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Informational session

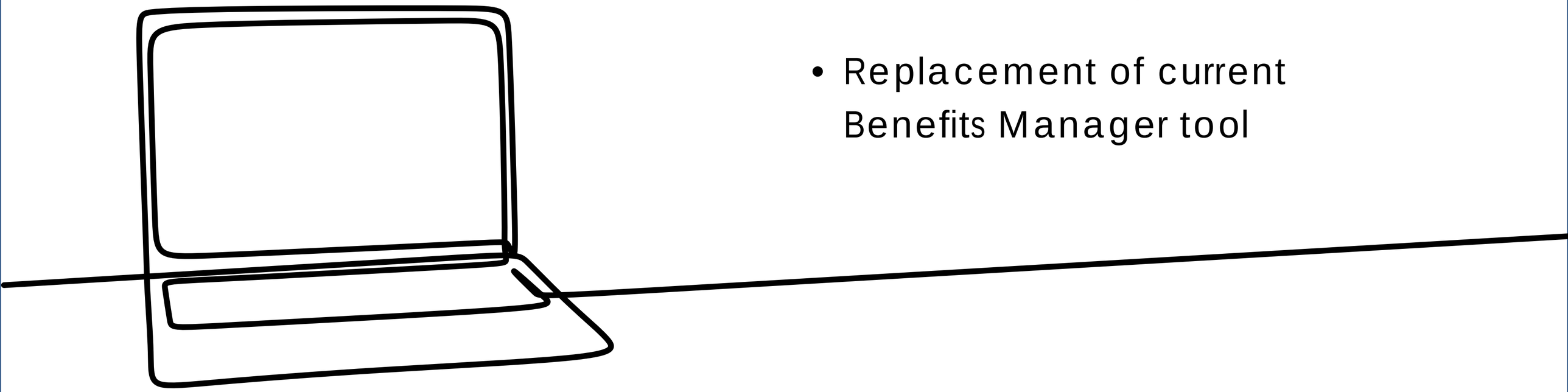
Employer Enrollment Tool

Today's goal:

- Inform you of your new tool
- Prepare you for the upcoming transition

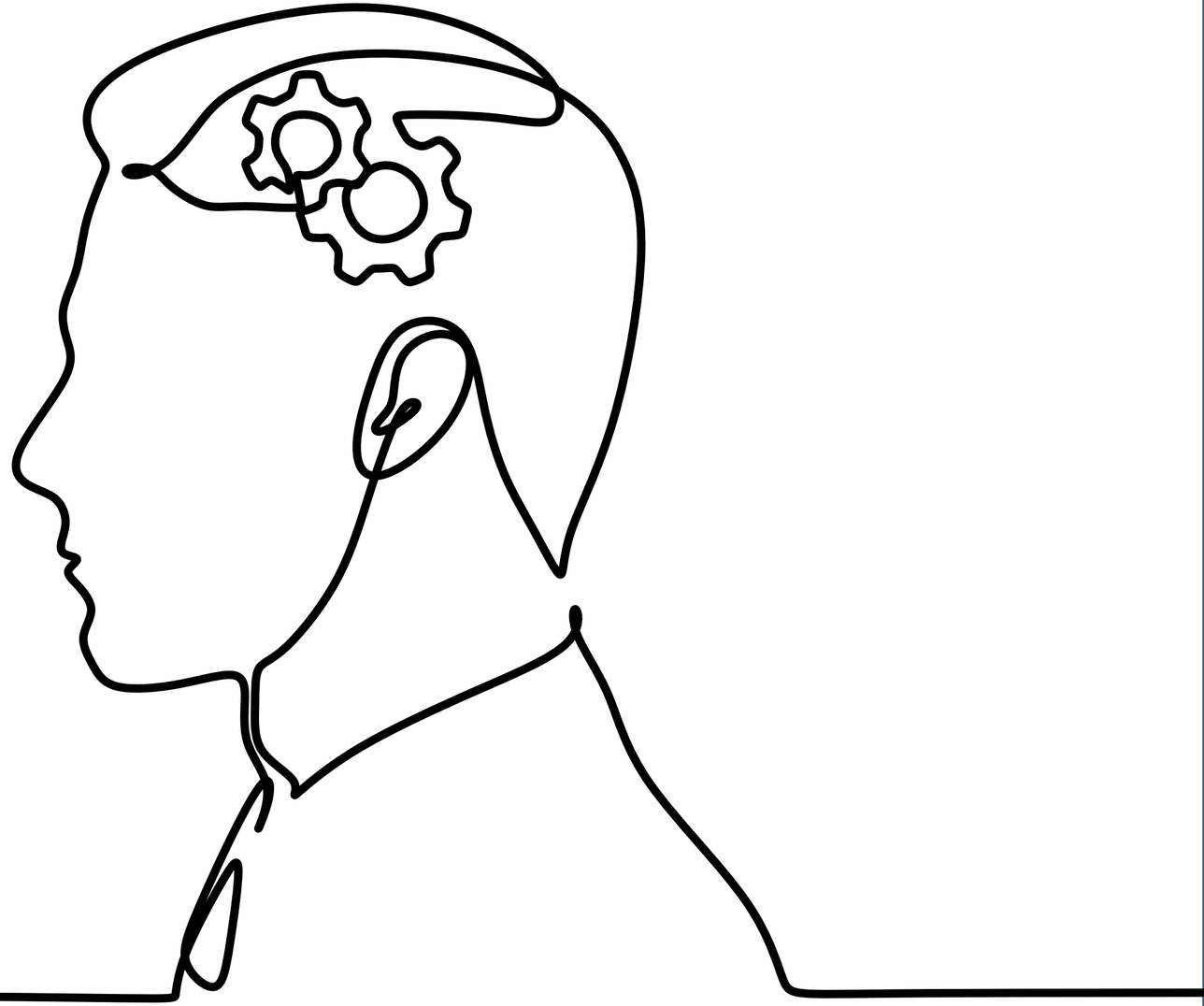
What is the Employer Enrollment Tool?

