



GroupAccess

Overview



[ABOUT US](#) [CONTACT US](#)



[GroupAccess](#)

[Health & Dental Plans](#)

[Health & Wellness](#)

[Forms & Materials](#)

[Find a Doctor](#)

You are not signed in.

GroupAccess
for EMPLOYERS

Username [Forgot Username?](#)

Password [Forgot Password?](#)

☐ Remember Username

New to GroupAccess?

BE MOBILE

When your employees are on the go, so are we. Visit our mobile website today.

[LEARN MORE](#)

Register for GroupAccess

View your group's information securely through GroupAccess. Sign in to access these services and more.

- Access your Group Invoices
- Access Enrollment Information
- Order Replacement ID Cards
- View your Group Reports

Helpful Resources

- ▶ [GroupAccess Instruction Manual](#)
- ▶ [National Healthcare Reform](#)
- ▶ [Prescription Drug Guide](#)
- ▶ [Drug Coverage Guidelines](#)
- ▶ [Massachusetts Health Care Reform](#)
- ▶ [Small Business Tax Calculator](#)

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Go to **AlabamaBlue.com/Employers**. The GroupAccess sign in page displays.

If you have not registered for **GroupAccess**, select the **Register Now button** and complete the requested information.

New to GroupAccess?



[REGISTER NOW](#)



[ABOUT US](#) [CONTACT US](#)



GroupAccess

Health & Dental Plans

Health & Wellness

Forms & Materials

Find a Doctor

You are not signed in.

GroupAccess
for EMPLOYERS

Username [Forgot Username?](#)

Password [Forgot Password?](#)

☐ Remember Username **SIGN IN**

New to GroupAccess?
 REGISTER NOW

BE MOBILE

When your employees are on the go, so are we. Visit our mobile website today.

LEARN MORE

Register for GroupAccess

View your group's information securely through GroupAccess. Sign in to access these services and more.

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- View your Group Reports

Helpful Resources

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- » [Massachusetts Health Care Reform](#)
- » [Small Business Tax Calculator](#)

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Once you are an active **GroupAccess** administrator, sign in to **GroupAccess** with your username and password.



The screenshot shows the GroupAccess menu for BlueCross BlueShield of Alabama. The top navigation bar includes links for GroupAccess, Health & Dental Plans, Health & Wellness, Forms & Materials, and Find a Doctor. A user is signed in as 'mygausename'. The left sidebar contains a 'GroupAccess for EMPLOYERS' section with an email address and a link to 'Update My Online Profile'. Below this are sections for 'What's New!' (listing newsletters and publications), 'I want to...' (listing authority delegation and feature registration), and 'Employer Help' (listing contact information). The main content area features a 'Healthcare Reform?' banner, followed by sections for Account Management, Employee Management, Reports, and Helpful Resources. The footer contains legal notices and copyright information.

BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

You are signed in as mygausename | SIGN OUT TERMS & CONDITIONS

GroupAccess
for EMPLOYERS

Email: email@email.com

Update My Online Profile
Change my ID, password, email and preferences

What's New!

- BeHealthy Newsletters
- Blue News Publications
- Group Update Publications
- Pharmacy News Publications

I want to...

- Delegate Authority
- Register For Other Features

Employer Help

- Contact your Enrollment Services Representative

Got questions about
Healthcare Reform?

A new interactive tool to help individuals and business owners learn more about federal healthcare reform legislation.

Account Management

- › Access or Pay Your Group Invoice

Employee Management

- › Access or Update Enrollment Information
- › Enroll an Employee - Underwritten Binding Arbitration
- › Order Replacement ID Cards

Reports

- › Group Reports

Helpful Resources

- › GroupAccess Instruction Manual
- › Benefit Booklets
- › National Healthcare Reform
- › Prescription Drug Guide
- › Drug Coverage Guidelines
- › Massachusetts Health Care Reform
- › Small Business Tax Calculator
- › AskBlue Healthcare Reform

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The **GroupAccess** menu page displays. Your menu will include the items to which you have been given permission. You can update your Online Profile by selecting **Update My Online Profile**.

GroupAccess: User Profile



BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

You are signed in as mygausername | SIGN OUT TERMS & CONDITIONS

GroupAccess for EMPLOYERS

Email: email@email.com

Update My Online Profile
Change my ID, password, email and preferences

What's New!

- BeHealthy Newsletters
- Blue News Publications
- Group Update Publications
- Pharmacy News Publications

I want to...

- Delegate Authority
- Register For Other Features

Employer Help

- Contact your Enrollment Services Representative

Got questions about Healthcare Reform? AskBlue

A new interactive tool to help individuals and business owners learn more about federal healthcare reform legislation.

Account Management

- Access or Pay Your Group Invoice

Employee Management

- Access or Update Enrollment Information
- Enroll an Employee - Underwritten Binding Arbitration
- Order Replacement ID Cards

Reports

- Group Reports

Helpful Resources

- GroupAccess Instruction Manual
- Benefit Booklets
- National Healthcare Reform

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BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > User Profile

You are signed in as mygausername | SIGN OUT

GroupAccess User Profile

Select from the options below to update your registration information.

- Change Password
- Change Email Address
- Change Username
- Change Secret Questions
- Change Email Notifications

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The **GroupAccess User Profile** contains all the options above.

GroupAccess: Delegate Authority



If any other group administrators at your company want access to your group's information, the primary group administrator(s) will receive an email with the request. This new user's information will appear in the primary's Pending Administrator List.

The first screenshot shows the main GroupAccess portal with a sidebar menu. A red arrow points from the 'Delegate Authority' link in the 'I want to...' section to the second screenshot.

The second screenshot shows the 'Administrator List' page. A table lists administrators, and a red circle highlights the 'View/Change' link for Michael Michaels. A red arrow points from this link to the third screenshot.

The third screenshot is a zoomed-in view of the 'Administrator List' table.

Name	Username	Start Date	
Michael Michaels	mygroupinfo	Pending	View/Change

To give permissions or deny permissions for the registered user, select the **View/Change** link.

GroupAccess: Access or Pay your Group Invoice



BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

You are signed in as mygausername | SIGN OUT TERMS & CONDITIONS

GroupAccess for EMPLOYERS

Email: email@email.com

Update My Online Profile

Change my ID, password, email and preferences

What's New

- BeHealthy Newsletters
- Blue News Publications
- Group Update Publications
- Pharmacy News Publications

I want to...

