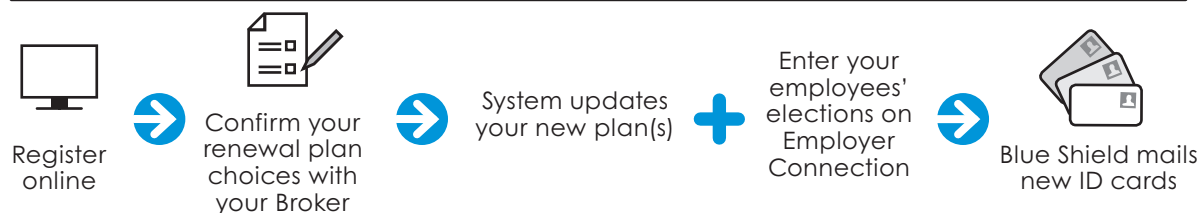


welcome to open enrollment in Employer Connection

It's easy to conduct open enrollment online with Employer Connection. Don't miss your annual opportunity to modify your group's healthcare elections online. With just a few simple steps, you'll be on your way.



1 Register for Employer Connection

Visit blueshieldca.com/employer and click on the Register now button. Enter your customer number or group number and follow the steps to register. After you set up your username and password, you will be able to access your account 24/7.

2 Confirm your renewal choices with your Broker

Confirm your group's final renewal choices 30 days prior to your renewal date with your Blue Shield broker. Making your choices early will help to ensure a smooth renewal transition and avoid delays in receiving new Blue Shield member ID cards.

3 Blue Shield updates your account so that you can make open enrollment changes.

As soon as you receive an email from Blue Shield, typically within 10 business days of making your renewal choice, you have limited time to make open enrollment elections. You must be registered to receive the notifications.

4 Enter your employees' elections

You only need to complete open enrollment for employees who have changes to their plans. You or your broker can enter your employees' open enrollment elections online using Employer Connection.* We encourage you to start as soon as you receive notice that you have access to make open enrollment elections because you only have until the end of your renewal period month. For example: If your renewal period is October 2014, you will have until October 31, 2014, to make changes.

* Important note: The open enrollment link will be displayed on Employer Connection once the new plans for your renewal have been added to your account within Blue Shield.

5 Blue Shield mails new ID cards

After you've submitted your employees' elections, Blue Shield will send new ID cards to members who have made plan changes. Once you have received the notification you can access Employer Connection Plus, the sooner you enter your employee elections in Employer Connection, the sooner your employees will get their new ID cards.

Additional resources:

View the following items to help you get started with open enrollment on Employer Connection:

Getting Started Web page:

→ blueshieldca.com/ecp-getting-started

View the "Conduct Open Enrollment" link on this page for a quick demo.

Have questions?

If you have any questions or require assistance with Employer Connection, call Group Employer Services at **(800) 325-5166**.

For eligibility questions regarding insurance benefits and renewal, call your Blue Shield broker.