YEAR   PRESENTER
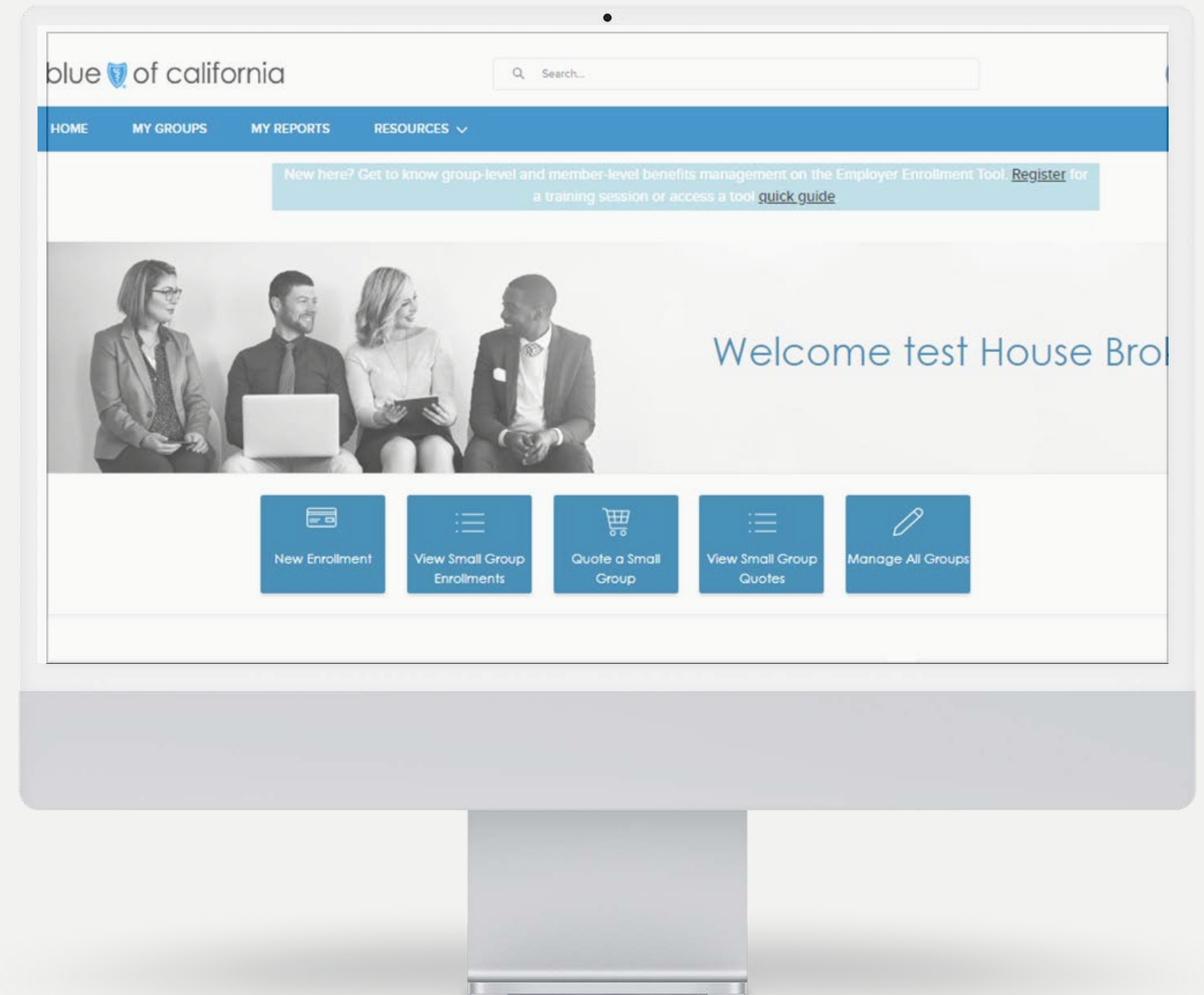
2023   Jasmine Slagle

Employer Enrollment Tool

Benefits administration can be easy

House keeping

01

Video is off to improve audio and video speed

02

Use the chat or Q&A to ask questions during the demonstrations

Project Summary

We're on a journey to transform enrollment from the outside – in.