- Delegate Authority
- Register For Other Features

Employer Help

- Contact your Enrollment Services Representative

Got questions about Healthcare Reform? AskBlue

A new interactive tool to help individuals and business owners learn more about federal healthcare reform legislation.

Account Management

- Access or Pay Your Group Invoice

Employee Management

- Access or Update Enrollment Information
- Enroll an Employee - Underwritten Binding Arbitration
- Order Replacement ID Cards

Reports

- Group Reports

Helpful Resources

Your monthly invoice can be viewed from **GroupAccess**. With proper permissions, payments can also be made from **GroupAccess**.

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ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices

You are signed in as mygausername | SIGN OUT

Agreement Regarding Payment Instruction

Group Invoices

Billing Account Number (BAN):

Invoice Payments and Activity for Selected BAN

- Make payments
- Review pending payments
- Review payment amount since last invoice
- Start, stop and update recurring payments

View and Print or Download Current Invoice

Invoice Format: PDF HTML Excel ZIP Report What is this?

View and Print or Download Past Invoices

Invoice Format: PDF HTML Excel ZIP Report What is this?

The Excel format will be available for invoices beginning with the October 1, 2011, Payment Due Date. This format will only include information from the Enrollment Listing. Additional amounts may be included on the Group Invoice page.

The Billing Account Number(s) will display in the drop down box. Select the one you want and select the link **Invoice Payments and Activity for Selected BAN**.

GroupAccess: Access or Pay your Group Invoice



BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices

You are signed in as mygausername SIGN OUT

Agreement Regarding Payment Instruction

Group Invoices

Billing Account Number (BAN):

Invoice Payments and Activity for Selected BAN

- Make payments
- Review pending payments
- Review payment amount since last invoice
- Start, stop and update recurring payments

View and Print or Download Current Invoice

Invoice Format: ☒ PDF ☐ HTML ☐ Excel ☐ ZIP Report [What is this?](#)

View and Print or Download Past Invoices

Invoice Format: ☒ PDF ☐ HTML ☐ Excel ☐ ZIP Report [What is this?](#)

*The Excel format will only be available for invoices on the Group Invoice

BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity

You are signed in as mygausername SIGN OUT

Invoice Payment and Activity for BAN 00000000

Due 09/01/2012:	View Invoice
Adjusted Previous Balance:	\$0.00
Current Period Amount Due:	\$3,072.00
Total Due on Current Invoice:	\$3,072.00
Payments Received Since Last Invoice:	(\$0.00)
Outstanding Amount Due:*	\$3,072.00
Pending Payment:	\$3,072.00

[Review/Cancel Pending Payments](#)

*Note: The Outstanding Amount Due reflects payment activity since the last invoice. However, it does not include enrollment activity since the last invoice.

One Time Payment

[Make a single payment online at any time.](#)

Recurring Payments

[Sign up for Recurring Payments](#)

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You can make a One Time payment or sign up for recurring payments. To make a one time payment, select ***Make a single payment online at any time.***

GroupAccess: Access or Pay your Group Invoice



BlueCrossBlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity You are signed in as mygausername SIGN OUT

Invoice Payment and Activity for BAN 00000000

Due 09/01/2012:	View Invoice
Adjusted Previous Balance:	\$0.00
Current Period Amount Due:	\$3,072.00
Total Due on Current Invoice:	\$3,072.00
Payments Received Since Last Invoice:	(\$0.00)
Outstanding Amount Due:*	\$3,072.00
Pending Payment:	\$3,072.00

[Review/Cancel Pending Payments](#)

*Note: The Outstanding Amount Due reflects payment activity since the last invoice. However, it does not include enrollment activity since the last invoice.

One Time Payment

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BlueCrossBlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity > Bank Account You are signed in as mygausername SIGN OUT

One Time Bank Account Payments

Please note that Blue Cross will process all payments submitted after 4:00 PM CST on its following business day. If the scheduled payment date falls outside the Billing Account's grace period, the account will still be subject to cancellation.

Billing Account Number:	00000000
Outstanding Amount Due:	\$3,072.00
Payment Amount:	<input type="text" value="3072.00"/>
Payment Due Date:	09/01/2012
Scheduled Payment Date:	08/29/2012 (MM/DD/YYYY)
Comments:	<input type="text"/>

Required if Payment Amount is different from Outstanding Amount Due.

240 characters left.

Pay with a new bank account

☐ Pay with new bank account. All fields are required.

Account Type: ☐ Checking ☐ Savings

Authorized Signature on Account:

Bank Routing Number:

Bank Account Number:

☒ Remember this account information for future use.

[Continue >>](#)

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Simply complete the requested information and click **Continue**.

GroupAccess: Access or Pay your Group Invoice



BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity > Bank Account You are signed in as mygausename SIGN OUT

One Time Bank Account Payments

Please note that Blue Cross will process all payments submitted after 4:00 PM CST on its following business day. If the scheduled payment date falls outside the Billing Account's grace period, the account will still be subject to cancellation.

Billing Account Number: 00000000
Outstanding Amount Due: \$3,072.00
Payment Amount: 3072.00
Payment Due Date: 09/01/2012
Scheduled Payment Date: 08/29/2012 (MM/DD/YYYY)
Comments: Required if Payment Amount is different from Outstanding Amount Due.
240 character

Pay with a new bank account

☐ Pay with new bank account. All fields are required.

Account Type: ☐ Checking

Authorized Signature on Account:

Bank Routing Number:

Bank Account Number:

☒ Remember this account for future use

[Continue >>](#)

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ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity > Bank Account > Authorize Payment You are signed in as mygausename SIGN OUT

One Time Bank Account Payment Authorization

Please verify that all of your information is correct. Then read the Terms and Conditions below. To authorize this payment, check the payment authorization box and click 'Submit Payment'. Blue Cross will process all payments submitted after 4:00 PM CST on its following business day.

Billing Account Number: 00000000
Outstanding Amount Due: \$3,072.00
Payment Amount: \$3,072.00
Payment Due Date: 09/01/2012
Scheduled Payment Date: 08/29/2012

Account Type: Checking

Authorized Signature: My Name
Bank Routing Number: 00000000
Bank Account Number: 123456

Remember this account for future use: Yes

Terms and Conditions

I authorize Blue Cross and Blue Shield of Alabama to deduct the payment specified above from my deposit account with the financial institution identified by the routing number provided above, and I instruct this financial institution to permit this deduction. I understand that this payment will be deducted through an ACH debit to my specified deposit account. I agree to be bound by the National Automated Clearing House Association (NACHA) Rules governing Automated Clearing House (ACH) transactions.

