Blue Access for Employers
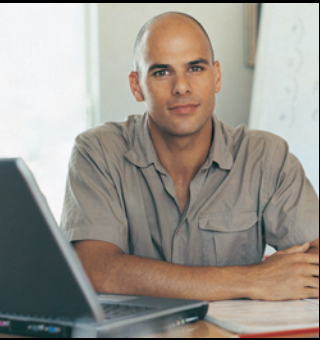
Online Health Plan Management Tool

BlueCross BlueShield of Illinois

Experience. Wellness. Everywhere.®

blueaccess® for Employers

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.

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!

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.

Blue Access for Employers

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.

BlueCross BlueShield of Illinois

Experience. Wellness. Everywhere.®

www.bcbsil.com/employer