

FORMS

Taking the “paper” out of paperwork

Maxwell’s electronic signature workflow makes it easy and convenient to take your company paperless by getting enrollment and employment-related forms completed without having to print anything. Not only can HR Administrators send forms to employees in an instant, but employees can review and sign right in Maxwell Health. And of course, fields that have already been entered into Maxwell are auto-populated with that data, eliminating the need to do double work. This includes everything from the employee’s first and last name to their date of hire and plan coverage details.

How it works

- A** A dashboard provides HR Administrators with a clear sense of form status and guidance to next steps
- B** Ability to send, approve, download, and delete many forms at once
- C** Set up forms to be sent to employees automatically when they’re hired and/or take actions like enrolling in a product or adding a dependent to coverage
- D** Intuitive workflow ensures employees or Administrators never miss a required field or signature

Learn more about the ins and outs of the Maxwell platform, check out our [Platform Overview](#)