I understand that Blue Cross and Blue Shield of Alabama will only make one attempt to deduct this payment from my deposit account. If the payment cannot be deducted at that time for any reason (such as insufficient funds in my deposit account, or inaccurate information I provided with this authorization), Blue Cross and Blue Shield of Alabama will not make any additional attempt to deduct this payment. If this happens, I will be responsible for initiating another online payment or providing another form of payment. Any fees charged by my Financial Institution are my responsibility.

To accept these terms and conditions and continue processing this payment, select the option below.

☒ I have read and agree to the Payment Authorization

You should [print a copy of this Payment Authorization](#) before you click the 'Submit Payment' button

[Submit Payment](#)

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Read the authorization information, check the box indicating you have read and agree to the information, and select **Submit Payment**.



BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity > Bank Account > Authorize Payment You are signed in as mygausername SIGN OUT

One Time Bank Account Payment Authorization

Please verify that all of your information is correct. Then read the Terms and Conditions below. To authorize this payment, check the payment authorization box and click 'Submit Payment'. Blue Cross will process all payments submitted after 4:00 PM CST on its following business day.

Billing Account Number: 00000000
Outstanding Amount Due: \$3,072.00
Payment Amount: \$3,072.00
Payment Due Date: 09/01/2012
Scheduled Payment Date: 08/29/2012

Account Type: Checking

Authorized Signature: My Name
Bank Routing Number: 00000000
Bank Account Number: 123456

Remember this account for future use: Yes

Terms and Conditions

I authorize Blue Cross and Blue Shield of Alabama to deduct the payment specified above from my deposit account with the financial institution identified by the routing number provided above, and I instruct this financial institution to permit this deduction. I understand that this payment will be deducted through an ACH debit to my specified deposit account. I agree to be bound by the National Automated Clearing House Association (NACHA) Rules governing Automated Clearing House (ACH) transactions.

I understand that Blue Cross and Blue Shield of Alabama will only make one attempt to deduct this payment from my deposit account. If the payment cannot be deducted at that time for any reason (such as insufficient funds in my deposit account, or inaccurate information I provided with this authorization), Blue Cross and Blue Shield of Alabama will not make any additional attempt to deduct this payment. If this happens, I will be responsible for initiating another online payment or providing another form of payment. Any fees charged by my Financial Institution are my responsibility.

To accept these terms and conditions and continue processing this payment, select the option below.

☒ I have read and agree to the Payment Authorization

You should [print a copy of this Payment Authorization](#) before you click the 'Submit Payment' button

[Submit Payment](#)

One Time Bank Account Payment Confirmation

Your one-time payment of \$3,072.00 was successfully submitted on August 29, 2012 2:01:05 PM CDT. Blue Cross will process all payments submitted before 4:00 PM CST on its current business day. Blue Cross will process all payments submitted after 4:00 PM CST on its following business day.

Billing Account Number: 00000000
Payment Amount: \$3,072.00
Scheduled Payment Date: 08/29/2012
Account Type: Checking
Authorized Signature: My Name
Bank Routing Number: 00000000
Bank Account Number: *****3456

If you have questions or problems, or believe there has been an error in processing your payment, you [may contact your Enrollment Services Representative](#). Please include your billing account number, payment amount, payment date and the nature of the error you suspect.

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A confirmation message will display.



The screenshot displays the BlueCross BlueShield of Alabama GroupAccess portal. The header includes the logo, navigation links (ABOUT US, CONTACT US), and social media icons. The main navigation bar lists: GroupAccess, Health & Dental Plans, Health & Wellness, Forms & Materials, and Find a Doctor. The breadcrumb trail shows: GroupAccess > Group Invoices > Invoice Activity. The user is signed in as 'mygausername' with a 'SIGN OUT' link.

Invoice Payment and Activity for BAN 00000000

Due 09/01/2012:	View Invoice
Adjusted Previous Balance:	\$0.00
Current Period Amount Due:	\$3,072.00
Total Due on Current Invoice:	\$3,072.00
Payments Received Since Last Invoice:	(\$0.00)
Outstanding Amount Due:*	\$3,072.00
Pending Payment:	\$3,072.00

[Review/Cancel Pending Payments](#)

*Note: The Outstanding Amount Due reflects payment activity since the last invoice. However, it does not include enrollment activity since the last invoice.

One Time Payment
Make a single payment online at any time.

Recurring Payments
[Sign up for Recurring Payments](#)

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To view or cancel pending payments, select
Review/Cancel Pending Payments.



BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity You are signed in as mygausename SIGN OUT

Invoice Payment and Activity for BAN 00000000

Due 09/01/2012:	View Invoice
Adjusted Previous Balance:	\$0.00
Current Period Amount Due:	\$3,072.00
Total Due on Current Invoice:	\$3,072.00
Payments Received Since Last Invoice:	(\$0.00)
Outstanding Amount Due:*	\$3,072.00
Pending Payment:	\$3,072.00 Review/Cancel Pending Payments

*Note: The Outstanding Amount Due reflects payment activity since the last invoice. However, it does not include enrollment activity since the last invoice.

One Time Payment
Make a single payment online at any time.

Recurring Payments
[Sign up for Recurring Payments](#)

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To sign up for recurring payments, select **Sign up for Recurring Payments**.

Select an existing account or enter new account information and select **Continue**.

BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity > Bank Account You are signed in as mygausename SIGN OUT

Recurring Bank Account Payment

Please note that Blue Cross will process all payments submitted after 4:00 PM CST on its following business day. If the scheduled payment date falls outside the Billing Account's grace period, the account will still be subject to cancellation.

Billing Account Number:	
Recurring Payment Begin Date:	10/01/2012
Recurring Payment Amount:	As shown on Invoice

A one time payment of \$3,072.00 has already been scheduled for this account.

Pay with an existing bank account

☐ *****3456 Checking [View](#)

Pay with a new bank account


☐ Pay with new bank account. All fields are required.

Account Type: ☐ Checking ☐ Savings

Authorized Signature on Account:

Bank Routing Number:

Bank Account Number:


Routing Number: 4123456789
Account Number: 1234567890

☒ Remember this account information for future use.

