – for tasks performed on a set schedule (e.g., weekly updates).
2. **Open Enrollment Processing** – for tasks related to once-per-plan-year OE changes.
3. **Error Report** – for tasks related to error reports received from carriers as a result of submitted files.
4. **Issue** – for tasks related to carrier files such as file transmissions, or file mapping issues

New Eligibility Management Task



ABC Company / Carriers / AIG - American General / New Eligibility Management Task

New Eligibility Management Task

Company ▼

ABC Company

Carrier ▼

AIG - American General

Eligibility Management Task Type ▲

Recurring Enrollment Processing

Open Enrollment Processing

Error Report

Issue

Required Fields for Creating an Enrollment Processing Task

NAME: Enter a unique task name (required per company).

Best practice is to include both the **carrier's name** and the **date range** of the changes or other information to create a unique name that is not repeatable for the specific company.

Examples:

- *Blue Cross: Weekly 12/15/25 – 12/21/25*
- *Blue Cross: November 2025 OE*

ASSIGNEE: Select the user responsible for completing the task.

The assigned user will receive an email notification indicating that a new task has been assigned to them, along with a direct link to the task so they can access it without navigating through the application. If the assignee is changed after the task has been created—but before it is completed—the newly assigned user will also receive an email notification.

Note: The assignee may be changed after creation, but not after task completion.

CHANGES FROM DATE: Enter or select the beginning date of the change window.

Example: For changes from 12/15/2025 to 12/21/2025, the “From Date” is **12/15/2025**.

CHANGES TO DATE: Enter or select the ending date of the change window.

Example: **12/21/2025**

***** If open enrollment changes, the changes from and to ARE OPTIONAL. However, it is recommended to use the first day of the new plan year. Example: November 2025 open enrollment will reflect 11/01/2025 as both the from and to date.**

Name	
Assignee	▼
Changes From Date	📅
Changes To Date	📅

Processing Type

Choose how the changes were processed:

1. **Carrier Portal** – changes keyed directly in the carrier portal
2. **Email** – changes submitted in the body of an email
3. **Spreadsheet** – changes submitted via an attached spreadsheet
4. **Other** – any method not covered above

Processing Type
Carrier Portal
Email
Spreadsheet
Other

Required Counts for Completion:

These fields are required for all processing types.

The task may be saved with these fields blank, but **cannot be completed** until they are filled in.



1. **Changed Enrollment Count** – number of enrollment changes; enter **0** if none
2. **Verified Enrollment Count** – number of items verified; enter **0** if none

3. Demographic Changes Count – number of demographic-only changes; enter 0 if none


Changed Enrollment Count
Verified Enrollment Count
Demographic Changes Count

Additional Required Fields for Completion (If Processing Type is NOT Carrier Portal):

- **Processing Submitted Date** – date changes were sent to the carrier or responsible party
- **Processing Confirmed Date** – date confirmation was received that changes were processed

Processing Submitted Date	
Processing Confirmed Date	

If a spreadsheet was used, upload it via **ADD FILES**.

Upload Files
 ADD FILE

Required Fields for Creating an Error Report Task

NAME: Enter a unique task name (required per company).

Best practice is to include both the **carrier's name** and the **date range** of the changes or other information to create a unique name that is not repeatable for the specific company.

Examples:

- *Blue Cross: Weekly 12/15/25 – 12/21/25*
- *Blue Cross: November 2025 OE*

ASSIGNEE: Select the user responsible for completing the task.

The assigned user will receive an email notification indicating that a new task has been assigned to them, along with a direct link to the task so they can access it without navigating through the application. If the assignee is changed after the task has been created—but before it is completed—the newly assigned user will also receive an email notification.

Note: The assignee may be changed after creation, but not after task completion.

Additional Required Fields for Completion:

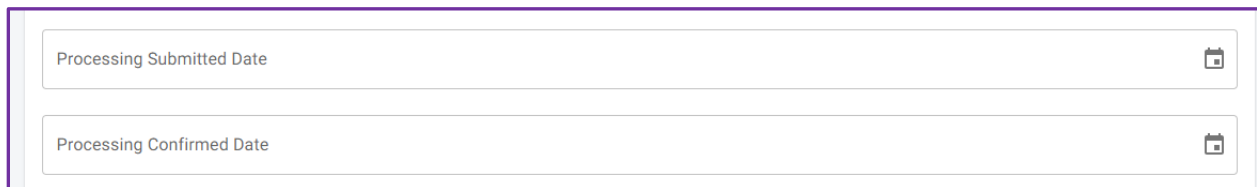
ERROR REPORT RECEIPT TYPE: Select how the error report was provided.

ERROR REPORT RECEIVED DATE: Select when the error report was received.

ERROR RECEIVED: Select Yes or No to indicate that the carrier error report contained errors.

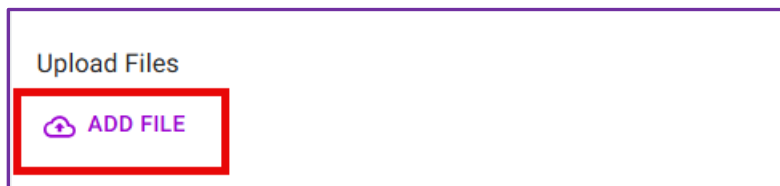
Processing Submitted Date – date error resolutions were sent to the carrier or responsible party

Processing Confirmed Date – date error resolution confirmation was received



The image shows two date selection fields stacked vertically. The top field is labeled 'Processing Submitted Date' and the bottom field is labeled 'Processing Confirmed Date'. Both fields have a small calendar icon on the right side, indicating they are date pickers.

If a spreadsheet was used, upload it via **ADD FILES**.



The image shows a section titled 'Upload Files'. Below the title is a button with a cloud icon and the text 'ADD FILE'. The button is highlighted with a red rectangular border.

Required Fields for Creating an Issue Task

NAME: Enter a unique task name (required per company).

