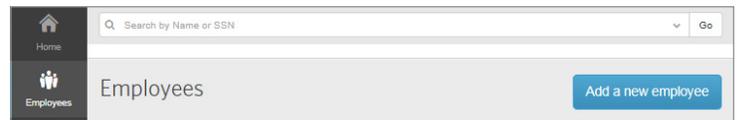


eEnrollment

Quick Tips for Group Leaders

How do I add new employees?

Add new employees by clicking the **Employees** tab and then the **Add a new employee** button.



Required fields are identified with an asterisk (*) and include:

- › First and Last Name
- › Gender
- › Date of Birth
- › Social Security Number
- › Hire Date
- › Address

What reports can I get?

You can create many group reports, including Benefit Detail, Employee Census and Dependent Census reports.

From the Data & Reporting tab, you can:

- › Generate reports in multiple file formats, including PDF and CSV (Excel) files
- › Sort reports by employee name or SSN
- › Group and/or filter reports

You can also create employee-specific reports from the Employee Reports section of the employee's record.

How do I cancel a benefit policy without changing the employee's active status?

When you cancel benefits for employees, they remain Active Employees.

- › Search for an employee
- › Select the **Benefit Details** link for the employee
- › Edit the benefit election
- › Select the **Cancel Benefits for All** button
- › A warning message will ask you to confirm that you want to cancel benefits. Select **OK**
- › Enter the date to cancel benefits and select **Next**
- › Review and save the changes



How do I terminate employment? What's the difference between terminating employment and canceling benefits?

When you cancel benefits for employees, the employee remains in active status.

Terminating employment changes the employee's status from Active to Terminated and also cancels all benefits for the employee.

- › Search for an employee
- › Select **Terminate Employment** from the **Manage Employee** drop-down box
- › Enter the employment termination date for the employee
- › Review the benefit cancellation date for each benefit available
 - This date is pre-populated based on the employee's termination date and the benefit termination rule
- › Save the changes

How do I rehire employees?

Once employment is terminated, employees can be rehired and their benefits reinstated. eEnrollment allows for rehiring only if the rehire date is within or more than a certain number of days past the termination date as defined in the Rehire Rules.

To rehire an employee:

- › Search for an employee
- › Select **Rehire Employee** from the **Manage Employee** drop-down box
- › Enter the employee's rehire date
- › If applicable, reset employee Login and Password

Rehire Date and Login Information

*Rehire Date

*Login ID

New Password

Confirm New Password

Allow employee to login

How do I change plans for an existing employee?

- › Search for an employee
- › Select the **Benefit Details** link for the employee
- › Edit the benefit election
 - **Note:** You may be required to enter a life event, such as birth, marriage, etc., as a reason for changing the employee's benefit plan
- › Select the **Edit** button next to the Plan section to change the benefit plan
- › Select the new benefit plan and select **Next**
- › Continue with the enrollment flow and select **Save** when you have completed the plan change

Plan PPO Plan Edit

How do I manage my daily tasks?

The **To-do list** shows actions that you need to perform based on specific categories of information, such as an employee's benefits and tasks on the **Work** or **Personal** tabs.

Keeping up with the items in your To-do list ensures that data is sent to Blue Cross quickly and your employees' benefits are processed in a timely fashion.

To-do list

View by: All Tasks

Personal

6 Employees Require More Data

Work

17 Employees Need to be Approved

1 Employee with Carrier Changes Needs to be Reviewed

Current Benefits

View by offer >

2 Employees Need to be Approved

5 Employees with Benefits Not Started

1 Employee with Benefit Pending Carrier Approval

Need additional technical or navigation support? Call **1 (843) 375-4967**.