

Getting Started with CEC

Thank you for choosing CEC! We are grateful that you have chosen CEC to handle your company's vision benefits. Our goal is to exceed your expectations by providing excellent service to you and your employees.

Prior to your effective date, we'll work together to ensure you have everything you need to effectively manage your vision plan. The information below provides with you the next steps to getting started with CEC

Welcome to CEC Letter

Your CEC account manager will send you an introductory email containing helpful information for managing your CEC vision plan, including:

- A copy of the CEC Benefits Managers Guide
- Login information for our easy-to-use Benefits Managers Portal

After receiving the email, please log into the Portal by visiting cecvision.com/benefits-managers/login to become familiar with this resource.

Member ID Cards

ID cards are mailed within five days of receiving enrollments. The primary member will receive a welcome letter which includes two ID cards. Please note that enrolled dependents are not listed on the card. A sample member ID card is shown here.

Monthly Invoices

Monthly invoices can be downloaded on the Benefits Managers Portal and are available on the 7th of each month. You will receive two emails each month with a reminder to download your invoice. Please add invoices@cecvision.com to your address book to ensure that you receive these notifications.

Enrollments

We will work with you and/or your broker to ensure your enrollments are processed promptly. There are three options for enrolling members:

1. Benefits Managers Portal
2. Paper Forms
3. Electronic File Transfer

If you haven't already determined your method of enrollment, please ask your account manager for assistance.