Best practice is to include both the **carrier's name** and the **date of the issue** or other information to create a unique name that is not repeatable for the specific company.

ASSIGNEE: Select the user responsible for completing the task.

ISSUE TYPE: Select the issue for this task.

If supporting files or documentation is available, upload it via **ADD FILES**.



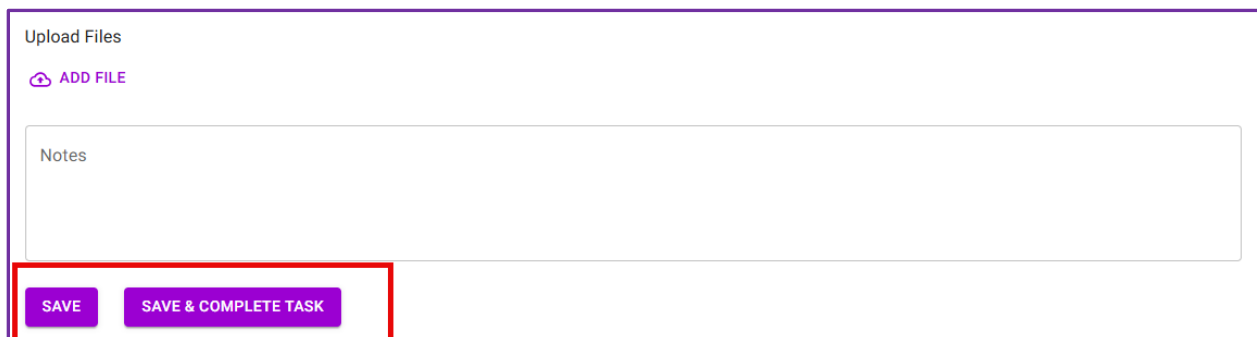
Upload Files

 ADD FILE


Final Steps for all Task Types

- Add any relevant details in the Comments and/or Supplemental Information sections.
- Click **SAVE** or **SAVE & COMPLETE TASK**.

The **SAVE & COMPLETE TASK** button becomes enabled only when all required fields are completed based on the selected processing type.



Upload Files

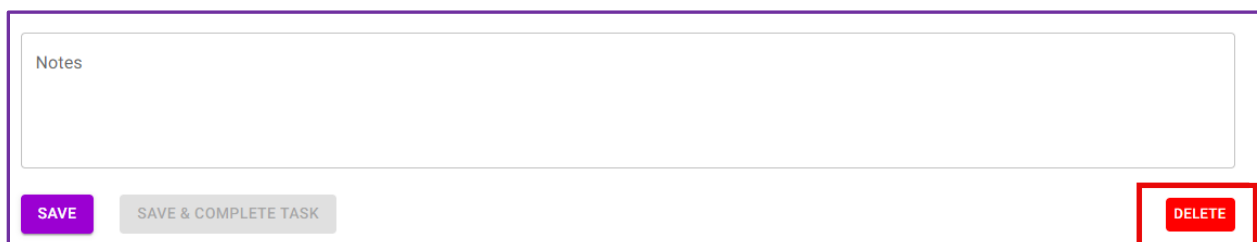
 ADD FILE

Notes

SAVE **SAVE & COMPLETE TASK**

Important Notes

- A completed task can be deleted but ONLY by an agency user.
- ***The deletion is permanent and the task cannot be restored!***



Notes

SAVE **SAVE & COMPLETE TASK** **DELETE**

Support Tasks

The Support Task module is designed to streamline and to provide a structured way to manage requests that fall outside of Eligibility Management Tasks.

This module allows both **Organization** and **Agency** users to create support tasks for a selected Company, with optional selection of a **Carrier** and **Carrier Plan**, along with a defined **Task Type**.

Available task types include:

- Plan Build
- Broker Support
- HR Support
- ACA
- Compliance
- Reporting
- Other

The Support Task module is designed to capture and track items that are not related to recurring enrollment processing, open enrollment, error reports, or issue workflows—helping improve organization and visibility of support-related activities.

Organization User Access

Organization users with **Admin, Comparer, or Task access** can create Support Tasks to log non-enrollment-related requests. When creating a task, Organization users can select the task type but **cannot assign the task**.

Instead, the task is automatically routed to the Agency's designated support email, as defined on the **Agency Detail** page.

Agency User Access

Once a Support Task is created, **Agency users** can review and reassign the task as needed. This ensures proper routing, ownership, and follow-up.

Benefits

- Centralizes support-related requests within the platform
- Improves visibility and tracking of non-enrollment tasks
- Enhances accountability and communication between organizations and agencies

Examples

Common uses for Support Tasks include:

- Submitting an ACA-related question
- Reporting an incorrect plan build
- Requesting general broker or HR support

The fields presented will vary slightly depending on where the task is created and what task and issue type is selected the same as the Eligibility Management tasks from earlier.

- When created at the **organization level**, you will need to manually select both the company and the carrier (optional).
- When created at the **company level**, the company is pre-populated for you.
- When created at the **company carrier level**, the company and carrier information is pre-populated for you.

