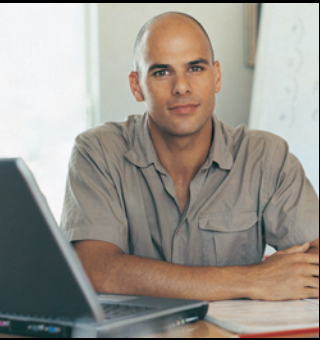


Blue Access for Employers



Online Health Plan Management Tool



BlueCross BlueShield of Illinois

Experience. Wellness. Everywhere.®





Blue Access for Employers

Simple, secure online tools for time-saving
health benefit plan management

Blue Access for Employers helps you manage your company's benefit plan and complete your tasks, quickly and accurately.

If you are a group health plan or benefits administrator, register for Blue Access for Employers today. Or take a tour to learn more. Visit us at www.bcbsil.com/employer for more information.



When you register for Blue Access for Employers, you gain access to a comprehensive online solution for your benefit plan management. Our secure, easy-to-use features will help you save time and reduce paperwork.

Blue Access for Employers is a secure site built to meet the needs of today's human resources administrator. Using a secure password, you can log in and:

- ▶ Add or cancel employees and dependents
- ▶ Verify eligibility
- ▶ Update plan coverage
- ▶ Update employee and dependent's personal information
- ▶ View your current billing information
- ▶ Request and print ID cards and much more!

Blue Access for Employers

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blueaccess
for Employers

Welcome, John Public (Acct #000000)

1 Employer Home

- Account Summary
- Enrollment
- Employee Maintenance
- Billing
- Reports

2 Form FINDER

3 Find a Doctor

4 Blue Access for Members site demo

5 Account Summary

6 Get Started:

Select a maintenance option from the **I want to** menu, then search for the member

7 Recent Activity

Name	ID Number	Activity	Entry Date	Status
SMITH, MARTHA	849900001	Address Maintenance	08/27/2009	Complete
SMITH, MARTHA	849000201	Address Maintenance	08/27/2009	Complete
D, MARK	840006417	Dependent Re-Add	08/27/2009	Finish Later
DOE, JOHN	800091359	Employee Add	08/26/2009	Finish Later
SMITH, JANE	849260000	ID Card Request	08/26/2009	Complete

8 Contact Us | Help Center

9 Security Manager Logout

10 Security Manager

11 Logout

12 Experience. Wellness. Everywhere.™

13 Employer RESOURCES

Information to educate your employees and manage your benefits program.

14 News & Updates Messages

Please review your pending maintenance.

[View All Messages](#)

HELP DESK: (888) 706-0583

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1 Employer Home

Access account information, enroll new employees, update employees' information, view billing reports, pay bills online and much more.

2 Form Finder

Search for commonly used forms with just a few clicks.

3 Find a Doctor

Search for doctors, dentists, hospitals and other health care providers. Find a pharmacy and view drug coverage too.

4 Blue Access® for Members Site Demo

See tools your members can use to check claims, print temporary ID cards, search for and compare doctors and hospitals, learn about a disease or condition and much more.

5 Account Summary

View details: Access your account and view group contact information, associated numbers and plans, and account data associated with an effective date.
View Health Plans: Access health plan information for the current products available to the group, view pre-existing waiting conditions and eligibility rules for a plan.
Update Profile: Change your password and make modifications to your user and security information.

6 Get Started

The "I want to" menu provides a fast shortcut to common membership maintenance tasks when you select a transaction from the drop-down menu. Selections include Add Dependent, Cancel Employee and/or Dependent, Request ID Cards, Update Plan Coverage and more. You can also click **Enroll Employee** to go straight to the enrollment process.

7 Recent Activity

Displays a list of activities performed by the group. View your five most recent activities.

8 Contact Us

Click here to contact us with questions or concerns.

9 Help Center

Get the information you need to help you get the most from Blue Access for Employers.

10 Security Manager

This tool enables the Delegated Administrator (Security Manager) to add, revoke or maintain users' access, and designate an alternate administrator.

11 Logout

Ensure your data is safe and secure by logging out here.

12 Tips & Features Corner

Highlights information about online tools, new features and tips for using the site.

13 Employer Resources

Access legislative updates, newsletters and other important information.

14 News & Updates and Messages

Find out about new enhancements or features on the site, read about new or pending transaction activities and learn when billing statements are ready for viewing.



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