

Setting up a Secondary Group Administrator (SGA) in Online Enrollment

As the Primary GA to your group, you will automatically be given access to Online Enrollment. To set up additional users (SGAs) with access or to change existing SGAs from read only to other levels of access, you will need to log into Employer Center and follow the below instructions.

Steps to set up an existing SGA

1. Log into Employer Center.
2. Select Edit GAs from the Admin Profiles menu.

Admin Profiles	Edit GAs
Contact Us	Appoint SGA
	Change Password
	E-mail Preferences

3. Select the GA you wish to Edit.

Active Administrators			
Name	Type	User Name	Last Access Date
(Select) Jack Test	Primary	abc123	11/22/13
(Select) Mark Test	Secondary	ihvunicorns	08/13/13
(Select) Susie Demo	Secondary	lsharpcookie	10/25/13

4. Check the View New Enrollment box and select Full, Limited, View Only or Super User (if the group has access) and Submit. *Please note it may take up to 48 hrs. for access to be granted.*

Administrator has access to *(check one or more as needed)*

COBRA Members List
 View Member Eligibility
 View Benefits
 View Claims
 View New Billing
 View New Enrollment
 Super User
 Full
 Limited
 View Only
 Reporting

Steps to add a new SGA

1. Log into Employer Center.
2. Select Appoint SGA from the Admin Profiles menu.

Admin Profiles	Edit GAs
Contact Us	Appoint SGA
	Change Password
	E-mail Preferences

3. Enter in the SGA's information into the following fields and select what you would like them to have access to and the level of access. *Please note it may take up to 48 hrs. for access to be granted.*

Enter administrator's contact information

* First Name

* Last Name

* E-mail Address

* Work Phone - - ext.

Check access administrator should have *(check one or more)*

View Member Eligibility

View New Billing

View New Enrollment Full Limited View Only

View COBRA Members

Reporting

Online Enrollment Access Levels

Full: Access to process all changes in Online Enrollment and can approve changes made by a Limited GA or Employee.

Limited: Access to process all changes in Online Enrollment, but changes keyed requires approval from Full or Super User GA.

View Only: Access to view information in Online Enrollment, but cannot make any changes.

Super User (limited availability): Access to process all changes in Online Enrollment, ability to edit effective dates, and can approve changes made by a Limited GA or Employees.