[Continue >>](#)

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BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity > Bank Account > Authorize Payment You are signed in as mygausename SIGN OUT

Recurring Bank Account Payment Authorization

Please verify that all of your information is correct. Then read the Terms and Conditions below. To authorize this payment, check the payment authorization box and click 'Submit Payment'. Blue Cross will process all payments submitted after 4:00 PM CST on its following business day.

Billing Account Number: 00000000
Recurring Payment Begin Date: 10/01/2012
Recurring Payment Amount: Total on Invoice
Account Type: Checking
Authorized Signature: My Name
Bank Routing Number: 00000000
Bank Account Number: 123456
Remember this account for future use: Yes

Terms and Conditions

I authorize Blue Cross and Blue Shield of Alabama to deduct each of the recurring payments specified from my deposit account with the financial institution identified by the routing number provided above. I certify that I am both the account owner and an authorized signer on this account. I instruct this financial institution to permit this deduction. I understand that each of these payments will be deducted through an ACH debit to my specified deposit account.

I understand that, for each scheduled payment date, Blue Cross and Blue Shield of Alabama will make only one attempt to deduct this payment from my deposit account. If the payment cannot be processed at that time for any reason (such as insufficient funds in my deposit account, or inaccurate information I provided with this authorization), Blue Cross and Blue Shield of Alabama will not make any additional attempt to deduct this payment. If this happens, I will be responsible for initiating another online payment or providing another form of payment. Any fees charged by my Financial Institution are my responsibility.

I understand my recurring payment will be deducted on the due date of each bill. I understand that I may revoke my authorization for these recurring payments by contacting Blue Cross at the telephone number on the back of my ID Card or by canceling online. In order to stop the next scheduled payment, Blue Cross and Blue Shield of Alabama must receive my notice at least 24 hours prior to the scheduled payment date. Both my authorization and the Blue Cross Recurring Payment service will remain in full force and effect until revoked by me, my financial institution, or by Blue Cross and Blue Shield of Alabama.

To accept these terms and conditions and continue processing this payment, select the option below.

☐ I have read and agree to the Payment Authorization

You should print a copy of this Payment Authorization before you click the 'Submit Payment' button

Submit Payment

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Read the authorization information, check the box indicating you have read and agree to the information, and select **Submit Payment**.

BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Payment Confirmation You are signed in as mygausename SIGN OUT

Recurring Bank Account Payment Confirmation

Your Recurring Payment Authorization was successfully submitted on August 29, 2012 2:03:58 PM CDT.

Billing Account Number: 00000000
Recurring Payment Begin Date: 10/01/2012
Recurring Payment Amount: Total on Invoice
Account Type: Checking
Authorized Signature: My Name
Bank Routing Number: 00000000
Bank Account Number: *****3456

If you have questions or problems, or believe there has been an error in processing your payment, you may contact your Enrollment Services Representative. Please include your billing account number, payment amount, payment date and the nature of the error you suspect.

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A confirmation message will display.

GroupAccess: Access or Pay your Group Invoice



The screenshot displays the BlueCross BlueShield of Alabama GroupAccess portal. The top navigation bar includes links for GroupAccess, Health & Dental Plans, Health & Wellness, Forms & Materials, and Find a Doctor. The user is signed in as 'mygausername' and can sign out. The main content area shows the 'Group Invoices' section with a dropdown for the Billing Account Number (BAN). Under 'Invoice Payments and Activity for Selected BAN', there are links for 'Make payments', 'Review pending payments', 'Review payment amount since last invoice', and 'Start, stop and update recurring payments'. The 'View and Print or Download Current Invoice' section shows the invoice format as PDF. The detailed invoice for BAN 00000000 shows a due date of 09/01/2012, an adjusted previous balance of \$0.00, a current period amount due of \$3,072.00, and a total due on the current invoice of \$3,072.00. Payments received since the last invoice are \$0.00, leaving an outstanding amount due of \$3,072.00. A pending payment of \$3,072.00 is also shown. A note states that the outstanding amount due reflects payment activity since the last invoice but does not include enrollment activity. At the bottom, there are sections for 'One Time Payment' (Make a single payment online at any time) and 'Recurring Payments' (Discontinue Recurring Payments). A red arrow points to the 'Discontinue Recurring Payments' link.

BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices You are signed in as mygausername SIGN OUT

Group Invoices

Billing Account Number (BAN):

Invoice Payments and Activity for Selected BAN

- Make payments
- Review pending payments
- Review payment amount since last invoice
- Start, stop and update recurring payments

View and Print or Download Current Invoice

Invoice Format: ☒ PDF ☐ HTML ☐ Excel ☐ ZIP Report What is this?

View and Print or Download Current Invoice

Invoice Format: ☒ PDF ☐ HTML ☐ Excel ☐ ZIP Report

The Excel format is not supported for this format on the GroupAccess portal.

BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Group Invoices > Invoice Activity You are signed in as mygausername SIGN OUT

Invoice Payment and Activity for BAN 00000000

Due 09/01/2012:	View Invoice
Adjusted Previous Balance:	\$0.00
Current Period Amount Due:	\$3,072.00
Total Due on Current Invoice:	\$3,072.00
Payments Received Since Last Invoice:	(\$0.00)
Outstanding Amount Due:*	\$3,072.00
Pending Payment:	\$3,072.00 Review/Cancel Pending Payments

*Note: The Outstanding Amount Due reflects payment activity since the last invoice. However, it does not include enrollment activity since the last invoice.

One Time Payment

Make a single payment online at any time.

Recurring Payments

[Discontinue Recurring Payments](#)

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Once you are set up for recurring payments, you can discontinue recurring payments or change your account by selecting **Discontinue Recurring Payments**.



BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

You are signed in as mygausename | SIGN OUT TERMS & CONDITIONS

GroupAccess for EMPLOYERS

Email: email@email.com

- Update My Online Profile
- Change my ID, password, email and preferences

What's New!

- BeHealthy Newsletters
- Blue News Publications
- Group Update Publications
- Pharmacy News Publications

I want to...

- Delegate Authority
- Register For Other Features

Employer Help

- Contact your Enrollment Services Representative

Got questions about Healthcare Reform? AskBlue

A new interactive tool to help individuals and business owners learn more about federal healthcare reform legislation.