How It Works

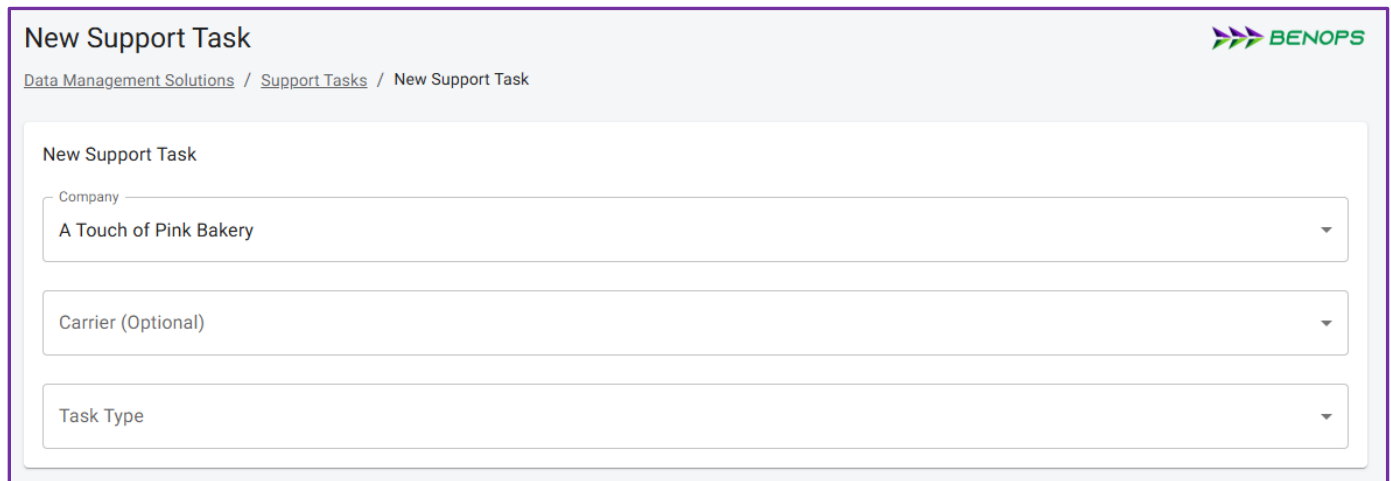
1. **Navigate to the organization or company** where the task will be created.
2. Select **Support Tasks** from the left menu under **TASKS**, then click **NEW**.

The screenshot shows the 'Support Tasks' page in the Streamline application. The left-hand navigation menu is visible, with 'Support Tasks' selected under the 'TASKS' category. The main area displays a table of existing support tasks. A 'NEW' button is highlighted in the top right corner of the table area.

Company	Carrier Name	Plan Name	Task Name	Task Type	Assign
A TOUCH OF PL...	(n/a)	(n/a)	NEW TASK ADDED	Plan Build	ima_aç
A TOUCH OF PL...	BLUE CROSS BLUE SHIELD	(n/a)	INCORRECT MAPPING FOR FU...	Plan Build	
A TOUCH OF PL...	BLUE CROSS BLUE SHIELD	Blue Options Plan 1	INCORRECT MAPPING FOR FU...	Plan Build	gaager
A TOUCH OF PL...	(n/a)	(n/a)	SUPPORT TASK -REPORETING	Reporting	dmsag
A TOUCH OF PL...	(n/a)	(n/a)	PLAN BUILD SUPPORT TASK	Plan Build	dmsag
A TOUCH OF PL...	(n/a)	(n/a)	JFALKJDFL;KAJSDFKL;AJSD;K...	Broker Support	ima_aç
A TOUCH OF PL...	(n/a)	(n/a)	CREATE A NEW REPORT FOR ...	Reporting	gaager
A TOUCH OF PL...	SOLSTICE	(n/a)	CREATING SUPPORT TASK AS ...	Other	

3. Company & Carrier Selection

- Choose the **company** from the dropdown if creating on the organization level. If the task is created on company level, the company will be preselected.
- OPTIONAL: Choose the **carrier** for that company.



New Support Task

Data Management Solutions / Support Tasks / New Support Task

New Support Task

Company
A Touch of Pink Bakery

Carrier (Optional)

Task Type

4. Task Type

- Select from the dropdown:
 - Plan Build
 - Broker Support
 - HR Support
 - ACA
 - Compliance
 - Reporting
 - Other

Required Fields for Creating a Support Task

NAME: Enter a unique task name (required per company).

ASSIGNEE: Select the user responsible for completing the task.

The assigned user will receive an email notification indicating that a new task has been assigned to them, along with a direct link to the task so they can access it without navigating through the application. If the assignee is changed after the task has been created—but before it is completed—the newly assigned user will also receive an email notification.

Note: The assignee may be changed after creation, but not after task completion.

If supporting files or documentation is available, upload it via **ADD FILES**.



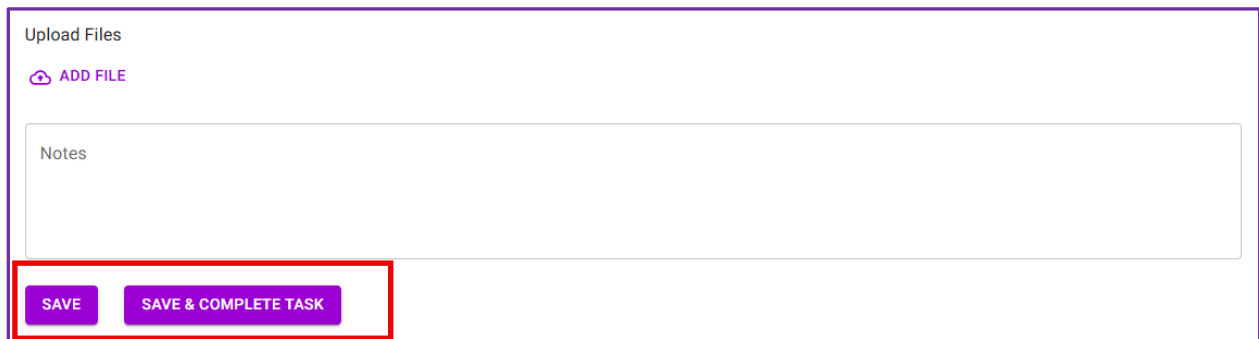
Upload Files

 **ADD FILE**


Final Steps for all Task Types

- Add any relevant details in the Comments and/or Supplemental Information sections.
- Click **SAVE** or **SAVE & COMPLETE TASK**.

The **SAVE & COMPLETE TASK** button becomes enabled only when all required fields are completed based on the selected processing type.