Blue Shield is opening access to our online benefits admin tool, Employer Enrollment Tool.

Project Summary

Starting Friday, June 23, your company can access & submit changes through the Employer Enrollment Tool.

File exchange (EDI, 834 file) is still primary channel and enrollment source of truth.

Giving you greater access to manage your coverage

Use Employer Enrollment Tool for:
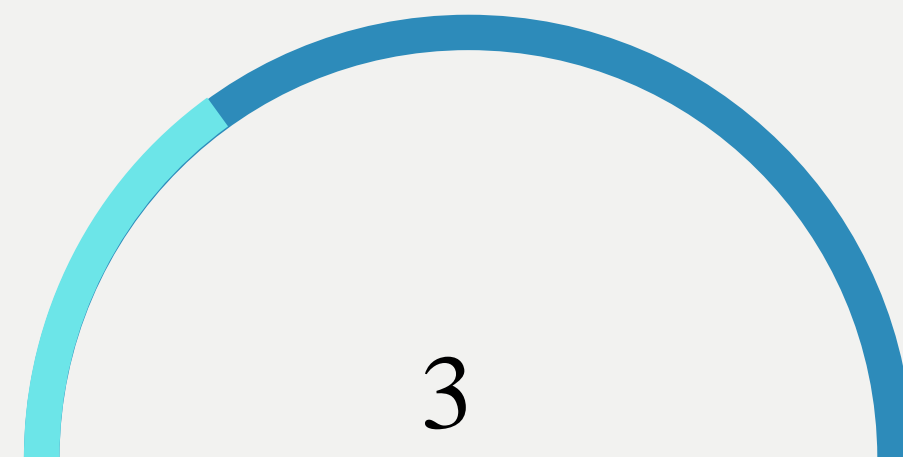

Urgent benefit submission
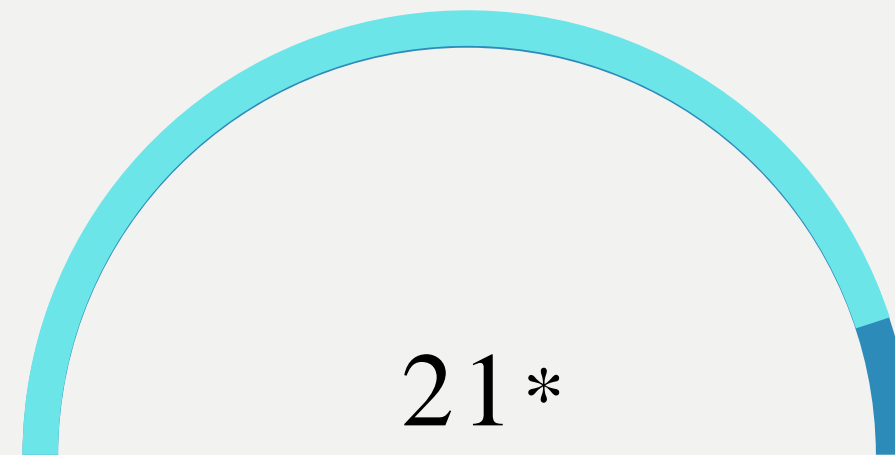

Escalated enrollments

Access to care changes

The experience of easy enrollments
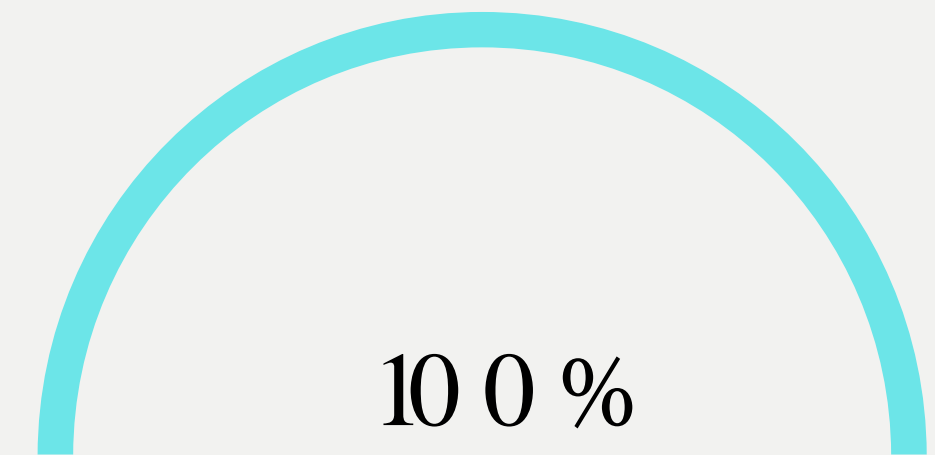
Expected installation of new hire enrollment