- A self-service enrollment tool for Commercial Markets
- Single-tool solution for the full enrollment cycle
- Replacement of current Benefits Manager tool

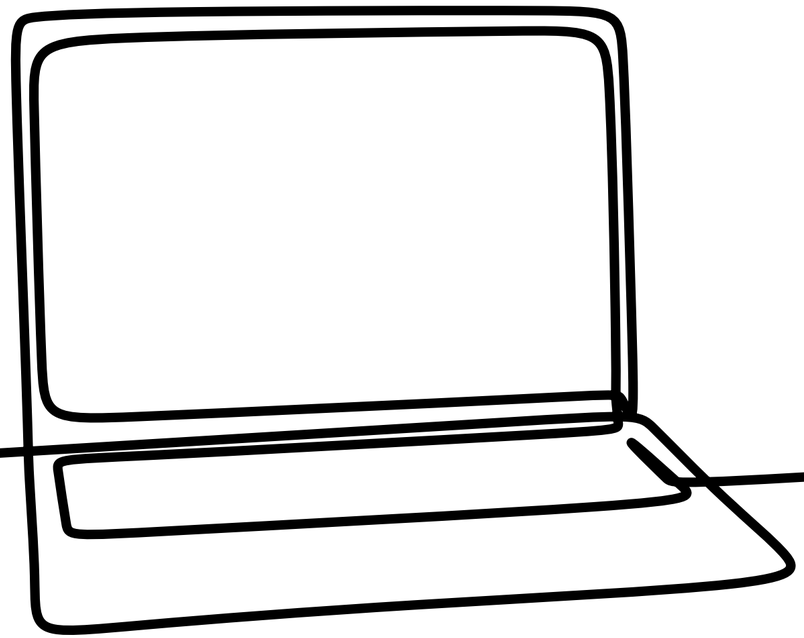


Why is Blue Shield changing tools?

- We listened to your needs and pain points
- We wanted a system that could grow and change with the market
- To make enrollment easy



When are the tools changing?



- Market launch for the Employer Enrollment Tool is **April 24**
- Access will be switched for you
- You will lose access to Benefits Manager as you get access to Employer Enrollment Tool

Who will use the Employer Enrollment Tool?

- Brokers & General Agents for Small and Large Group lines of business
- Employers from Small and Large Group lines of business
- EDI users will transition their read-only roster to the new tool

How will I get access?

