



EMPLOYER & GROUP ENROLLMENT

Group / Employer-Sponsored Onboarding Packet

A coordinated intake, roster and launch packet for teams, organizations, private cohorts and employer-sponsored participants.

PROGRAM

Nexus125™ HR Partner Program

CONTACT

info@nexus125training.com | (866) 413-8777

Effective August 2026

Sponsor responsibility: The authorized group contact coordinates accurate roster submission, seat reconciliation, launch logistics and participant communications. Each participant still receives an individual account, policy acknowledgment and identity-verification process.

Organization and sponsor profile

Organization legal name

Public/business name

Industry

Website

Primary business location

Authorized sponsor
name/title

Sponsor email

Sponsor phone

Billing contact/email

Completion-report recipient

Purchased engagement

Enrollment type

☐ Team 3–5 ☐ Organization 6–10 ☐ Private Cohort ☐ Employer Team Pass ☐ Private Workshop ☐ Other

Program/service title

Number of seats purchased

Price or deposit paid

Stripe receipt/invoice reference

Agreement effective date

Requested launch date

Requested completion date

Delivery format

☐ Self-paced ☐ Live virtual ☐ On-site ☐ Blended

Participant roster

Provide one unique email address per participant. Do not enter passwords, Social Security numbers, medical details or copies of identification in this roster.

#	Legal name	Unique email	Phone	Role/title	Accommodation follow-up?
1					☐ No ☐ Yes
2					☐ No ☐ Yes
3					☐ No ☐ Yes
4					☐ No ☐ Yes
5					☐ No ☐ Yes
6					☐ No ☐ Yes
7					☐ No ☐ Yes
8					☐ No ☐ Yes
9					☐ No ☐ Yes
10					☐ No ☐ Yes

Additional participants or groups of 11 or more: attach a separate roster using the same fields and request a custom enrollment quote when applicable.

Launch and delivery preferences

Orientation preference	☐ Recorded quick start ☐ Live virtual orientation ☐ Sponsor-led orientation
Preferred orientation date/time	
Time zone	
Live-session dates, if applicable	
Sponsor reporting cadence	☐ Weekly ☐ Biweekly ☐ Monthly ☐ Completion only
Attendance method	☐ Platform record ☐ Live roll call ☐ Sponsor confirmation
Organization-specific emphasis	
Known blackout dates	
Special logistics or access	

needs

Sponsor launch checklist

- ☐ Purchase, deposit and applicable agreement are complete.
- ☐ Roster matches the number of purchased seats.
- ☐ Every participant has a unique email address.
- ☐ Participants know to expect separate Nexus125™ onboarding and access messages.
- ☐ Launch, orientation and completion dates have been approved.
- ☐ Authorized recipients for progress and completion reports are identified.
- ☐ Accommodation follow-up requests have been flagged without including confidential medical details.
- ☐ Internal security filters allow messages from info@nexus125training.com.

Roles and responsibilities

Role	Nexus125™ responsibility	Client/participant responsibility
Access	Create unique accounts and communicate access dates.	Provide accurate roster data and protect individual credentials.
Orientation	Explain sequence, support, deadlines and integrity rules.	Attend or complete orientation and confirm access.
Progress	Track participation and provide agreed sponsor reporting.	Complete assigned work and respond to support outreach.
Assessment	Administer required knowledge checks and examinations.	Complete work personally and protect assessment content.
Accommodation	Review requests through a private, documented process.	Request needed adjustments promptly and participate in follow-up.
Completion	Verify requirements, issue certificates and completion report.	Satisfy requirements and review name accuracy before issuance.

Progress reporting and participant privacy

Nexus125™ will provide the authorized sponsor only the progress information reasonably needed for the engagement, such as access status, participation status, completion status and certificate eligibility. Detailed assessment content, accommodation information and other sensitive learner information will not be included unless authorized or required for administration.

Seat substitutions: Any substitution must be approved before the original participant materially begins the program. Access credentials may not be transferred from one person to another. A replacement participant must complete a new individual onboarding and identity-verification process.

Sponsor acknowledgments

- ☐ I am authorized to submit this roster and coordinate the organization's enrollment.
- ☐ The roster information is accurate and was collected for legitimate program administration.
- ☐ I understand that each participant receives an individual account and must complete required work personally.
- ☐ I understand the purchased seat limits, access period, completion requirements and reporting scope.
- ☐ I will not request or distribute participant passwords, PINs, assessment answers or restricted course content.
- ☐ I received information about cancellations, refunds, accommodations, complaints, appeals and program changes.
- ☐ I understand that Nexus125™ provides professional education and compliance-readiness guidance—not legal, tax or accounting services.

Acknowledgment and signature

By signing, the authorized sponsor confirms that the information provided is accurate, the applicable enrollment and operating policies have been received, and the program's educational scope and completion requirements are understood.

Authorized sponsor name

Signature

Date

Nexus125™ administrative use

Organization ID	
Product and seats verified	
Agreement/deposit verified	
Roster approved	
Orientation confirmed	
Access issued	
Completion report issued	
Record closed by/date	

Participant communication template

The sponsor may use the following message to introduce the program. Nexus125™ will send official access and policy instructions separately to each participant.

Subject: Your Nexus125™ training enrollment

You have been selected to participate in the Nexus125™ HR Partner Program through [Organization Name]. The program provides professional education in employee benefits, Section 125 strategy, ACA employer responsibilities, documentation and compliance-readiness practices.

Please watch for a separate message from info@nexus125training.com. You will be asked to complete your individual onboarding, review the program policies and verify your identity before access is issued. Do not share your course login, PIN or assessment access information.

Your anticipated start date is [Date], and your completion target is [Date]. Questions about employer scheduling may be directed to [Sponsor Contact]. Course-access questions may be directed to info@nexus125training.com or (866) 413-8777.

Group launch timeline

Within 1 business day after purchase	Nexus125™ sends sponsor packet and confirms the purchased option.
At least 5 business days before launch	Sponsor submits final roster and delivery preferences.
2–3 business days before launch	Participants receive private onboarding and access-readiness instructions.
Launch day	Orientation and course access begin.
During program	Progress reminders and agreed sponsor reporting are provided.
Program close	Qualifying certificates and sponsor completion report are issued.