



EmployerAccess online registration guide

Helpful tools to manage your health plan, all in one place

EmployerAccess puts you in charge of your company-sponsored health plan. From one simple, secure website, you can manage:

- Enrollments (view only)
- Online bill pay
- Transaction history
- Unfinished tasks

Online access means you will get the information you need faster. And you do not have to wait to get started. You can register online today.



Register online now for EmployerAccess

You can register for EmployerAccess online, using the instructions in this guide. Once you are registered, you can manage your access based on your needs. Just follow these step-by-step instructions to get started.

Before you get started, make sure you have your tax ID number and your group's ZIP code on hand.

You will need this information to register.

- 1 Go to the *EmployerAccess Login* page at <https://employer.anthem.com>. When you select **Register Now**, it will take you to the *Employer Group Registration Page*.



1

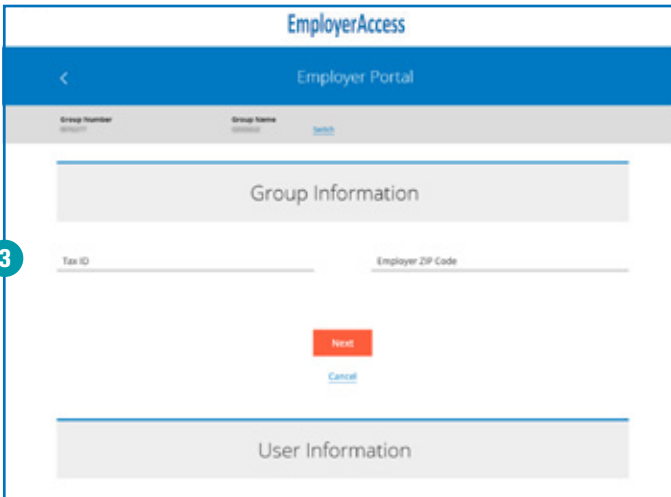
- 2 Enter your group number and select **Continue**.

Once your group number is validated, it will take you to the *Group Information* page.



2

- 3 Enter the ZIP code for the employer location, then your employer Tax ID Number (if requested), and then select **Next**.



3

4 Enter required user information.

If you want to be the Site Administrator, select **Yes** next to **Site Administrator**.

This allows you to add or disable additional users for your group, including your broker. You will also be able to reset passwords for the other users.

Select how you would like your username generated and enter the required information.

Then select the **Membership, Billing and Reports** access that you will need:

Membership

- **Membership View Only** – You can view membership and view/print ID cards.

Billing

- **View and Pay Invoices** – Coming in 2021, you will be able to view and pay invoices online.

Reports

- **Client Information Insights** – Access to reports includes combined data about the health of your retiree population and the costs associated with it.

Subgroup Access Level – You can select the subgroups that you need access to:

- All subgroups
- or
- Restrict access to only those selected

Select **Next** to review and accept the **User Agreement**.

The screenshot displays the 'Employer Access' portal interface. At the top, it shows 'Employer Portal' with a back arrow and a 'Done' button. Below this, there are sections for 'Group Information' (with a plus sign), 'User Information', and 'User Access'. The 'User Information' section includes a 'Site Administrator' toggle set to 'Yes', a dropdown for 'How would you like your username to be generated?', and input fields for 'First Name', 'Last Name', 'User Email Address', 'Job Title', 'Phone Number', and 'Extension'. The 'User Access' section asks 'What do you need to access for your role? Select all that apply.' and lists options under 'Membership' (Membership View Only, No Access to Member Information/Tools) and 'Reports' (Client Information Insights). At the bottom of the form, there are 'Back' and 'Next' buttons, a 'Cancel' link, and a 'User Agreement' section. The page concludes with a 'Request Complete' message.

5 Read User Agreement.

Scroll through and carefully review the User Agreement language. Select the “I accept” checkbox and enter electronic signature. Then **Submit for Approval**.

5

6 Check that your request is complete.

Your user ID will be presented, be sure and make note of it. You will also have the opportunity to download or print a copy of the user agreement.

If you are the group contact or Group Administrator and owner of the email address on file with Anthem, you will immediately get an email with your temporary password which you can use to log in to EmployerAccess.

If you are a group contact/broker other than the owner of the email address on file, your Site Administrator will need to approve your registration request.

If Anthem does not have an Administrator email address on file, your registration will be pended and our Enrollment and Billing team will review and validate your information.

6

7 Enter your user ID and temporary password to log in to EmployerAccess.

7

8 Change your password.

Enter your temporary password as the Current Password and enter a New Password, Secret Question and Answer. Choose a password that will be easy for you to remember but would not be easily guessed by anyone else.

The screenshot shows the 'Change Login Information' page in the EmployerAccess system. The page title is 'EmployerAccess' and the subtitle is 'Change Login Information'. Below the title, there is a message: 'Please change your password, verify your email address, select a secret question and enter the secret answer.' The form is titled 'Login Information for [email address]'. It contains four input fields: 'Current Password', 'New Password', 'Re-enter New Password', and 'Secret Question Answer'. There is also a dropdown menu for 'Secret Question' and a text input for 'Email Address' with the value 'judy.smith@anthem.com'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save Changes'.