- Brokers & General Agents access is through Broker Connection

blueshieldca.com/broker

- Existing links to manage member benefits will re-route to Employer Enrollment Tool

- Employer access is through Employer Connection

blueshieldca.com/employer

- Existing links to Benefits Manager will re-route to Employer Enrollment Tool

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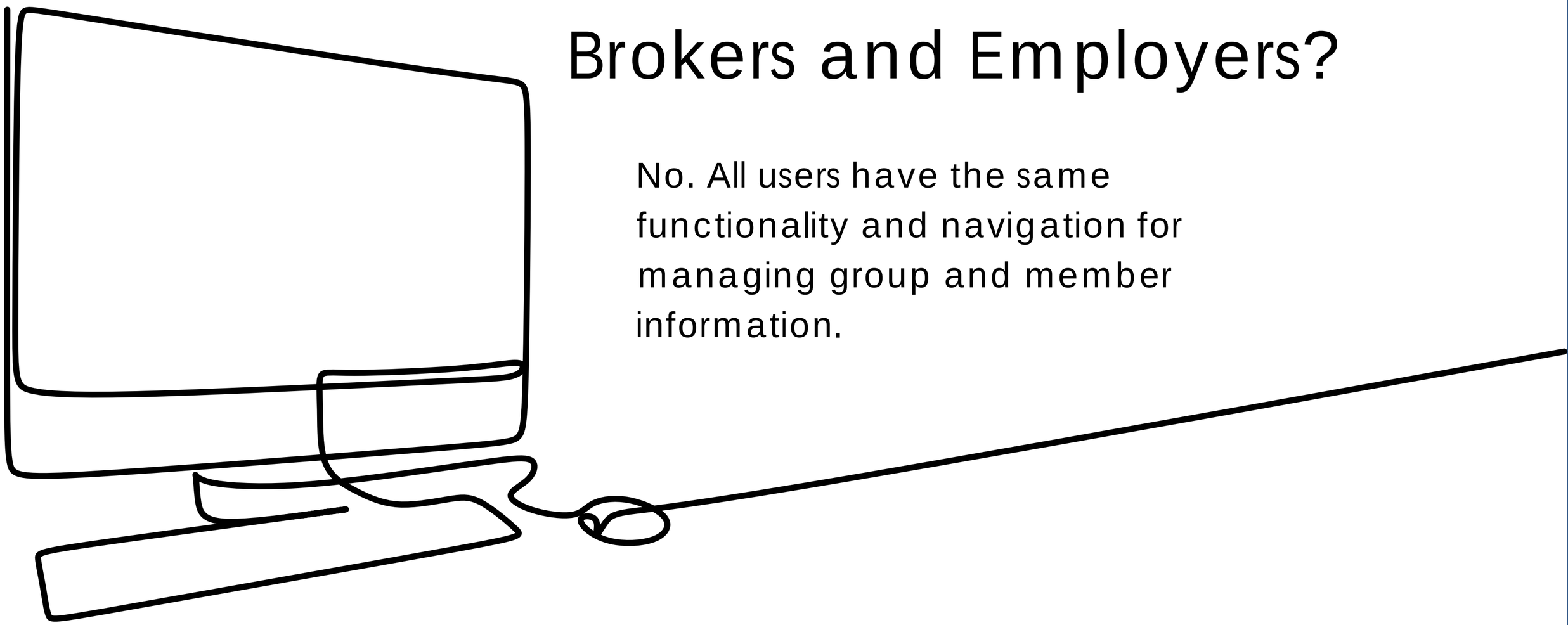
What am I able to do in the Employer Enrollment Tool?

Key features	System	
Enroll members	EET	Benefits Manager
Add dependent	EET	Benefits Manager
Cancel subscriber	EET	Benefits Manager
Cancel dependent	EET	Benefits Manager
Order ID card	EET	
Edit member details	EET	Benefits Manager
Edit member contact info	EET	Benefits Manager
Edit member plans	EET	Benefits Manager
Enroll in COBRA	EET	Benefits Manager
Reinstate subscriber + dependents	EET	Benefits Manager
Reinstate dependents	EET	Benefits Manager
Cancel group	EET	
Edit group details	EET	Benefits Manager
Edit group contacts	EET	Benefits Manager
Edit group plans	EET	
Edit group class plans	EET	
Edit group eligibility offerings	EET	
Edit group contribution amount	EET	
Edit group name + structure	EET	
Edit billing format	EET	
View + export reports	EET	Benefits Manager
View book of business (broker/ GA)	EET	
Manage user profile access	EET	
View invoice amount	EET	
View payment status	EET	
Process pends	EET	

