Let Your Broker Help You Manage Your Account

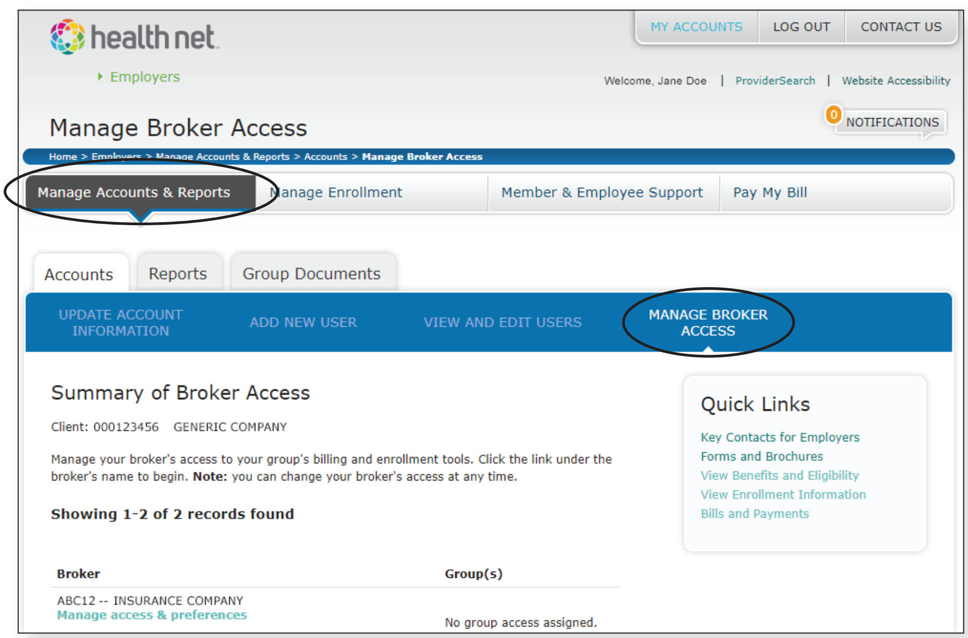
GRANT YOUR BROKER ACCESS TO PERFORM ENROLLMENT, BILLING, PAYMENTS AND MORE

Health Net's Employer portal allows you to manage your broker's access to your group's billing and enrollment tools in a quick and simple way.

First, click on the *Manage Accounts & Reports* tab, then click Manage Broker Access found on the right side of the page.

Then, click the blue hyperlink *Manage access & preferences* under the broker's name.

You can change your broker's access at any time.



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Access Privileges

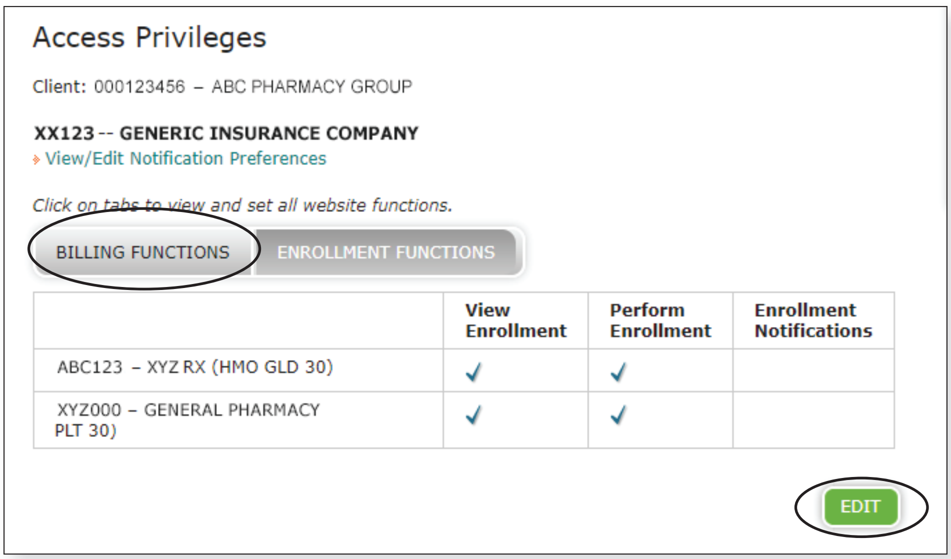
This section is where the Group designates what access the broker has for billing functions.

Note: Unless you give your broker access, they will only be able to **view enrollment**. They can't help you with management tasks.

- If you want your broker to transact, edit payments or other options, you'll need to give them access at the **Group level**.
- Only you, as the **Group Administrator**, can grant this access.
- Changes are delivered in **real time**.