3 minutes

Features available in one tool

21*

* Large Group employers will have fewer features

Tool submissions with self-service status tracking

100%

Coexisting with your enrollment file

Multiple channels means more ways to provide care and coverage to your employees

0 1

Your enrollment file is the source of truth

Update file with tool submission to avoid overwritten data

0 2

System safeguards to help you avoid issues

- Submission acknowledgment check-box to update your file
- Email reminders from the tool to update your file
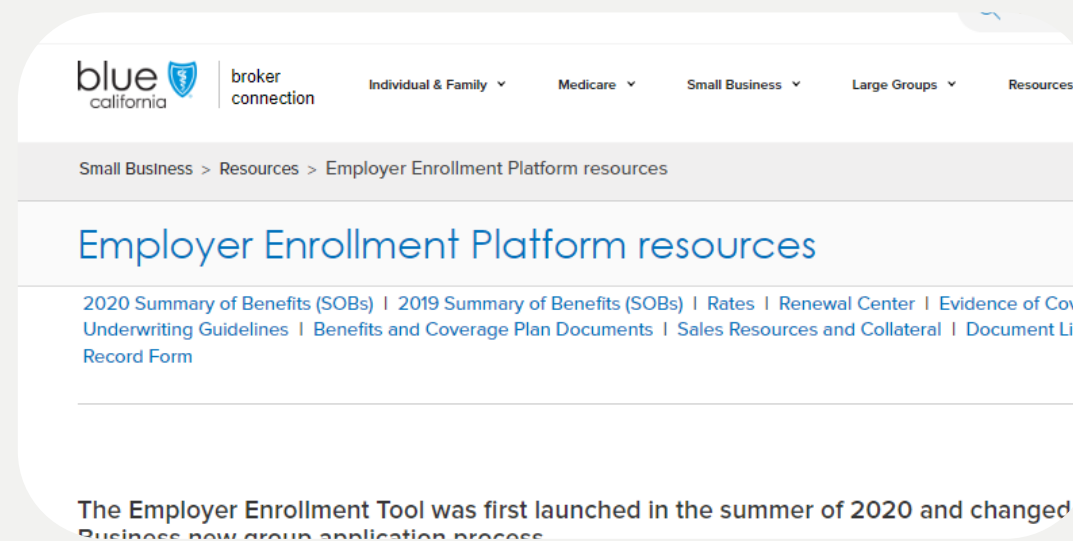
Blue Shield teams will be available to support you with the new tool

Dedicated Sales Account Managers

Broker & Employer Services

Employer Enrollment Tool resource page

Tool video tutorials

Navigation tutorials
- Broker homepage navigation
- Employer homepage navigation
- Group account navigation
- Member account navigation
- Document uploads

Member level changes
- Employee Enrollment
- Add dependents
- Order member ID cards
- Cancel employee
- Member demographics
- Member contact and class
- Add/ edit member plans
- Cancel member plans
- Existing member COBRA enrollment