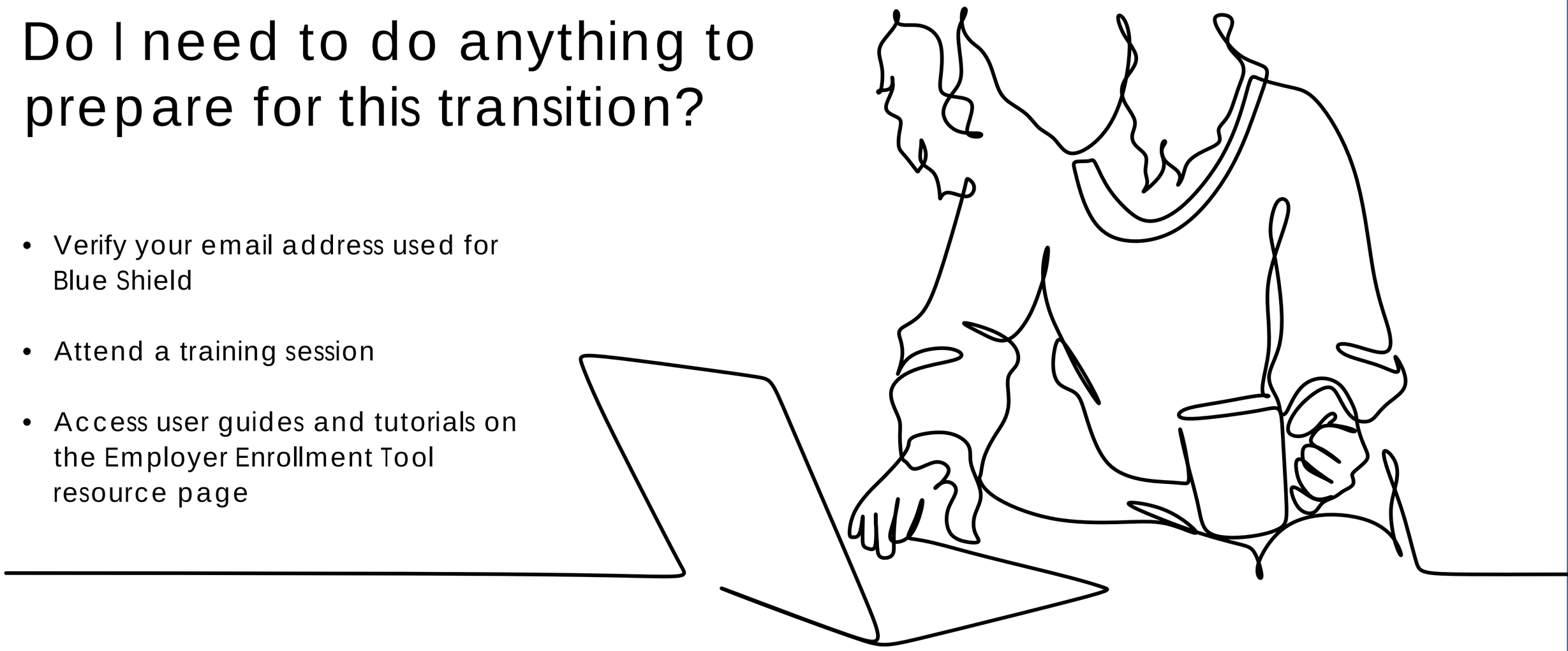
Are there differences for Brokers and Employers?



No. All users have the same functionality and navigation for managing group and member information.

Do I need to do anything to prepare for this transition?

- Verify your email address used for Blue Shield
- Attend a training session
- Access user guides and tutorials on the Employer Enrollment Tool resource page



When is training?

- Training of the tool will begin April 4 for just-in-time training.
- Invitations to the training webinars will go out next week.
- Sign up for one or many sessions!
  Sessions are offered 3 times a week

How do I get help with the new tool?

Your existing Blue Shield support system is trained and available to help you transition to the Employer Enrollment Tool.

Dedicated resource pages on the Blue Shield portals will also provide you with guides and videos for on-demand support.

Q & A