Upload Files

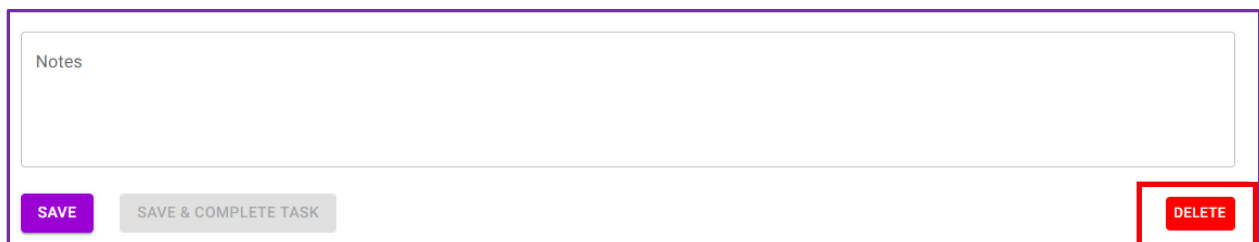
 **ADD FILE**

Notes

SAVE **SAVE & COMPLETE TASK**

Important Notes

- A completed task can be deleted but ONLY by an agency user.
- ***The deletion is permanent and the task cannot be restored!***



Notes

SAVE **SAVE & COMPLETE TASK** **DELETE**

Audit Tasks

The **Audit Task** module is designed to streamline the creation and management of audit-related tasks. Users can upload up to **three files** to support the audit process, allowing for a more efficient and organized workflow.

Once an Audit Task is created:

- The system automatically generates the associated **comparison** for the assigned user
- This reduces manual setup and simplifies the audit process

When an Audit Task is created by an **Organization user**:

- The task is automatically assigned to the **designated Agency Support Email**
- **Agency users** can reassign the task as needed to ensure proper ownership and workflow management

After the comparison is completed:

- **Agency users** can close the Audit Task directly within the audit

How It Works


1. **Navigate to the organization or company** where the task will be created.
2. Select **Audit Tasks** from the left menu under **TASKS**, then click **NEW**.

The screenshot shows the 'Audit Tasks' page in the Streamline application. On the left is a navigation menu with 'Audit Tasks' highlighted. The main content area displays a table of audit tasks with columns for Company, Carrier Name, Task Name, Comparison, and Comparison Step. A 'NEW' button is visible in the top right corner of the table area.

Company	Carrier Name	Task Name	Comparison	Comparison Step
A TOUCH OF PL...	BLUE CROSS BLUE SHIELD	BCBS TO EN INVOICE JULY 20...	BCBS TO EN INVOICE JULY 20...	Import Data
A TOUCH OF PL...	GUARDIAN	GUARDIAN INVOICE MARCH 2...	GUARDIAN INVOICE MARCH 2...	Complete
A TOUCH OF PL...	BLUE CROSS BLUE SHIELD	AUDIT TASK	AUDIT TASK	Complete
ABC COMPANY	(n/a)	AUDIT FOR TESTING EMAIL	AUDIT FOR TESTING EMAIL	Import Data
TACOS PIZZA J..	(n/a)	AUDIT AS AGENCY USER	AUDIT AS AGENCY USER	Import Data
TACOS PIZZA J..	DELTA DENTAL OF HI	GENERAL AS ORG TASK COMP	GENERAL AS ORG TASK COMP	Import Data
TACOS PIZZA J..	DELTA DENTAL OF HI	GENERAL AUDIT	GENERAL AUDIT	Import Data

3. Company & Carrier Selection

- Choose the **company** from the dropdown if creating on the organization level. If the task is created on company level, the company will be preselected.
- OPTIONAL: Choose the **carrier** for that company.

New Support Task


[Data Management Solutions](#) / [Support Tasks](#) / [New Support Task](#)

New Support Task

Company

A Touch of Pink Bakery ▼

Carrier (Optional) ▼

Task Type ▼

4. Audit Type

a. Select from the dropdown:

- General Audit
- Enrollment Audit
- Post Open Enrollment Audit
- Pre-Production Audit
- Post Production Audit
- Invoice Reconciliation

Required Fields for Creating an Audit Task

NAME: Enter a unique audit task name (required per company).

ASSIGNEE: Select the user responsible for completing the task.

The assigned user will receive an email notification indicating that a new task has been assigned to them, along with a direct link to the task so they can access it without navigating through the application. If the assignee is changed after the task has been created—but before it is completed—the newly assigned user will also receive an email notification.

Note: The assignee may be changed after creation, but not after task completion.

If supporting files or documentation are available, they can be uploaded using the **ADD FILES** option.

Please note: If the Audit Task is created by an **Organization user**, all supporting files must be uploaded during the task creation process.

Upload Files

[ADD FILE](#)

Comments

Please note the below supplemental information section may be overwritten. While the comments section above will lock the comment with the timestamp once submitted.

Supplemental Information

I have uploaded the files to be used in this audit and provided any necessary instructions for the auditor.

CREATE TASK

Final Steps for all Task Types

- Add any relevant details in the Comments and/or Supplemental Information sections.
- Click **SAVE CHANGES & COMMENTS** or **SAVE & COMPLETE TASK**.

The **SAVE & COMPLETE TASK** button becomes enabled only when all required fields are completed based on the selected processing type and only for an Agency user.

Upload Files

No Upload Files found.

[ADD FILE](#)

Comments

Please note the below supplemental information section may be overwritten. While the comments section above will lock the comment with the timestamp once submitted.

Supplemental Information

SAVE CHANGES & COMMENTS **SAVE & COMPLETE TASK** **DELETE**

Important Notes:

- Links to both the **Task** and the **Audit** are available within their respective views. From within the audit, users can navigate directly to the associated task. From within the task, users can access the related audit. This allows users to easily toggle between the task and the audit for efficient navigation. Users also have the ability to **download any files** uploaded during the task creation process.

- An Agency user can close the task from the audit once complete by clicking **COMPLETE AUDIT TASK**.

- A completed task can be deleted but ONLY by an agency user.
- ***The deletion is permanent and the task cannot be restored!***

Comments ▼

Please note the below supplemental information section may be overwritten. While the comments section above will lock the comment with the timestamp once submitted.