Group level changes
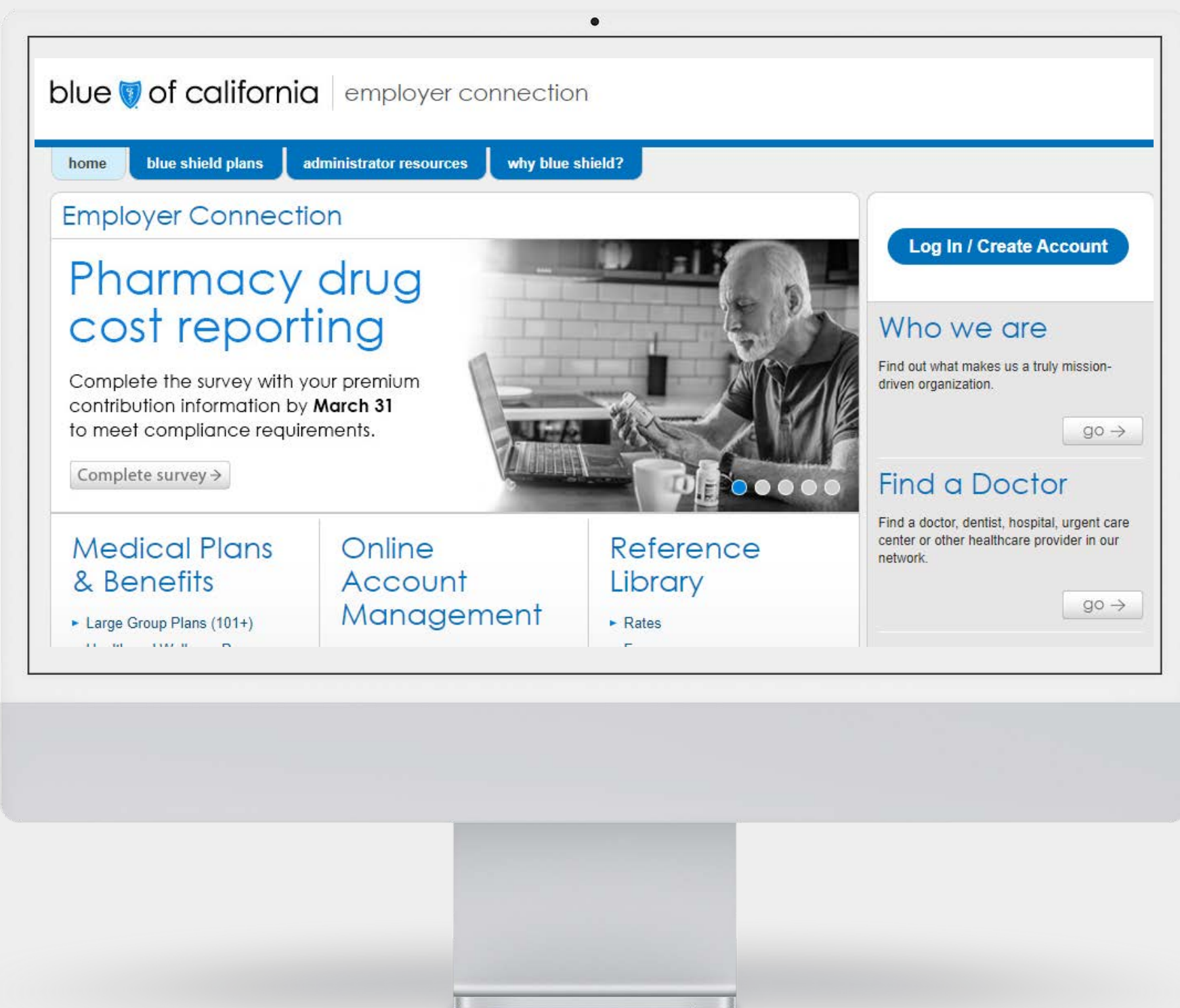- Group address
- Cancel group
- Class plans *SG only
- Add products/ plans *SG only
