

Employer Services Portal Quick Guide

How to add a subscriber (aka member)

1. Click on eligibility on the left navigation menu.
2. Click on add subscriber tab. *(Image 1)*
3. Confirm or select the client/group (your current client will be defaulted).
4. Enter the subscriber's social security number for subscriber ID (both fields must match) and select add.
5. On add subscriber page, confirm plan information.
 - a. Select sub-client.
 - b. Confirm eligibility status reason.
 - c. Enter hire date and effective date.
6. Enter member / subscriber information and contact info. *(Image 2)*
7. Fields with an asterisk (*) represent required fields. These must be completed to enable the save button.
8. Special attributes and designated representative information may be added at the time of subscriber enrollment.
9. Select save.
10. The new subscriber's overview page will display.
11. Dependents may now be added. *(Image 3)*