Supplemental Information

[SAVE CHANGES & COMMENTS](#) [SAVE & COMPLETE TASK](#) [DELETE](#)

Carrier Invoice Conversion

The Streamline application has functionality to convert carrier invoices that are not application-friendly and require significant manual adjustments before they can be used for auditing. This conversion functionality is available to all compare users but can only be converted on the company level.

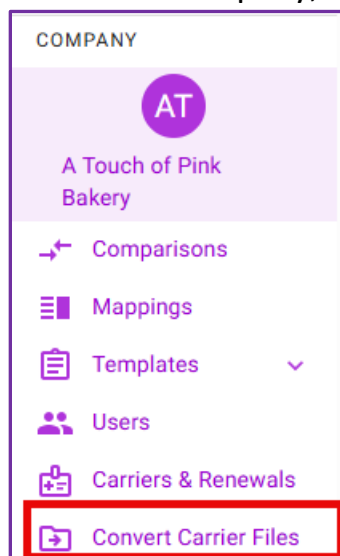
What This Functionality Does:

1. Removes adjustments and blank rows to streamline data processing.
2. Expands member names into separate columns for First Name, Last Name, and Middle Initial (MI).
3. Totals costs where benefits have separate charges on separate rows for spouse and child, such as Critical Illness and Voluntary Life.
4. Adds additional total columns for benefits that are separated in one file but combined in another. This applies to Group Life and AD&D, as well as Voluntary Life and AD&D.

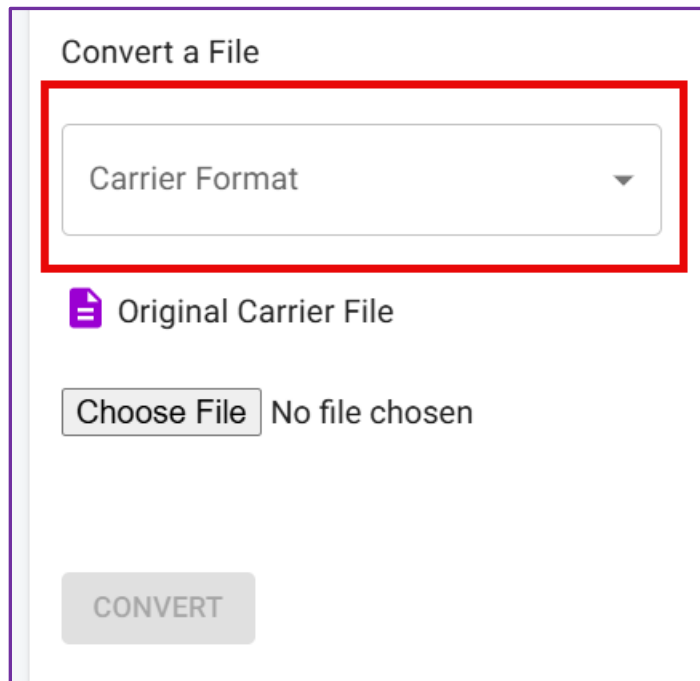
The converted file is then ready for audit use, significantly reducing manual effort and improving efficiency.

To convert a carrier invoice:

1. Navigate to a company if organization user.
2. Under the company, select Convert Carrier Files in the left-hand menu.



3. Select Carrier Format dropdown and then the applicable carrier file.



Convert a File

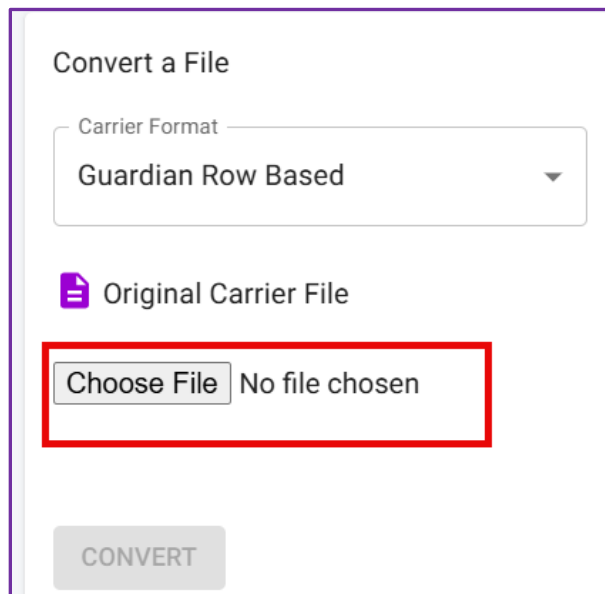
Carrier Format

Original Carrier File

Choose File No file chosen

CONVERT

4. Click Choose File and select the carrier invoice



Convert a File

Carrier Format

Guardian Row Based

Original Carrier File

Choose File No file chosen

CONVERT

5. If multiple tabs, select the one to be converted and then rename if desired.

Convert a File

Carrier Format
Guardian Row Based

Original Carrier File

Choose File Guardian Row ...sed Invoice.xls

Select Worksheet
Download Bill

File Name
Guardian Row Based Invoice .xls

CONVERT

6. Click **CONVERT**. A successful message will show no conversion errors.



7. The converted file is automatically downloaded to the user's computer and is not saved in the application.
8. The file is not ready to be used in a comparison.

Reports

The Streamline application provides several downloadable reports:

Audit Reports

These reports are available for all audits once Step 5 Compare and/or Step 8 Complete have been reached.