Account Management

- Access or Pay Your Group Invoice

Employee Management

- Access or Update Enrollment Information
- Enroll an Employee - Underwritten Binding Arbitration
- Order Replacement ID Cards

Reports

- Group Reports

Helpful Resources

- GroupAccess Instruction Manual
- Benefit Booklets
- National Healthcare Reform
- Prescription Drug Guide
- Drug Coverage Guidelines
- Massachusetts Health Care Reform
- Small Business Tax Calculator
- AskBlue Healthcare Reform

You can view and make changes to your group's enrollment by selecting **Access or Update Enrollment Information**.

BlueCross BlueShield of Alabama

ABOUT US CONTACT US

GroupAccess Health & Dental Plans Health & Wellness Forms & Materials Find a Doctor

GroupAccess > Enrollment

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Enrollment Information Search

Select one of the choices below and enter the specific data related to the category you want to view.

☐ Contract Number:

☐ Group Reporting ID: (Usually Social Security Number)

☒ Group/Division: 00000 ALL

☐ Billing Account Number:

Search

Contract Information can now be viewed for active enrollment and enrollment canceled within the past two years.

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You can view and make changes to enrollment for one contract at a time, your entire group, or a single division.

GroupAccess: Access or Update Enrollment Information



BlueCrossBlueShield of Alabama

GroupAccess > Enrollment

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Enrollment Information Search

Select one of the choices below and enter the specific data related to the category you want to view.

☐ Contract Number:

☐ Group Reporting ID: (Usually Social Security Number)

☒ Group/Division: 00000 ALL

☐ Billing Account Number:

Contract Information can now be viewed for active enrollment and enrollment canceled within the past two years.

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From the Enrollment Listing, ID cards can be ordered for multiple contracts...

BlueCrossBlueShield of Alabama

GroupAccess > Enrollment View > Enrollment Listing

You are signed in as mygausername SIGN OUT

Enrollment Listing by Group:

[View Enrollment Counts](#)

[View Pending Changes](#)

Search Criteria

Last Name:

☒ Display Active Contracts

☐ Display Canceled Contracts: Select a Time Period:

Search Results

Subscriber	Contract	Group Reporting	Type	Group/Div	Order ID Card	Cancel Contract
DAVIS, SARA	PPA234312222	811222111	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
FARMER, DAVID	PPA233444112	802212300	Family	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
ISSACS, MICHAEL	PPA333444112	822111333	Family	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
RANDALL, RONALD	PPA412111222	832111224	One Person	98111/000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VIKING, MARIE C	PPA214321411	811222111	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>

[Order ID Cards](#)

[Cancel Contracts](#)

Page 1 of 1

...and multiple contracts can be canceled.

BlueCrossBlueShield of Alabama

GroupAccess > Enrollment View > Enrollment Listing

You are signed in as mygausername SIGN OUT

Enrollment Listing by Group:

[View Enrollment Counts](#)

[View Pending Changes](#)

Search Criteria

Last Name:

☒ Display Active Contracts

☐ Display Canceled Contracts: Select a Time Period:

Search Results

Subscriber	Contract	Group Reporting	Type	Group/Div	Order ID Card	Cancel Contract
DAVIS, SARA	PPA234312222	811222111	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
FARMER, DAVID	PPA233444112	802212300	Family	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
ISSACS, MICHAEL	PPA333444112	822111333	Family	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
RANDALL, RONALD	PPA412111222	832111224	One Person	98111/000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VIKING, MARIE C	PPA214321411	811222111	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>

[Order ID Cards](#)

[Cancel Contracts](#)

Each name is a link to that individual contract.

BlueCrossBlueShield of Alabama

GroupAccess > Enrollment View > Enrollment Listing

You are signed in as mygausername SIGN OUT

Enrollment Listing by Group:

[View Enrollment Counts](#)

[View Pending Changes](#)

Search Criteria

Last Name:

☒ Display Active Contracts

☐ Display Canceled Contracts: Select a Time Period:

Search Results

Subscriber	Contract	Group Reporting	Type	Group/Div	Order ID Card	Cancel Contract
DAVIS, SARA	PPA234312222	811222111	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
FARMER, DAVID	PPA233444112	802212300	Family	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
ISSACS, MICHAEL	PPA333444112	822111333	Family	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
RANDALL, RONALD	PPA412111222	832111224	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
VIKING, MARIE C	PPA214321411	811222111	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>

[Order ID Cards](#)

[Cancel Contracts](#)

Page 1 of 1

GroupAccess: Access or Update Enrollment Information



BlueCross BlueShield of Alabama

GroupAccess > Enrollment View > Enrollment Listing

You are signed in as mygausername SIGN OUT

Enrollment Listing by Group:

Search Criteria

Last Name: Search [\[Clear Name Search\]](#) ☒ Display Active Contracts ☐ Display Canceled Contracts [Select a Time Period](#)

Search Results

Subscriber	Contract	Group Reporting	Type	Group/Div	Order ID Card	Cancel Contract
DAVIS, SARA	PPA234312222	811222111	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
FARMER, DAVID	PPA233444112	802212300	Family	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
ISSACS, MICHAEL	PPA333444112	822111333	Family	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
RANDALL, RONALD	PPA412111222	832111224	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>
VIKING, MARIE C	PPA214321411	811222111	One Person	98111/000	<input type="checkbox"/>	<input type="checkbox"/>

Order ID Cards

Page 1

BlueCross BlueShield of Alabama

GroupAccess > Enrollment View > Enrollment List > Contract Information

You are signed in as mygausername SIGN OUT

Contract Information

Today's Date: 08/07/2012

Group/Division: 98111/000 [Change Group/Division](#)

Effective on Group: 01/01/2009

Effective on Division: 01/01/2009

Contract Number: PPA333444212 [Cancel Contract](#)

Group Reporting ID: 802212300

Subscriber's Name: FARMER, DAVID D

Address: 2611 WINDMILL RD SE BIRMINGHAM, AL 35126 [Change Address](#)

Type Contract: Family [Add New Member](#)

Member's Name	Date of Birth	SSN	Relationship	Edit Member
FARMER, DAVID R Effective Date: 01/01/2009	01/80/1974	802212300	Male subscriber	Edit
<input type="checkbox"/> FARMER, ANGELA E Effective Date: 01/01/2009	04/12/1975	812222312	Female spouse	Edit
<input type="checkbox"/> FARMER, JACOB M Effective Date: 03/12/2011	03/12/2011	802212311	Male dependent child	Edit

[Cancel Selected Member\(s\)](#)

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After selecting one of the contracts, the contract information along with the change options will display. For example, to add a new member, select **Add New Member**.

