# Employer Portal

**The group admin(s) is only person with access to this **

You can check billing status, pay bill, add or term employees, and set up ACH on this portal

Billing

1. From your group's dashboard click on 'Pay My Bill' at the top of the screen
    1.1. This will take you to the billing tab where you can view invoices, see payment history, pay the bill, and set up for ACH payments
    1.2. If you want to add the group's banking information, click on the drop-down arrow next to payments at the top of the page and then select 'Payment Methods'
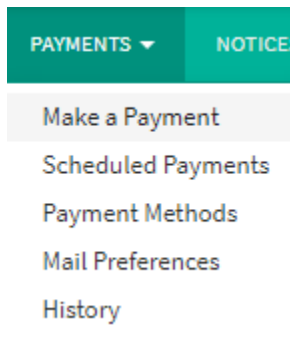

        1.2.1. On this page you will see an 'Add ACH' button, select that to continue
            1.2.1.1.   Here you will choose your account type and enter your routing and account number. Click next when your information is entered and then submit. This will save the account information.
        1.2.2. To enable automatic payments, go back to the group down arrow next to payments and select 'Scheduled Payments'
            1.2.2.1.   Select 'Make a Payment' and then choose the date you want the first premium payment to made and the date will be the same going forward for the monthly payment.
            1.2.2.2.   You can choose between the 18th and 25th of each month
    1.3. Click on the amount (balance due)
    1.4. Select on 'Sign up for auto pay"
    1.5. Then select the bank account for the payment method
        1.5.1. Once you hit submit, the group will be set up for auto pay going forward.

Employees/Coverage

1. If you wish to add or term an employee, click on the 'Employees' tab from the dashboard
    1.1. If you wish to term an employee's coverage, select the employee

    1.1.1. Then select 'Cancel Employee/Dependent Benefits' under the Available Actions

Available Actions

Coverage Changes

➕ ADD DEPENDENT

✖ CANCEL EMPLOYEE /
    DEPENDENT BENEFITS

History

🕘 STATUS HISTORY
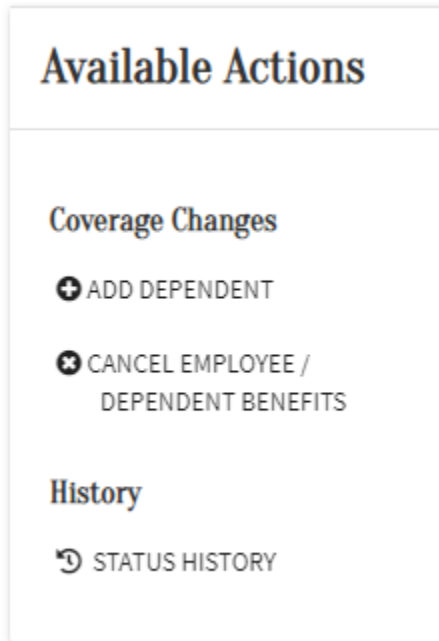
    1.2. From there you can choose the reason for termination
        1.2.1. **IMPORTANT REMINDER – TERMING COVERAGE CAN ONLY OCCUR ON THE LAST DAY OF THE MONTH UNLESS IT'S A DEATH**
    1.3. Click next and then submit to confirm cancellation
2. If you are wanting to Add an employee:
    2.1. Under the employee tab there is an 'Add Employee' option, select that to continue
    2.2. This will open a tab that will allow you to add all the employee's information and their spouse and/or dependents information, as well
        2.2.1. ** IMPORTANT REMINDER – ADDING COVERAGE CAN ONLY OCCUR ON THE FIRST OF THE MONTH FOLLOWING UNLESS IT'S A BIRTH**
        2.2.2. Click next and submit to confirm
    2.3. Go back to the employee tab, and select the new hire
        2.3.1. Under Available Actions, select "Add Benefits"
        2.3.2. Complete the application process by selecting the appropriate plan for employee and E-Sign for the employee
3. If you are wanting to Add a dependent on an existing employee:
    3.1. Open the employee's account, and select Add Dependent under the Available Actions

Policy

👤 Subscriber	J A
📍 Location	MT 59601
🏷 Status	Approved
🏷 Renewal Status	New
# Account №	1000006992
# Issuer Subscriber ID	297400482
# Subscriber ID	G000006992

Coverage

Bronze PLUS – Connected Care

🔵 Bronze PLUS – Connected Care

Effective Date	07/01/2021
Monthly Premium	$150.30
Plan	32225MT0130005
Market	Group

Who is Covered

👤 Primary	J A	12/05/1990

Available Actions

Coverage Changes

➕ ADD DEPENDENT	☑ UPDATE PERSONAL DATA
✖ CANCEL EMPLOYEE / DEPENDENT BENEFITS	☑ VIEW COMMUNICATION PREFERENCES

History

🕘 STATUS HISTORY	☑ LEAVE A NOTE

Carrier Options

⬇ DOWNLOAD 834	📤 RE-SEND 834
📤 SIMULATE 834	📤 GENERATE 1095

Group

3.2. Select the qualifying life event, input the event date, and date coverage should start

3.3. Choose whether it is a dependent or spouse and complete the necessary info for the person

3.4. Click Next and then Submit