The first set of reports are available on Step 5 Compare:

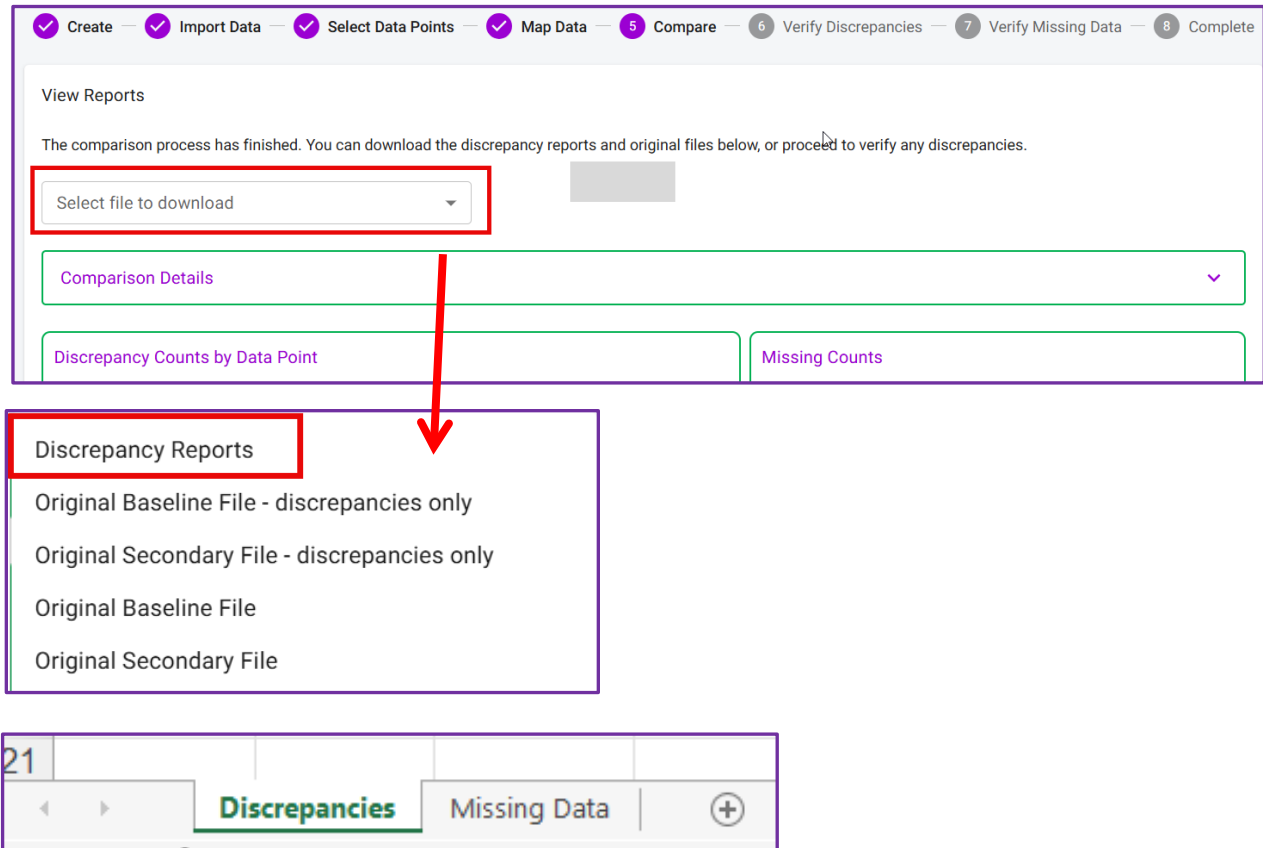
- Discrepancy Report
- Original Baseline File- discrepancies only
- Original Secondary File – discrepancies only
- Original Baseline File
- Original Secondary File

The second set of reports are available on Step 8 Complete

- All Records Including Verified
- Verified Records Only

Discrepancy Report

This is a downloadable report located on Step 5 - Compare that contains all data discrepancies and missing data identified during the compare process. The report will include a results column along with the discrepancy function column IF this functionality was selected during the mapping process.



Original Baseline File – discrepancies only / Original Secondary File – discrepancies only

These are downloadable reports located on Step 5 – Compare. These reports display all data points within a row from either the baseline or secondary file, regardless of where the discrepancy occurs.

A dedicated discrepancy column is included that highlights the specific data point where the mismatch is found. This additional report is designed for scenarios like imports, and it ensures all relevant data points—alongside the discrepancy—are readily available for further processing.

The new Discrepancy Report can now be accessed in Step 5 Compare within the updated Download Reports dropdown. They are named: Original Baseline File – discrepancies only and Original Secondary File – discrepancies only.

Original Baseline File / Original Secondary File

This is a downloadable report located on Step 5 - Compare that contains all data from the original import files prior to mapping and is available for either the baseline or the secondary.

All Records Including Verified

This is a downloadable report located in Step 8 - Complete that contains all records from either the baseline or secondary file including the verified records (discrepancies and missing). The *All Records Including Verified* report also includes 5 additional columns added to the original files:

- DMS_Verified_By
- DMS_Auditor_Notes
- DMS_Verifier_Notes
- DMS_Discrepancy_Type
- DMS_Ignored_Discrepancies

Select file to export
 Base

Customize Export - 'Base'

Reorder and/or rename the columns to be exported below. Custom formatting for data values may also be applied in certain cases. The merged indicator will only show for data points being merged into the selected export file. Customizations will be saved once the file is exported, or by clicking Save Customizations below.

Select an applicable template below for the export customizations. If a template is NOT available, one can be created by adding all desired customizations (renaming, reordering, formatting) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

No applicable Export Templates

	Original Name	Rename To	Format Values	Merged
≡	Employee SSN	<input type="text"/>	<input type="text"/>	
≡	First Name	<input type="text"/>		

Optionally, specify a name below if you wish to save these export customizations as a new Export Template, for re-use in later comparisons.