- Cancel products/ plans *SG only
- Group name and structure change *SG only
- Bill by department code *SG only
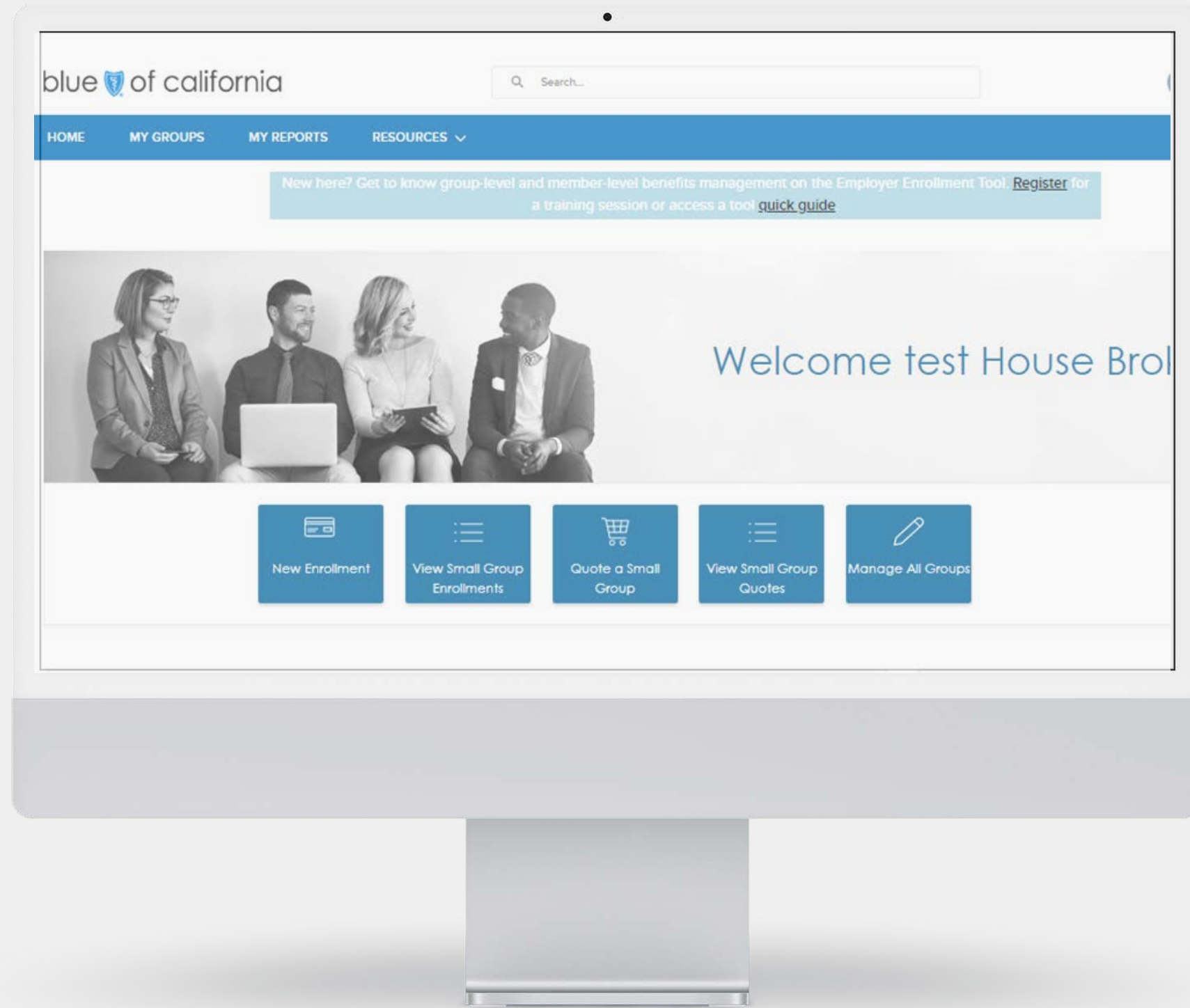
WEBSITE MOCKUPS