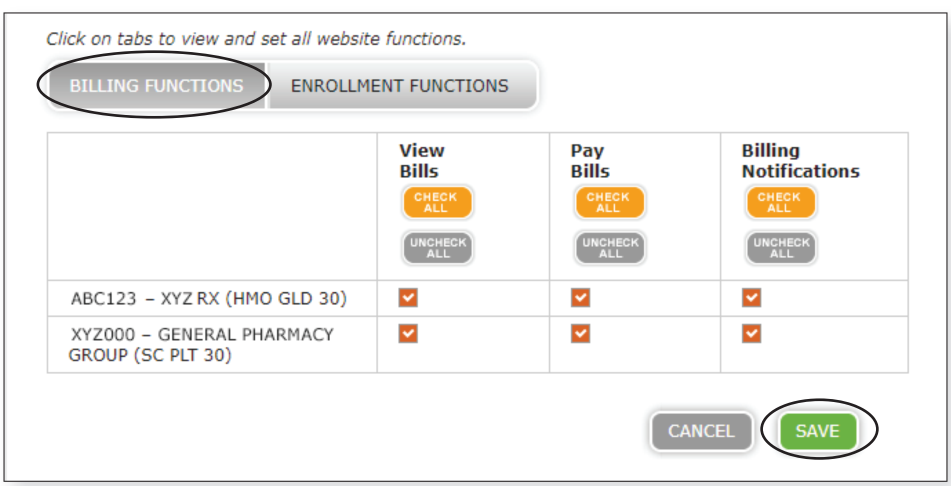
First, click on the *Billing Functions* tab if it is not already selected.

To change access privileges, click *Edit* at the bottom of the page.



Only you, as the Group Administrator, can grant access (at the Group level) for transactions such as Edit Payments, etc.

Check or uncheck boxes to grant the desired functionality, then click the *Save* button:



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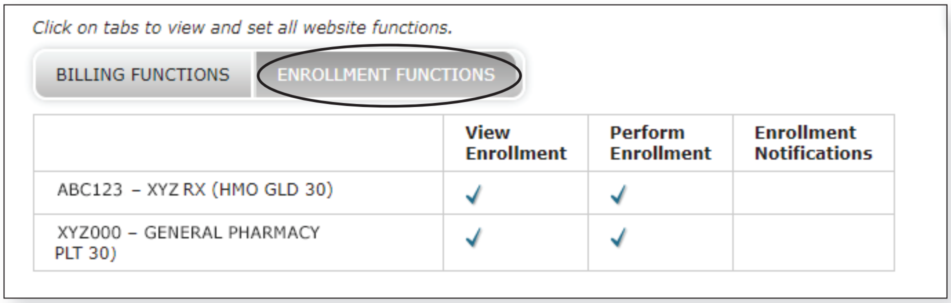
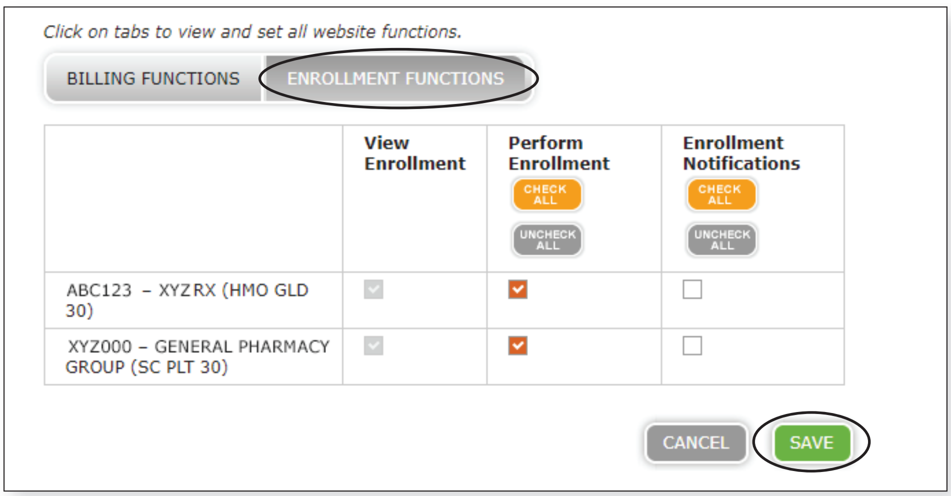
To view enrollment privileges, click the *Enrollment Functions* tab, then click *Edit* at the bottom of the page. This allows your broker to **add** or **remove members** on your behalf.



The following viewing screen will open:



Again, check or uncheck the boxes to grant the desired enrollment functionality then click the *Save* button.

That's it! Visit Health Net's Employer portal website and get started now!

Questions?

For more information, please contact your Health Net Account Manager.

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