GroupAccess: Access or Update Enrollment Information



BlueCross BlueShield of Alabama

GroupAccess > Enrollment View > Enrollment List > Contract Information

You are signed in as mygausename SIGN OUT

Contract Information

Today's Date: 08/07/2012
Group/Division: 98111/000 Change Group/Division
Effective on Group: 01/01/2009
Effective on Division: 01/01/2009
Contract Number: PPA333444212 Cancel Contract
Group Reporting ID: 802212300
Subscriber's Name: FARMER, DAVID D
Address: 2611 WINDMILL RD SE BIRMINGHAM, AL 35126 Change Address

Type Contract: Family
Add New Member

Member's Name	Date of Birth	SSN	Relationship	Edit Member
FARMER, DAVID R Effective Date: 01/01/2009	01/80/1974	802212300	Male subscriber	Edit
<input type="checkbox"/> FARMER, ANGELA E Effective Date: 01/01/2009	04/12/1975	812222312	Female spouse	Edit
<input type="checkbox"/> FARMER, JACOB M Effective Date: 03/12/2011	03/12/2011	802212300		

Cancel

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BlueCross BlueShield of Alabama

GroupAccess > Enrollment View > Enrollment List > Contract Detail > Maintenance

You are signed in as mygausename SIGN OUT

Add a New Member

Please note that the addition of new members may result in a change of premiums.

Today's Date: August 7, 2012
Group/Division: 98111/000
Contract Number: PPA333444212
Subscriber Name: FARMER, DAVID B

*First Name
MI
*Last Name
Suffix
SSN
*Date of Birth
*Gender ☐ Male ☐ Female
*Relationship
*Enrollee Type

Special Instructions (up to 250 characters)

Submit Changes

By submitting these changes I agree that all information given in this request is true. I understand that any misrepresentation is fraud and will be pursued to the fullest extent allowed by law including all compensatory and punitive damages as well as costs and attorney's fees.

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The new member information should be keyed and submitted.



BlueCross BlueShield of Alabama

GroupAccess | Health & Dental Plans | Health & Wellness | Forms & Materials | Find a Doctor

You are signed in as mygausename | SIGN OUT | TERMS & CONDITIONS

GroupAccess for EMPLOYERS

Email: email@email.com

- Update My Online Profile
- Change my ID, password, email and preferences

What's New!

- BeHealthy Newsletters
- Blue News Publications
- Group Update Publications
- Pharmacy News Publications

I want to...

- Delegate Authority
- Register For Other Features

Employer Help

- Contact your Enrollment Services Representative

Got questions about Healthcare Reform? AskBlue

A new interactive tool to help individuals and business owners learn more about federal healthcare reform legislation.

Account Management

- Access or Pay Your Group Invoice

Employee Management

- Access or Update Enrollment Information
- Enroll an Employee - Underwritten Binding Arbitration
- Order Replacement ID Cards

Reports

- Group Reports

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A new application can be entered by selecting **Enroll an Employee – Underwritten Binding Arbitration**. Your application could have a different type name after the dash.

BlueCross BlueShield of Alabama

GroupAccess | Health & Dental Plans | Health & Wellness | Forms & Materials | Find a Doctor

GroupAccess > Online Enrollment

You are signed in as mygausename | SIGN OUT

Employee Enrollment Applications - Status Overview

I Want To...

- Start or Modify Employee's Application
- Send Enrollment Link to Employee

OR

- No Employee Applications to be Approved
- No Employee Applications to be Released to Blue Cross

Status of Your Employee Enrollment Applications

Search Options:

Group Number: All Groups Go

Search Applications From: Last Month Go

☐ View applications for all administrators

	No Declined Applications	No Applications to be Approved	No Applications to be Released	No Denied Applications	No Released Applications
THE COMPANY, LLC Group: 00000	0	0	0	0	0

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You can enter the application yourself or you can email a link to the employee so they can enter the application.



BlueCross BlueShield of Alabama

GroupAccess > Online Enrollment

You are signed in as mygausername. SIGN OUT

Employee Enrollment Applications - Status Overview

I Want To...

- Start or Modify Employee's Application
- Send Enrollment Link to Employee

OR

- No Employee Applications to be Approved
- No Employee Applications to be Released to Blue Cross

Status of Your Employee Enrollment Applications

Search Options:

Group Number: All Groups Go

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☐ View applications for all administrators

	No Declined Applications	No Applications to be Approved	No Applications to be Released	No Denied Applications
THE COMPANY, LLC Group: 00000	0	0	0	0

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We'll review the application process by selecting ***Start or Modify Employee's Application.***

Complete step one and save the information one time. Continue on by selecting ***Start or modify employee's enrollment.*** Follow the steps until complete.

BlueCross BlueShield of Alabama

GroupAccess > Enrollment Status - ENR-431 > Start Application

You are signed in as mygausername. SIGN OUT

[Send Enrollment Link to Employee](#)

Start or Modify Employee's Enrollment

Step 1: Enter Your Group's Contact Information

The address below will appear on your employees's completed application forms as their group contact information. Please update this information as needed.

Address:

Address 2:

City/State/Zip:

Telephone: ()

[Save Contact Information](#)

Step 2: Select the Employee's Group

All Groups Go

Use the following link(s) to modify existing or start new enrollment applications for your employees:

Group 00000 [Start or modify employee's enrollment >>](#)

BlueCross BlueShield of Alabama

Online Application for Enrollment

Continuous Online Enrollment - ENR-431

Employee Enrollment Application - Confirmation

1-Agreement --> 2-Waiver --> 3-Applicant --> 4-Dependents --> 5-Medicare --> 6-Other Insurance --> 7-Coverage --> 8-Disclosure --> 9-Review --> 10-Confirmation

What are your next steps?

This application has been saved and is in **PENDING STATUS**. You must still approve and release this pending application so Blue Cross can process.

I Want To...