Export Template Name

Share with Organization

SAVE CUSTOMIZATIONS

EXPORT ALL RECORDS INCLUDING VERIFIED

EXPORT V

BACK

GO TO ALL COMPARISONS

	D	E	F	G	H	I	J	K
1	DOB	Gender	Monthly Premium	Date of Hire	DMS_Verified_By	DMS_Auditor_Notes	DMS_Verifier_Notes	DMS_Ignored_Discrepancies
2	2/18/1989	Male	259.55	5/1/2024				
3	1/3/1975	Female	259.55	5/4/1995				
4	1/6/1980	Male		5/5/1995	[Monthly Premium]: malanier2024	[Monthly Premium]: dfasdfas		

Verified Records only

This is a downloadable report located in Step 8 - Complete that contains **only** records from either the baseline or secondary file that have been verified (discrepancies and missing). The *Verified Records only* report also includes 4 additional columns added to the original files:

- DMS_Verified_By
- DMS_Auditor_Notes
- DMS_Verifier_Notes
- DMS_Discrepancy_Type

- Select file to export -
 Base

Customize Export - 'Base'

Reorder and/or rename the columns to be exported below. Custom formatting for data values may also be applied in certain cases. The merged indicator will only show for data points being merged into the selected export file. Customizations will be saved once the file is exported, or by clicking Save Customizations below.

Select an applicable template below for the export customizations. If a template is NOT available, one can be created by adding all desired customizations (renaming, reordering, formatting) and adding a template name. Once the template has been saved, it will be added to the template library for future use.

No applicable Export Templates

	Original Name	Rename To	Format Values	Merged
==	Employee SSN	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
==	First Name	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Optionally, specify a name below if you wish to save these export customizations as a new Export Template, for re-use in later comparisons.

Export Template Name

 Share with Organization

SAVE CUSTOMIZATIONS

EXPORT ALL RECORDS INCLUDING VERIFIED

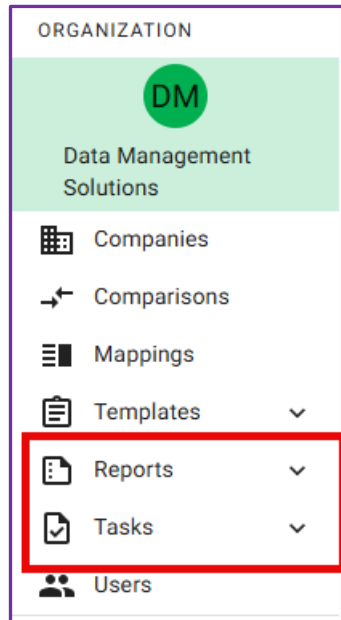
EXPORT VERIFIED RECORDS ONLY

	A	B	C	D	E	F	G	H	I	J
1	Employee	First Name	Last Name	DOB	Gender	Monthly P	Date of Hire	DMS Verified By	DMS Auditor Notes	DMS Verifier Notes
2	217-21-91	Katherine	Aldridge	1/6/1980	Male		5/5/1999	[Monthly Premium]: m	[Monthly Premium]: df	
3	217-21-57	Michael	Bebe	8/9/1972	Female		5/12/1999	[Monthly Premium]: m	[Monthly Premium]: as	
4	555-66-12	Julia	Benefits	#####	Female	259.55		malanier2024		
5	224-11-85	SHEILA	CARTER		Male	259.55	5/23/1999	[DOB]: malanier2024	[DOB]: asd	

Ignored Records will **not** show in the *Verified Records only* report.

Organization Reports

There are several reports that live on the Organization level: Carriers & Plan, Renewals, Renewal Planning, Eligibility Management, Support Tasks, and Audit Tasks. This new section provides visibility into carriers, plans, company renewals, and tasks—all in one central location. Reports can be filtered by various columns and exported to CSV or printed, eliminating the need to navigate to each organization and company or renewal individually.



Carriers & Plans: This report provides a list of all carriers and their corresponding plans by organization and company, including key details for each carrier and plan.

Carriers & Plans

[Data Management Solutions](#) / [Carriers & Plans](#)

The table below shows all of the carriers and plans across your organization.

[FILTERS](#) [EXPORT](#)

Company	Carrier Name	Renewal Month	Plan Name	Benefit Type	Group Number
ABC COMPANY	AIG - AMERICAN GENERAL	January	(n/a)	(n/a)	
ABC COMPANY	ALLIANT HEALTH PLAN	October	2025-2026 PLAN 2	Vision	111111111111
ABC COMPANY	ALLIANT HEALTH PLAN	October	2027 PLAN YEAR MEDICAL PL...	Medical	
ABC COMPANY	ALL ONE HEALTH	December	ONE PLAN DECEMBER	HRA	
ABC COMPANY	AMERIHEALTH ADMINISTRAT...	August	2025 DENTAL HIGH	Dental	8745
ABC COMPANY	ANTHEM LIFE INSURANCE CO...	September	2025	Medical	12555
ABC COMPANY	ASSURANT	January	(n/a)	(n/a)	78945613
ABC COMPANY	ASSURITY LIFE INSURANCE C...	June	(n/a)	(n/a)	ZXCVZXC

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Renewal: This report provides a summary of all renewals within your agency or organization, grouped by company, and includes key details for each renewal. Please note that the exported file from this table contains additional key indicators related to each renewal.

Eligibility Management: This table provides a view of all Eligibility Management tasks created for the organizations and companies available to the user. The report can be easily exported for additional review or sharing.



Eligibility Management

The table below shows all of the eligibility management tasks that have been created under your agency.

Eligibility Management Tasks

 FILTERS
 EXPORT

Organization	Company	Carrier Name	Task Name	Changes Date Range	Task T
DATA MANAGE...	A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	FILE FAILED	(n/a)	Issue
DATA MANAGE...	ABC COMPANY	BLUE CROSS BLUE SHIELD OF ...	JSDF;LKASJDF;LJAS;KDLFJ;A...	(n/a)	Issue
DATA MANAGE...	ACME COMPANY	GUARDIAN	ISSUES FOR 03/19/2026	(n/a)	Issue
DATA MANAGE...	WHAT'S THIS ...	GUARDIAN	TESTING REASSIGN AND COM...	(n/a)	Issue
DATA MANAGE...	A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	EMT ISSUE 1	(n/a)	Issue
DATA MANAGE...	A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	ISSUE !@##\$	(n/a)	Issue
DATA MANAGE...	A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	TESTING 03.17.2026	(n/a)	Issue
DATA MANAGE...	A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	OR USER 03.17.2026	(n/a)	Issue

1-8 of 78



Support Tasks: This table provides a view of all Support tasks created for the organizations and companies available to the user. The report can be easily exported for additional review or sharing.

