

We will
begin at
2:02





Employer Enrollment Tool

Enroll with confidence.
Because enrollment can be
easy.

www.blueshieldca.com/broker

Presented By : Jasmine Slagle

Session house keeping



Video is off to improve audio and video speed.



Demonstrations are pre-recorded in a test environment for quality and security considerations.



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

Overview

Blue Shield is replacing the current Benefits Management tool with the Employer Enrollment Tool.

- Same username and password
- Same portal navigation to the tool
- No system downtimes for launch
- Market launch begins 4/24



Employer
Enrollment Tool
Maintenance Guide
for employer
groups

Effective April 1, 2023



Demonstration

General navigation
Enroll a new hire
Run a census report
Order an ID card
Cancel a member

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A suite of features

Enroll members
Add dependent
Cancel subscriber
Cancel dependent
Order ID card
Edit member details
Edit member contact info
Edit member plans

Enroll in COBRA
Reinstate subscriber +
dependents
Reinstate dependents
Edit group details
View + export reports
View invoice amount
View payment status
Process pends

Access the Employer Enrollment Tool

blue of california | employer connection

The screenshot shows the homepage of the Employer Connection tool. At the top, there are navigation tabs for 'home', 'blue shield plans', 'administrator resources', and 'why blue shield?'. The main content area features a large banner for 'Pharmacy drug cost reporting' with a 'Complete survey' button. Below this, there are three columns: 'Medical Plans & Benefits' with links for Large Group Plans, Health and Wellness Programs, and Small Business Plans; 'Online Account Management' with links for Small Groups and Mid/Large Groups; and 'Reference Library' with links for Rates, Forms, and Administrator Guides. On the right side, there are sections for 'Who we are' and 'Find a Doctor', both with 'go' buttons. A 'Log In / Create Account' button is located at the top right of the main content area.

Employer Log In

Please enter your Employer Connection username and password.

Username

Password
 [Show](#) [Hide](#)

Remember my username

[Log In](#)

Employer: [Forgot Username?](#) | [Forgot Your Password?](#)

Create an account

It takes about 5 minutes and 4 easy steps to register as a primary contact on Employer Connection.

To register you will need:

- Group number
- Subgroup number (if applicable)
- Your latest bill

I am the primary contact [Who can create an account?](#)

[Register](#)

The screenshot shows the dashboard of the Employer Connection tool after a user has logged in. At the top, there are navigation tabs for 'home', 'billing', 'plan administration', 'reports', and 'health & wellness'. The main content area features a 'start using online billing' banner with a 'get started' button. Below this, there are two main sections: 'benefits management' with a 'go' button and 'billing' with a 'go' button. On the right side, there is a sidebar with 'actions' and 'Adminis' links. The top right corner shows the company name 'THE CANNING ADVANTAGE INC - W0125534'.

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.

After authenticating, select Benefits Management link.

Resources

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](#)



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Next steps



Validate your information on file with Blue Shield



Receive user guides and recorded training session



Attend an informational session to learn more about market launch. [Register here!](#)