- [Approve Pending Employee Applications](#)

OR

- [Start or Modify Another Employee Application](#)
- [Modify this Employee Application](#)
- [View or Print this Employee Application](#)
- [View or Print the Binding Arbitration Agreement](#)

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Once the application is complete, you will come to this screen. You can key another application, or you can complete the approval process. We'll review the approval process by selecting ***Approve Pending Employee Applications.***

GroupAccess: Enroll an Employee



BlueCross BlueShield of Alabama

GroupAccess > Enrollment Status > ENR-431 > Applications

Pending Applications: Need Update and Approval

Action Required: These applications are awaiting group administrator update and approval.

Search by Last Name: [] Search [Clear Search] Sort by: Last Name | SSN | Release Date

Employee Name: [] Waiting Period: [] Status: []

Group: 00000

Application Submitted: 01/28/2013

Health with Dental Division: []

Full-time Hire Date: []

Enrollee Type: []

Special Instructions: (up to 250 characters)

Save Changes

As the group administrator, you will see all applications you keyed and any keyed by your employees from the link you sent to them. You will approve the application, and provide the required information.

BlueCross BlueShield of Alabama

GroupAccess > Online Enrollment

Employee Enrollment Applications - Status Overview

I Want To...

Start or Modify Employee's Application OR No Employee Applications to be Approved

Send Enrollment Link to Employee Release Approved Applications to Blue Cross

Status of Your Employee Enrollment Applications

Search Options:

Group Number: All Groups Go Search Applications From: Last Month Go

View applications for all administrators

	No Declined Applications	No Applications to be Approved	Approved: Need Release	No Denied Applications	No Released Applications
THE COMPANY, LLC Group: 00000	0	0	2	0	0

Once an application is approved, it will move to the Approved column. You could hold applications here to wait for more information, but in order to send them to Blue Cross for processing, there is one more step. Click on the column to complete this step.

GroupAccess: Enroll an Employee



BlueCrossBlueShield of Alabama

GroupAccess > Enrollment Status - ENR-431 > Applications

You are signed in as mygausername [SIGN OUT](#)

[Print Applications](#)

Pending Applications: Need to be Released

Action Required: These applications must be released to Blue Cross for processing.

Search by Last Name: Search [\[Clear Search\]](#) Sort by: Last Name | SSN | Release Date

Employee Name	Waiting Period	Status
B, B Group: 00000 View Binding Arbitration Agreement Application Submitted: 01/28/2013 Health with Dental Division: 000- Full-time Hire Date: 01/03/2013 Enrollee Type: New Hire What is this?	<input checked="" type="radio"/> Apply waiting period <input type="radio"/> Waive waiting period	Approved Application

Special Instructions: (up to 250 characters)

[Save Changes](#) [Release Approved Apps](#)

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When you are ready to send the application to Blue Cross, simply select the **Release Approved Apps** button.

BlueCrossBlueShield of Alabama

GroupAccess > Online Enrollment

You are signed in as mygausername [SIGN OUT](#)

Employee Enrollment Applications - Status Overview

I Want To...

[Start or Modify Employee's Application](#) OR [No Employee Applications to be Approved](#)
[Send Enrollment Link to Employee](#) [No Employee Applications to be Released to Blue Cross](#)

Status of Your Employee Enrollment Applications

Search Options:
Group Number: All Groups [Go](#) Search Applications From: Last Month [Go](#)
☐ View applications for all administrators

	No Declined Applications	No Applications to be Approved	No Applications to be Released	No Denied Applications	Released to Blue Cross
THE COMPANY, LLC Group: 00000	0	0	0	0	2

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The application will then show up in the **Released to Blue Cross** column.



The screenshot shows the BlueCross BlueShield of Alabama GroupAccess website. The header includes the logo, navigation links (ABOUT US, CONTACT US), and social media icons. The main navigation bar lists: GroupAccess, Health & Dental Plans, Health & Wellness, Forms & Materials, and Find a Doctor. A user is signed in as 'mygausename' with links for SIGN OUT and TERMS & CONDITIONS.

On the left, the 'GroupAccess for EMPLOYERS' sidebar includes an email address and links to 'Update My Online Profile' and 'Change my ID, password, email and preferences'.

The main content area features a 'Healthcare Reform?' section with an 'AskBlue' button. Below this, a 'What's New!' section lists newsletters and publications. The 'I want to...' section includes links for 'Delegate Authority' and 'Register For Other Features'. The 'Employer Help' section includes a link to 'Contact your Enrollment Services Representative'.

The central menu lists several categories with expandable options:

- Account Management**
 - Access or Pay Your Group Invoice
- Employee Management**
 - Access or Update Enrollment Information
 - Enroll an Employee - Underwritten Binding Arbitration
 - Order Replacement ID Cards
- Reports**
 - Group Reports
- Helpful Resources**
 - GroupAccess Instruction Manual
 - Benefit Booklets
 - National Healthcare Reform
 - Prescription Drug Guide
 - Drug Coverage Guidelines
 - Massachusetts Health Care Reform
 - Small Business Tax Calculator
 - AskBlue Healthcare Reform

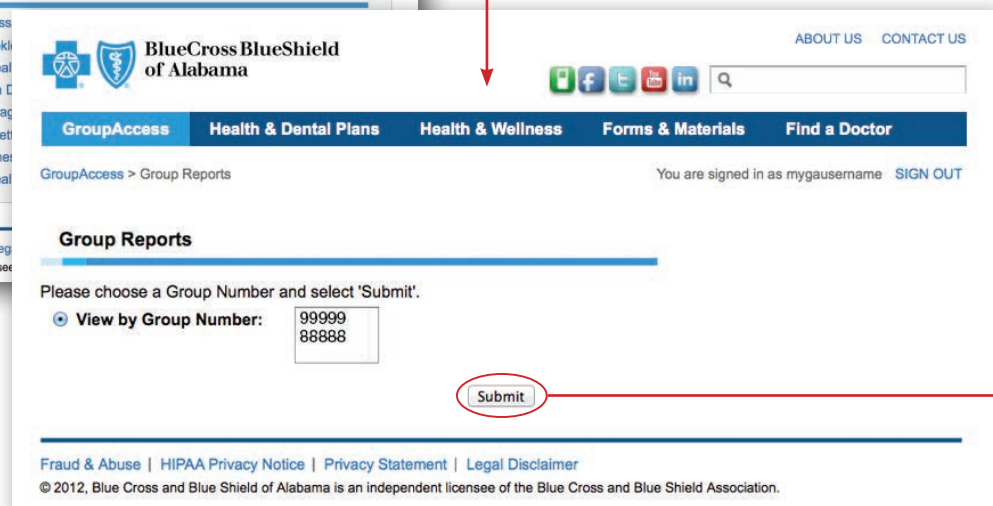
The footer contains links for Fraud & Abuse, HIPAA Privacy Notice, Privacy Statement, and Legal Disclaimer, along with a copyright notice for 2012.