Getting started

# Access the Employer Enrollment Tool

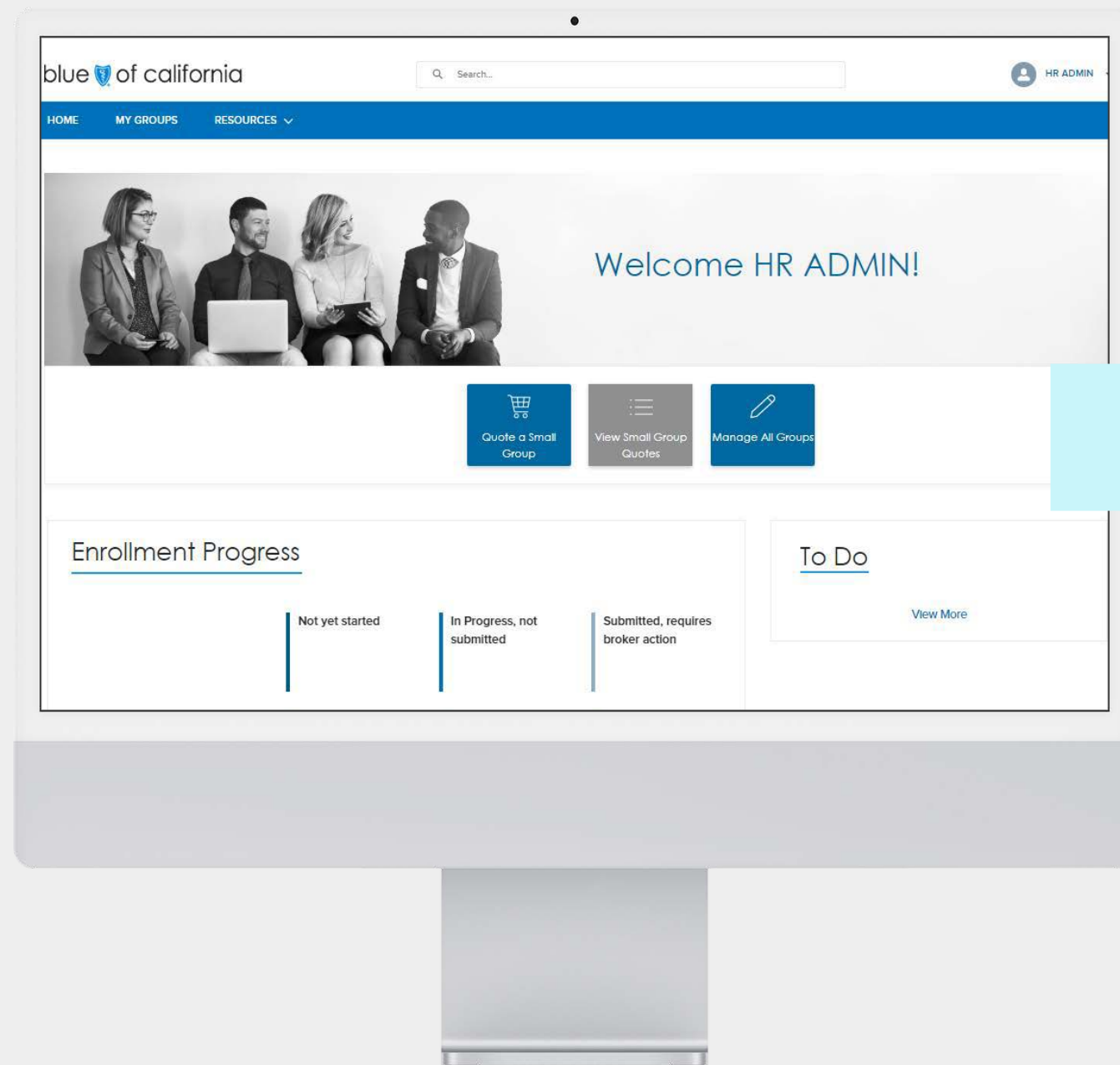Employer Connection is your access point to the tool.

