

We will
begin at
11:02



Presented By : Jasmine Slagle

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 in a test environment 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

Cancel group

Edit group details

Edit group contacts

Edit group plans

Edit group class plans

Edit group eligibility offerings

Edit group contribution amount

Edit group name + structure

Edit billing format

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 'Log In / Create Account' button. Below this, there are sections for 'Medical Plans & Benefits', 'Online Account Management', and 'Reference Library'. On the right side, there are links for 'Who we are' and 'Find a Doctor'.

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. 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 sections for 'benefits management' and 'billing'. On the right side, there are links for 'actions', 'update', 'view and search', 'view ID', and 'make a p'.

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!](#)