You can order ID cards by selecting **Order Replacement ID Cards**, but the easiest way to order ID cards is to select **Access or Update Enrollment Information** as we discussed earlier.

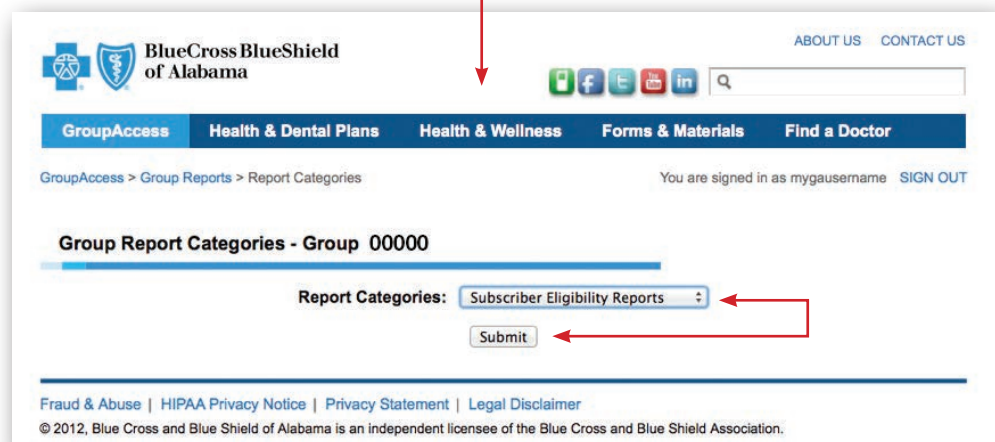


Many reports are available by selecting **Group Reports**.

Select the group from the drop down box and select **Submit**.



The reports are divided into different categories. Select the desired category from the drop down box and select **Submit**.





The screenshot shows the BlueCross BlueShield of Alabama GroupAccess portal. The top navigation bar includes the logo, social media icons, and a search bar. The main navigation bar has links for GroupAccess, Health & Dental Plans, Health & Wellness, Forms & Materials, and Find a Doctor. The breadcrumb trail is: GroupAccess > Group Reports > Report Categories > Reports Available. The user is signed in as mygausername. The page title is "Group Reports Available - Group 00000". A dropdown menu for "Reports Available" is open, showing the following options: Eligibility Processing Msg-Manual Address Updates (selected), Eligibility Processing Msg-Manual Address Updates, Group Age/Sex Demographic Grid Report, Subscriber Dep Address, and Subscriber Dep Address (no SSN). The footer contains links for Fraud & Abuse, HIPAA Privacy Notice, Privacy Statement, and Legal Disclaimer, along with a copyright notice for 2012.

Each category will have reports available. Simply select the report name and select **Submit**.

The screenshot shows the BlueCross BlueShield of Alabama GroupAccess portal. The top navigation bar includes the logo, social media icons, and a search bar. The main navigation bar has links for GroupAccess, Health & Dental Plans, Health & Wellness, Forms & Materials, and Find a Doctor. The breadcrumb trail is: GroupAccess > Group Reports > Report Categories > Reports Available > Run Date. The user is signed in as mygausername. The page title is "Group 00000 - Eligibility Processing Msg-Manual Address Updates". A button labeled "Select Different Report" is visible. The "Run Dates Available" dropdown is set to 07-01-2011. The "Group Report Format" section has radio buttons for PDF (selected), HTML, Excel, and ZIP Report, with a link to ZIP Instructions. The "Number of Pages to View" section has radio buttons for 100 (selected), 200, and All. The "Report Results" section has radio buttons for Entire Report (selected) and Specific Division. The "Search" section has a text input field, a dropdown for "and", and buttons for Add and Delete. The "Display Type" section has radio buttons for Page (selected) and Search Information. A "Submit" button is at the bottom. The footer contains links for Fraud & Abuse, HIPAA Privacy Notice, Privacy Statement, and Legal Disclaimer, along with a copyright notice for 2012.

Reports will display automatically in a pdf format. However, there are other formats available.



BlueCross BlueShield
of Alabama

[ABOUT US](#) [CONTACT US](#)



GroupAccess

Health & Dental Plans

Health & Wellness

Forms & Materials

Find a Doctor

You are signed in as mygausername | [SIGN OUT](#) [TERMS & CONDITIONS](#)

GroupAccess
for EMPLOYERS

Email: email@email.com

- [Update My Online Profile](#)
- [Change my ID, password, email and preferences](#)

What's New!

- [BeHealthy Newsletters](#)
- [Blue News Publications](#)
- [Group Update Publications](#)
- [Pharmacy News Publications](#)

I want to...

- [Delegate Authority](#)
- [Register For Other Features](#)

Employer Help

- [Contact your Enrollment Services Representative](#)

Got questions about

Healthcare Reform?



A new interactive tool to help individuals and business owners learn more about federal healthcare reform legislation.

Account Management

- [Access or Pay Your Group Invoice](#)

Employee Management

- [Access or Update Enrollment Information](#)
- [Enroll an Employee - Underwritten Binding Arbitration](#)
- [Order Replacement ID Cards](#)

Reports

- [Group Reports](#)

Helpful Resources

- [GroupAccess Instruction Manual](#)
- [Benefit Booklets](#)
- [National Healthcare Reform](#)
- [Prescription Drug Guide](#)
- [Drug Coverage Guidelines](#)
- [Massachusetts Health Care Reform](#)
- [Small Business Tax Calculator](#)
- [AskBlue Healthcare Reform](#)

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Work Smarter, Not Harder.

GroupAccess...

The efficient way to manage your group's coverage.



With GroupAccess, you can:

- Review, submit and manage enrollment
- Access invoices and make payments
- View and download reports
- Access your group's benefit booklet
- Order ID cards
- View the latest group newsletter
- Order forms and materials

**GroupAccess is available 24 hours a day, 7 days a week.
Let GroupAccess work for you — anytime.**

**If you have questions, contact your
Enrollment Services Representative.**



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