

My Profile

The My Profile page is designed to be unique to you. Here, you can seamlessly access and modify your profile information, notification preferences and subscriptions, ensuring a hassle-free experience.

The screenshot displays the 'MY PROFILE' page for 'Sample NISHIO'. The page is divided into several sections:

- Personal information:** Name (Sample NISHIO), Phone ((999) 999 - 9997), Email (s@n.mano-2@bluecalifornia.com).
- Login information:** Username (Testgen01), Password (masked).
- Subscriptions and notifications:** A table showing various events and their notification status.

| Event | Email | Site notification |
|---|-------|-------------------|
| Admin updates (admin added or updated, access renewal required) | ✓ | ✓ |
| New invoice | ✓ | ✓ |
| Delinquent invoice | ✗ | ✓ |
| Auto-payment updates | ✗ | Coming soon |
| Payment processed | ✗ | Coming soon |
| Your bank information is updated | ✗ | Coming soon |
| Employer connection site updates | ✗ | Coming soon |
| New events or programs for employers | ✗ | Coming soon |
- Permissions:** A table showing permissions for the user group 'W0054351000'.

| Subgroup | Member roster view only | Member roster edit | Billing view only | Billing edit | Manage users | Employer reporting |
|-------------|-------------------------|--------------------|-------------------|--------------|--------------|--|
| W0054351000 | ✓ | ✓ | ✓ | ✓ | ✓ | <ul style="list-style-type: none"> Self-funded Fully insured Fully insured (Manual rated) |

Accessing Your Profile:

1. Click the "Initials" icon in the navigation bar's upper right corner.
2. This will lead you to your profile page, where you can edit your personal information, login details, and subscriptions.
3. If you are a Primary Contact or Delegate with "Manage Users" rights, you can access other profiles via "Manage Users/Overview."

Profile Overview:

- In the "My Profile" section, you'll find categories like "Personal Information," "Login Information," "Subscriptions and Notifications," and "Permissions."
- Delegates can update their details, login information, and subscriptions.
- Primary Contacts or Delegates with "Manage Users" rights can also edit permissions.

Home > Manage users > User details

USER PROFILE

John Smith

Personal information [ⓘ](#)

Name John Smith
Phone (555) 555 - 5555
Email john@testing123.com
Username Button12

Permissions [Edit](#)

| | | | | | |
|----------|-------------------------|--------------------|-------------------|--------------|--------------|
| Subgroup | Member roster view only | Member roster edit | Billing view only | Billing edit | Manage users |
|----------|-------------------------|--------------------|-------------------|--------------|--------------|

Personal information

First name
DIANA

Last name
SHERWOOD

Phone
(530) 533 - 2710

Email
E3231439.Button12.ec.testing@blueshieldca.cc

Confirm email
E3231439.Button12.ec.testing@blueshieldca.cc

[Cancel](#) [Save](#)

Editing Personal Information:

1. Click "Edit" next to "Personal Information."
2. Make the necessary changes to your personal information.
3. Save your changes to update your profile or click "Cancel" to disregard the changes.

Login information

Username
Button12

Your username must have:

- 6-20 characters
- Unique identification
- Numbers and letters only
- No spaces

Password [Show](#)

Your password must have:

- At least 8 characters
- An uppercase character
- A number
- A lowercase character
- A special character
- No spaces

Confirm password [Show](#)

Cancel **Save**

Editing Login Information:

1. Option for "Edit" next to "Login Information."
2. Apply the desired changes to your login details.
3. Save the changes to update your login information or select "Cancel" to undo the changes.

Subscriptions and notifications [Edit](#)

| Event | Email | Site notification |
|---|-------|-------------------|
| Admin updates (admin added or updated, access renewal required) | ✓ | ✓ |
| New Invoice | ✓ | ✓ |
| Delinquent Invoice | ✓ | ✓ |
| Autopayment updates | ✓ | Coming soon |
| Payment processed | ✓ | Coming soon |
| Your bank information is updated | ✓ | Coming soon |
| Employer connection site updates | ✗ | Coming soon |
| New events or programs for employers | ✗ | Coming soon |

Subscriptions and notifications ✕

For each topic below, select whether you'd like to be informed by email, site notification, or both.

Admin updates (admin added or updated, access renewal required) Email Notification

New invoice Email Notification

Delinquent invoice Email Notification

Payment processed Email

Autopayment updates Email

Bank information updated Email

[Cancel](#) [Save](#)

Managing Subscriptions and Notifications:

1. Customize your email and notification preferences in the "Subscriptions and Notifications" section.
2. Check or uncheck the boxes based on your preferences.
3. Manage new notification options as needed. Notifications will appear within the site while subscriptions are emailed to you.
4. Click "Save" to confirm your preferences or "Cancel" to exit without saving.

The screenshot shows the 'Manage users' page for a user named Samuel Tester. The page includes a navigation bar with 'Billing & payments', 'Plan administration', 'Reports', and 'Manage users'. The user's profile is displayed with personal information and a permissions table.

USER PROFILE
Samuel Tester

Personal information

Name: Samuel Tester
Phone: (415) 345 - 9876
Email: miguel@988756987@blueshieldca.com
Username: Testgen01

Permissions [Edit](#)

| Subgroup | Member roster view only | Member roster edit | Billing view only | Billing edit | Manage users | Employer reporting |
|-------------|-------------------------|--------------------|-------------------|--------------|--------------|--------------------|
| W0054351000 | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ |

| Subgroup | Self funded | Fully insured | Fully insured (Manual rated) |
|-------------|-------------|---------------|------------------------------|
| W0054351000 | | ✗ | ✗ |

Delegate Profile Viewing:

- For Primary Contacts and brokers, accessing a delegate's complete profile is straightforward through the "Manage Users" feature.
- Click on the delegate's name to view their profile.
- Clicking on their email address generates an email if Outlook is set as the primary mail application.

Managing Permissions:

1. Primary Contacts and HR Admin Delegates with "Manage Users" permission can adjust a Delegate's permissions.
2. Click "Edit" next to "Permissions" to modify permissions by checking the relevant boxes.
3. Save your changes to update permissions.

blue california Employer Connection Billing & payments Reports Manage users DUKE SHERWO... W0005678 DS

Home > Manage users > Edit user permissions

EDIT USER PERMISSIONS

John Smith

Permissions by subgroup

Billing, Members and Users

| Subgroup | Member roster view | Member roster edit | Billing View | Billing edit | Manage users |
|---------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| W0005678-1000 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Cancel Update permissions

Understanding Permission Indicators:

- Gray checkboxes indicate viewing permissions that are part of the edit permission set due to prior selections.
- The permission column remains grayed out if a Delegate needs authorization to edit access.

At Blue Shield of California, we aim to provide a straightforward experience, enabling you to focus on your core responsibilities. Should you have any questions or need further assistance, refer to this guide or contact [Employer Services](#).