You must authenticate in Employer Connection before entering the tool. Primary contacts are the gatekeepers for team access
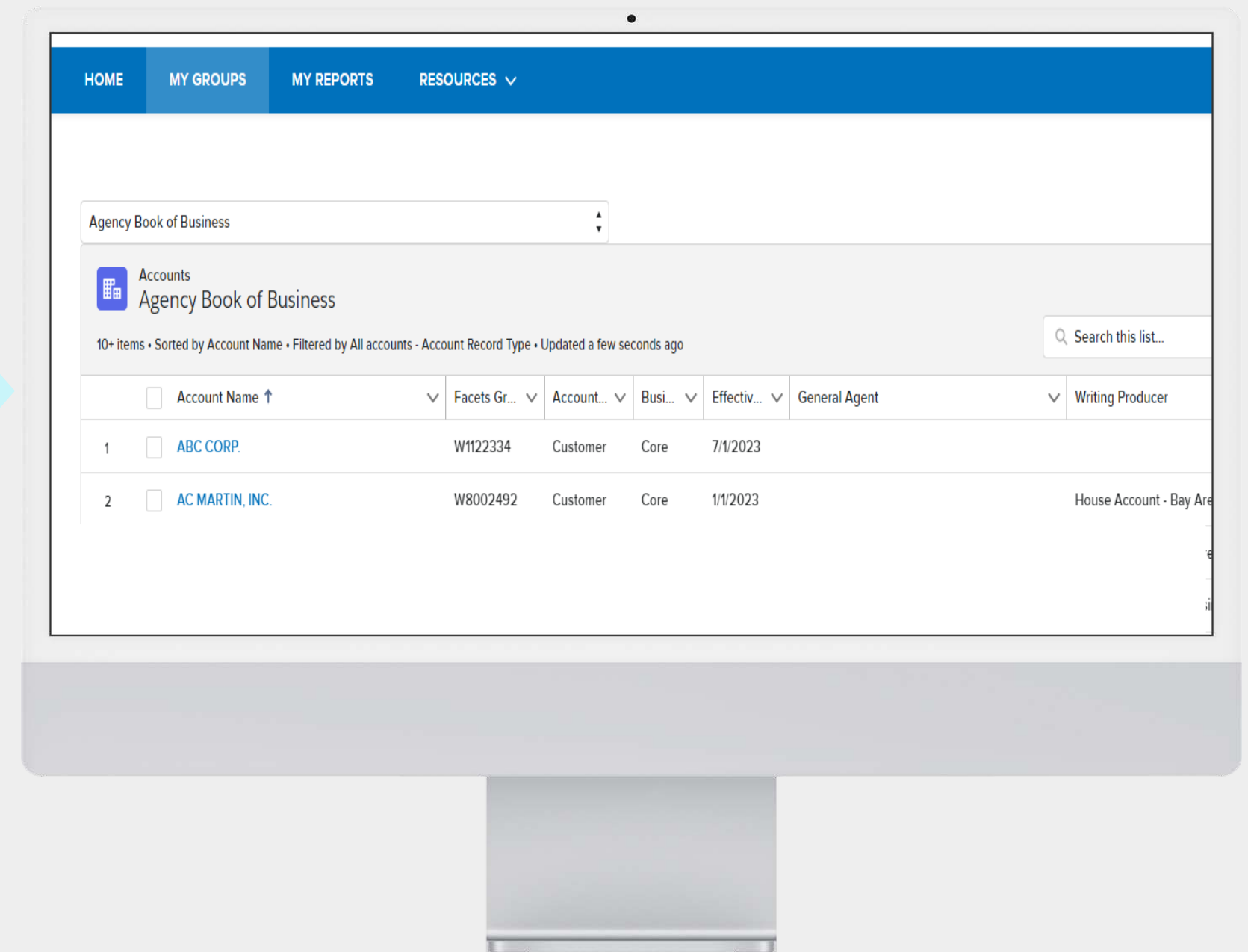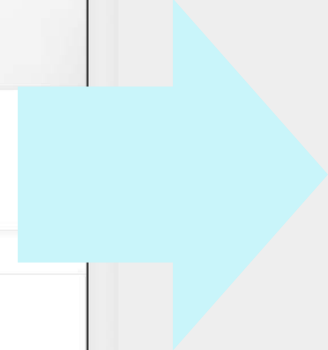
Access the Employer Enrollment Tool

Enrollment roster has been removed to give access to Employer Enrollment tool.