Support Tasks

Data Management Solutions / Support Tasks

Support Tasks NEW

FILTERS EXPORT

Company	Carrier Name	Plan Name	Task Name	Task Type	Assign
A TOUCH OF PI...	(n/a)	(n/a)	NEW TASK ADDED	Plan Build	ima_ac
A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	(n/a)	INCORRECT MAPPING FOR FU...	Plan Build	
A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	Blue Options Plan 1	INCORRECT MAPPING FOR FU...	Plan Build	gaager
A TOUCH OF PI...	(n/a)	(n/a)	SUPPORT TASK -REPORETING	Reporting	dmsag
A TOUCH OF PI...	(n/a)	(n/a)	PLAN BUILD SUPPORT TASK	Plan Build	dmsag
A TOUCH OF PI...	(n/a)	(n/a)	JFALKJDFL;KAJSDFKL;AJSD;K...	Broker Support	ima_ac
A TOUCH OF PI...	(n/a)	(n/a)	CREATE A NEW REPORT FOR ...	Reporting	gaager
A TOUCH OF PI...	SOLSTICE	(n/a)	CREATING SUPPORT TASK AS ...	Other	

1-8 of 19

Audit Tasks: This table provides a view of all Audits tasks created for the organizations and companies available to the user. The report can be easily exported for additional review or sharing.

Audit Tasks

Data Management Solutions / Audit Tasks

Audit Tasks NEW

FILTERS EXPORT

Company	Carrier Name	Task Name	Comparison	Comparison Step
A TOUCH OF PI...	(n/a)	2025-2026 MEDICAL - GOLD	2025-2026 MEDICAL - GOLD	Import Data
A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	BCBS TO EN INVOICE JULY 20...	BCBS TO EN INVOICE JULY 20...	Import Data
A TOUCH OF PI...	GUARDIAN	GUARDIAN INVOICE MARCH 2...	GUARDIAN INVOICE MARCH 2...	Select Data Points
A TOUCH OF PI...	BLUE CROSS BLUE SHIELD	AUDIT TASK	AUDIT TASK	Complete
ABC COMPANY	(n/a)	AUDIT FOR TESTING EMAIL	AUDIT FOR TESTING EMAIL	Import Data
TACOS PIZZA J...	(n/a)	AUDIT AS AGENCY USER	AUDIT AS AGENCY USER	Import Data
TACOS PIZZA J...	DELTA DENTAL OF HI	GENERAL AS ORG TASK COMP	GENERAL AS ORG TASK COMP	Import Data
TACOS PIZZA J...	DELTA DENTAL OF HI	GENERAL AUDIT	GENERAL AUDIT	Import Data

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Key Words

The application has key words that it utilizes to determine a match between columns. These key words are:

SSN:

- ssn
- social security number
- socialsecuritynumber
- ss#
- social security #
- ee id
- social security no
- memberid

First Name:

- first name
- firstname
- first_name
- fname

Last Name:

- last name
- lastname

Address:

- Address
- Address 1
- Address 2
- Address
- ADDRESS LINE 1
- ADDRESS LINE 2
- Street Address

Date of Hire:

- doh
- date of hire
- hire date

Date of Birth:

- dob
- date of birth
- birth date

Termination Date

- dot
- term date
- termination date

Zip

- Zip
- Zip code

Knowledge Base



The Streamline application provides a knowledge base for frequently asked questions.

[Streamline Knowledge Base | Streamline by DMS](#)

Benefit Systems



The Streamline application provides instructional videos for various carrier files for enrollments and invoices.

[Streamline Data Frequently Used Systems | Streamline by DMS](#)

Release Notes



The Streamline application release notes are available through our website for reference.

[Release Notes Log | Streamline by DMS](#)

Revision History

VERSION	DATE	DESCRIPTION	AUTHOR
Draft 1	06/01/2021	New document	Mary Lanier
1.0	06/01/2021	Approved document	Mary Lanier
2.0	03/21/2023	Updated instructions for Template Enhancements	Mary Lanier
2.1	07/24/2023	Updated instructions for Additional User Types, Inactivate Users. Added "memberid" to SSN keyword, Added Sample registration email	Mary Lanier
2.2	11/29/2023	Updated email address from datatool@brokerbuildersolutions.com to support@dms-datavalidate.com	Mary Lanier
2.3	03/26/2024	Updated logo and added additional instructions for moving templates to the organization level. Updated website references for new website.	Mary Lanier
2.4	05/24/2024	Updated verbiage to include masked social security number and how to assign a verifier. Also included notification emails to verifier and to auditor	Mary Lanier
2.5	07/09/2024	Updated to include carrier tracking enhancement	Mary Lanier
2.6	10/15/2024	Added verbiage to include discrepancy type dropdown, additional field to the carrier tracking information, and termination company date	Mary Lanier
2.7	12/05/2024	Updated with new enhancements including additional discrepancy reports and customized emails	Mary Lanier
2.8	02/18/2025	Updated to include the Carrier Invoice Conversion functionality	Mary Lanier
2.9	05/20/2025	Updated to include Plan Information and additional fields	Mary Lanier
3.0	06/12/2025	Updated import functionality for carrier, carrier plans, and company	Mary Lanier
4.0	10/23/2025	Updated images	Mary Lanier
5.0	12/05/2025	Updated Eligibility Management Tracking	Mary Lanier

6.0	01/05/2026	Rebrand, Mapping, Rounding Variance, Additional task type to EMT	Mary Lanier
7.0	03/30/2026	Audit and Support tasks – Release Notes 03-24-2026 and 02/18/2026	Mary Lanier