



EmployerAccess Quick Reference Guide

Introducing the new EmployerAccess
Blue Cross Blue Shield of Georgia's easy-to-use,
online benefits management system

Managing your employees' benefits just got easier.

Blue Cross Blue Shield of Georgia has redesigned and enhanced EmployerAccess.

The new system retains many of the features that originally made it popular and it's added many new capabilities. You'll be able to:

- *Manage online enrollment*
- *Perform contract maintenance*
- *Handle benefit inquires*
- *Access reports*
- *Pay bills online*
- *And more – all from one web portal!*

Membership Page – Get all the information you want in quick-click time.

EmployerAccess' new Membership Page lets you navigate and access information quickly and easily – just by clicking.

- *View pending activity*
- *View or change member information*
- *Add new subscribers*
- *View billing entities*
- *Change login information*

Find information quickly and easily.

The Employee/Dependent Details page makes locating everything about an employee's coverage point-and-click easy.

- *Get a complete overview of any employee's coverage*
- *Add or change coverage*
- *Cancel coverage*
- *Request ID cards*
- *Edit personal information*
- *Re-enroll*
- *And more...*



Make no mistake about it

EmployerAccess also helps you get employee enrollment right the first time.

- *Automatically saves your unfinished work and lists it in the Pending Activities Report for future completion*

Complete, quick and convenient

With all the dynamic operations available, you'll be able to:

- *Enroll employees in one place*
- *Assign medical, dental, vision and basic life coverage all on one page*

EmployerAccess is the fastest way to get enrollment initialized, so your employees can begin using their benefits.

Instant reports – No waiting.

Take the wait and headache out of generating reports – the information you're looking for is now easy to find with EmployerAccess.

Review:

- *Activity Reports*
- *Pending Activity*
- *Provider Finder*
- *Employee Roster*
- *Life and Disability Tools*

Also:

- *Review all employees by group*
- *Find employee names and member ID's*
- *Sort data and download listings in Excel® or comma delimited files*

Billing questions? We've got answers.

Now it's easy to make payments, manage your billing operations and get prompt, accurate answers to all your questions.

- Review, download and print all invoices and payments from the past 18 months
- Pay bills online
- Easily view invoice details by clicking invoice numbers

EmployerAccess

Welcome **John Smith** Provider Finder Help Log out

Membership **Employer** **Billing**

[Billing Entities](#) / Select Payment Amount

Select Payment Amount

Step 1
Select Payment

Step 2
Select Accounts

Step 3
Authorize Payment

Case Number: **123456**
Case Name: **ABC CO**

Payments will first be applied to a billing entity's oldest invoice. At a minimum, please select entity you choose to pay.

Billing Entity	Current Period	Current Invoice	Due Date	Amount
123456H001	April 2007	000999999G	04/01/2007	<input type="checkbox"/> Pay \$42
	March 2007	000999999G	03/01/2007	<input type="checkbox"/> Pay \$33
	February 2007	000999999G	02/01/2007	<input type="checkbox"/> Pay \$33

EmployerAccess

Welcome **John Smith** Provider Finder Help Log out

Membership **Employer** **Billing**

EmployerAccess Overview

Welcome to EmployerAccess, our state-of-the-art, benefits management system.



Billing Entities

Billing Entity Number	Amount Due
123456H001	\$2,070.00
Total Amount Due	\$2,070.00

Pending Activity

ID Number	Subscriber Name	Type	User ID	Actions
123456789	SMITH, JOHN	New Enrollment	JSMITH001	Resume Delete

[Provider Finder](#) [Help](#) [Contact Us](#) [Log out](#)

Like to know more?

Just visit www.bcbsga.com/employeraccess or contact your dedicated Blue Cross Blue Shield of Georgia representative.

For an online demo, go to: <http://demo.bcbsga.com/employer>



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