



# WELCOME TO ONLINE ENROLLMENT

*Online Benefit Enrollment and Management*

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# Online Enrollment

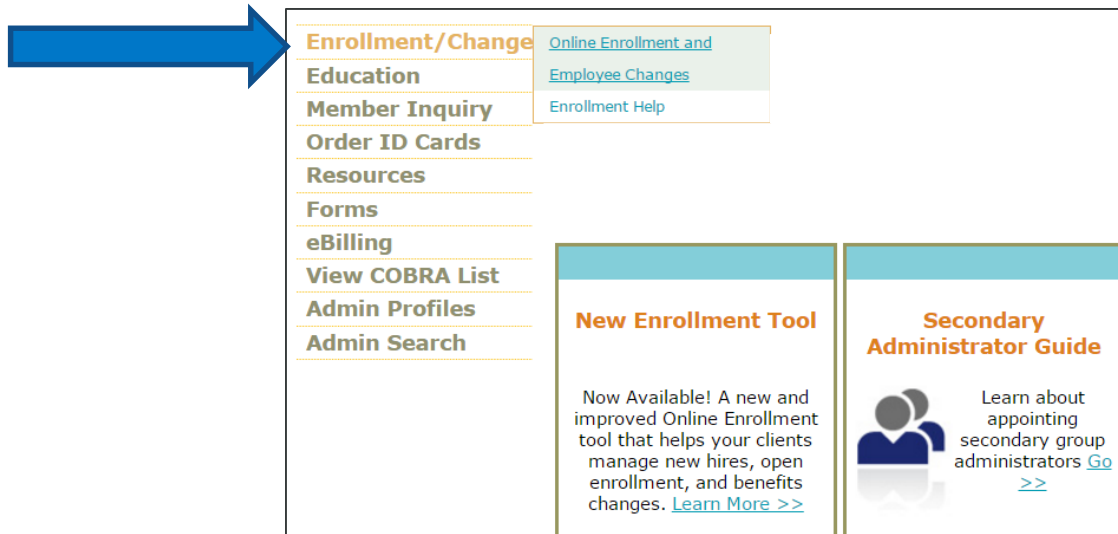
*Use Online Enrollment to process all enrollment activities*

- New hire benefit elections/declinations
- Terminations
- Life event changes
- Open Enrollment changes
- Updates to personal information
- Reports
- And much more!

The screenshot shows the Regence online enrollment portal. At the top left is the Regence logo. Below it is a navigation sidebar with icons and labels for Home, Employees, Data & Reporting, Content Manager, Resources, and Group Settings. The main content area has a grey header with the text "Welcome back, Mary Martin!". Below the header is a search bar with the placeholder text "Search by Name or SSN" and a "Go" button. The main content area is divided into sections: "To-do list" with a "View by:" dropdown set to "All Tasks"; "Current Benefits" with a "View by offer >" link; and two numbered items. Item 1 is "Employee Needs to be Approved" with an "Approve All" button. Item 2 is "Employees with benefits not started" with an "Enrollment period" dropdown set to "04/01/2013 - 03/31/2099", a "Benefit offer" dropdown set to "Medical", and a "Go" button. Below item 2 is a "Refuse All" button.

# Accessing the Tool

You will access Online Enrollment through Employer Center. Once you log into Employer Center, simply click the Enrollment link to launch the Online Enrollment tool.



The screenshot shows a navigation menu with the following items: **Enrollment/Change**, **Education**, **Member Inquiry**, **Order ID Cards**, **Resources**, **Forms**, **eBilling**, **View COBRA List**, **Admin Profiles**, and **Admin Search**. A blue arrow points to the **Enrollment/Change** link. A dropdown menu is visible next to it, containing [Online Enrollment and Employee Changes](#) and [Enrollment Help](#). Below the menu are two promotional cards. The first card is titled **New Enrollment Tool** and contains the text: "Now Available! A new and improved Online Enrollment tool that helps your clients manage new hires, open enrollment, and benefits changes. [Learn More >>](#)". The second card is titled **Secondary Administrator Guide** and contains the text: "Learn about appointing secondary group administrators [Go >>](#)".

# Getting Started


When you first log on, you will have all of your employees right there at your fingertips. The system will be completely set up according to your business rules. All you have to do is use the tool for daily benefit management and open enrollment changes from that day forward.

The screenshot displays the user interface for managing an employee named Mary Test. At the top left, the employee's name 'Mary Test' is shown with identification numbers '123-00-5656 | 6565'. A blue button labeled 'Manage employee' with a dropdown arrow is positioned at the top right. Below this, a navigation sidebar on the left contains menu items: 'Overview' (highlighted), 'Benefit details', 'Benefit eligibility', and 'Employee History'. Underneath the sidebar, there is a section for 'EMPLOYEE REPORTS' with links for 'Employee Detail Report', 'Employee Benefit Summary Report', and 'Employee Report'. The main content area features a light blue notification box stating 'Mary has 0 pending tasks'. Below this is a 'Benefits Snapshot' section with two entries: 'Medical' (Group ASC Engage Utah Preferred ValueCare Network | Employee Only | Effective as of 06/28/2015) and 'Pharmacy' (RX ASC Custom Utah Preferred ValueCare Network | Employee Only | Effective as of 06/28/2015). A second 'Manage employee' dropdown menu is shown on the right, which is open, revealing a list of actions: 'Update Login Information', 'Change Salary', 'Change Categories', 'Terminate Employee', and 'Send Message'.

# Online Enrollment Information Site

The Online Enrollment Information Site contains automated training videos, resources, live webinar training, and much more!

The screenshot shows the Regence Online Enrollment website. The header features the title "Online Enrollment" in a blue banner and the Regence logo. A navigation menu includes "Home", "Live Training", "Training Videos", "Resources", and "Marketplace". The main content area is titled "Benefits Management Made Easy" and includes a paragraph about the importance of managing employee benefits, a sub-section "Easy, Convenient, Secure." with a bulleted list of capabilities, and a "Why Online Enrollment?" section with three bullet points. On the right side, there are two boxes: "Access Online Enrollment" with "HR Administrator Log In" and "Member/Broker Log In" buttons, and "Why Online Enrollment?" with three bullet points.

**Online Enrollment**  Regence

Home Live Training Training Videos Resources Marketplace

### Benefits Management Made Easy

Regence understands the importance of effectively managing your employee benefits. That's why we are pleased to offer Online Enrollment. Designed for busy administrators like you, this robust, Web-based benefits management tool is available at no additional cost to your organization.



And, we supply all the tools and training you need. It's that easy!

### Easy, Convenient, Secure.

With Online Enrollment, you can:

- Enroll new hires and make year-round changes online
- Enter your employees' open enrollment selections upon renewal
- View eligibility details for your employees and their dependents
- Generate many useful reports to help you manage your Regence benefits
- Grant varying levels of access rights to others, including to your Broker

### Access Online Enrollment

-  HR Administrator Log In
-  Member/Broker Log In

### Why Online Enrollment?

- ✓ Benefit information is available online 24 hours day, 7 days a week
- ✓ No software to download and no investment from your internal IT department
- ✓ User-friendly system for your employees

Access the Information Site by clicking [here](#) or selecting the link from your Resource Center.



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