Select Benefits Management link to enter the tool.
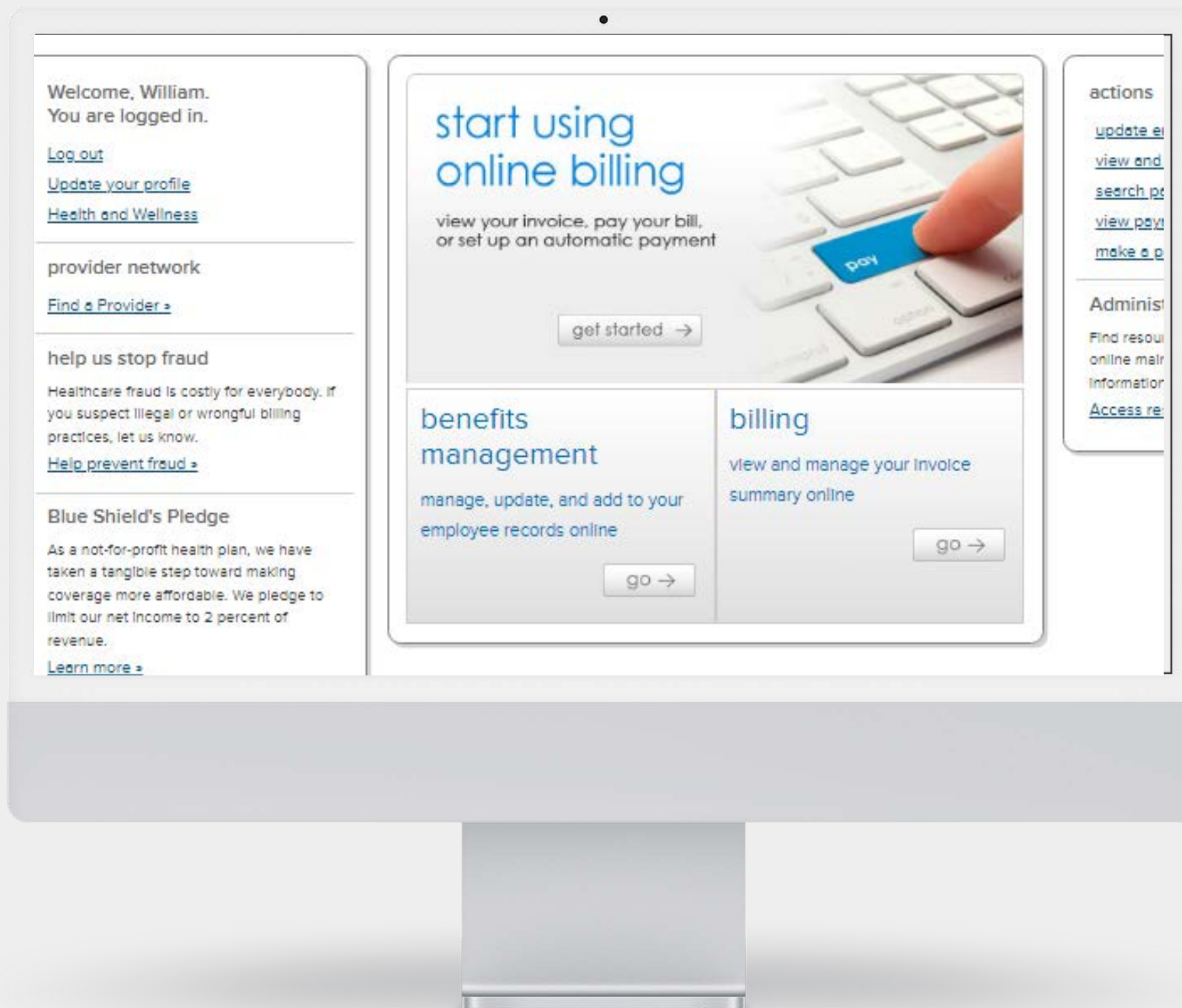
Select Manage all Groups card from homepage.

Click on your company name.

Group Account Page

Click on action buttons to begin a submission workflow

Enroll Employee

Edit Group

Account

+ Follow

Group ID

Status

Business Unit

No of Employees

Cancel Date

Account Payment Status

View coverage information and tool activity in tabs

EMPLOYER INFORMATION   MEMBER ROSTER   ENROLLMENT CONTRACTS   EMPLOYER CONTACTS   PLANS   PAYMENT   TRANSACTION HISTORY   FILES

∨ Account Information

Account Name

Tax ID

Doing Business As Name

SIC Code

Parent Account ID

SIC Description

Type
Customer

∨ Address Information

NEXT

Member Roster

Export your membership roster from the Member Roster tab

Use search to quickly access an employee

Click on the employee's name to view coverage and make benefit updates

NEXT

Submission acknowledgment

Signature&Attestation

Submission confirmation

☐ I already have a signed paper copy of the form appropriate for the change(s) being requested. I certify that, to the best of my knowledge and belief, the information in this submission is complete and accurate. I also certify that I have and will retain the forms completed and signed by the authorized group representative and/or employee to request these group changes and/or member enrollments or changes to enrollment and that the information I am providing is an accurate representation of the information in the signed form(s).

☐ I acknowledge that I will update the EDI/834 file with the information submitted to the Employer Enrollment Tool before the next submission to Blue Shield. I understand that changes made in the tool must be added to the file to avoid

Every submission will display the checkbox acknowledgement on the digital signature page

You cannot process a submission without completing the check boxes and digital signature step