9 Select **Save Changes** and then **Go to Dashboard** to get started with EmployerAccess.

Note: If a Group Usage Agreement is not on file with Anthem, you will be asked to select your role and provide your electronic signature.

The screenshot shows the 'Confirmation' page in the EmployerAccess system. The page title is 'EmployerAccess' and the subtitle is 'Confirmation'. Below the title, there is a message: 'Thanks for updating your login information!'. At the bottom of the page, there is a button labeled 'Go to Dashboard'. Below the confirmation page, there is a dashboard view. The dashboard has a header with 'Good Afternoon, Thank you for 7 months of partnership.' and a 'Logout' link. Below the header, there is a 'Membership' section with a 'Find a Subscriber' form. The form has a dropdown menu for 'Link up a subscriber by:' with the value 'EIN, Member ID, or Subscriber ID'. Below the dropdown, there is a text input field for 'Enter EIN, Member ID or Subscriber ID' and a 'View Employee' button.

Manage Admin Users

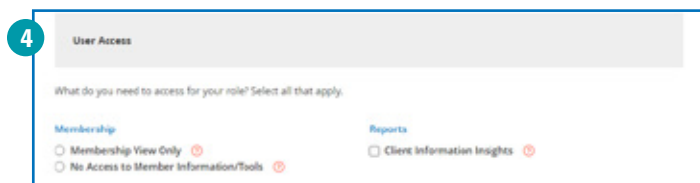
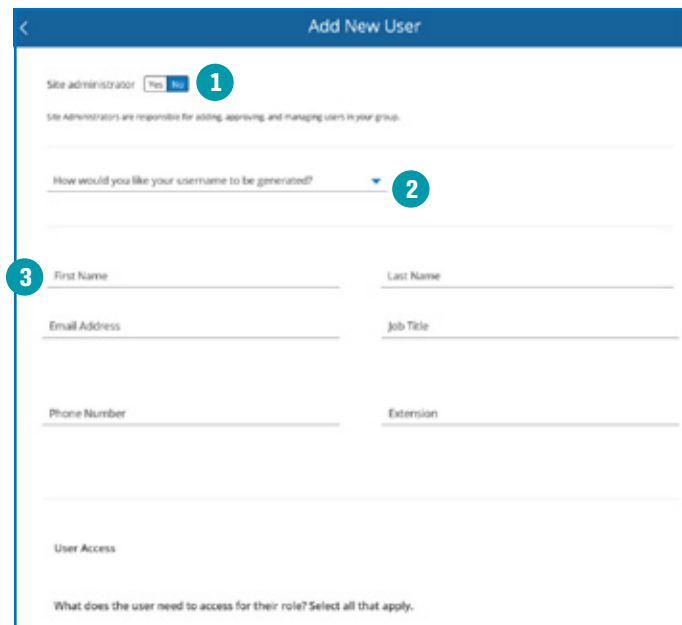
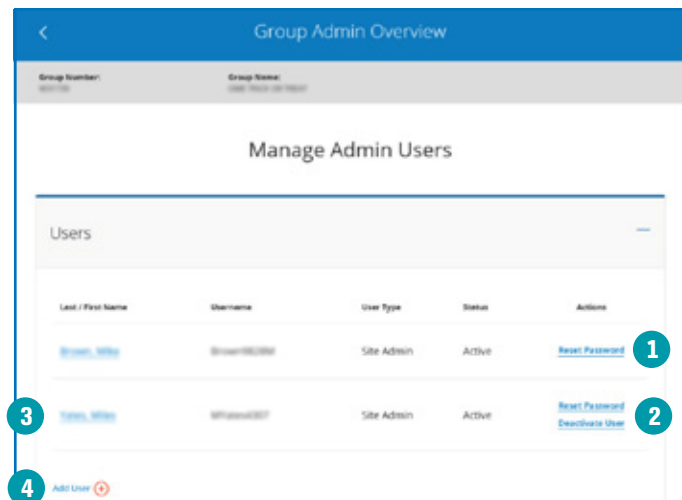
As the Site Administrator for your group, you can use this section to access and manage the users for your group. Select **Manage Admin Users**.

From this screen you will have the ability to:

- 1 Reset passwords
- 2 Deactivate users
- 3 Edit users
- 4 Add users

Once you have selected Add User, complete the user details:

- 1 Site Administrator – Yes or No
- 2 Determine how you would like the user name generated
- 3 Provide the First and Last Name, Email address, Job title and Phone Number
- 4 Select the **Membership** and **Billing** access the user will need:
 - **Membership View Only** – User can view membership and view/print ID cards.
 - **View and Pay Invoices** – Coming in 2021, you will be able to view and pay invoices online.



With EmployerAccess, you can manage your plan efficiently and accurately.

Anthem Blue Cross and Blue Shield is a Medicare Advantage plan with a Medicare contract. Enrollment in Anthem Blue Cross and Blue Shield depends on contract renewal. Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company. In Virginia: Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in POS policies offered by CompCare Health Services Insurance Corporation (CompCare) or Wisconsin Collaborative Insurance Corporation (WCIC). CompCare underwrites or administers HMO or POS policies; WCIC underwrites or administers Well Priority HMO or POS policies. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.