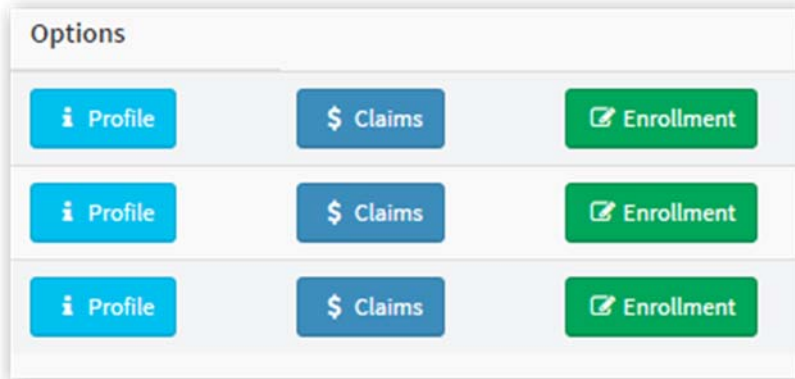


HR Web Portal – Employees Options!

Let's take a look at the employee options and review each section!

Under the employee search, there are some shortcuts to a few options... Profile, Claims and Enrollment.

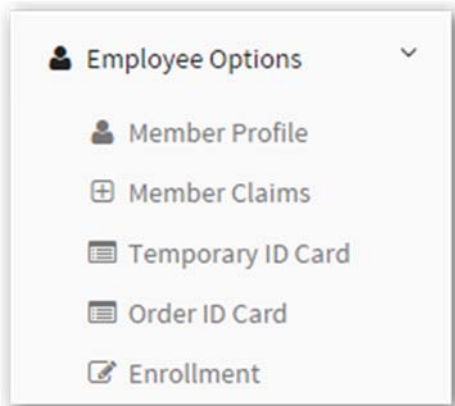


Profile – used to see the person's demographic information, coverage and accumulators.

Claims – used to view the person's claims and any claims of their dependents.

Enrollment – used to make any change for the person, change of address, enrollment and even terminations.

If you click on Profile you will see a new menu on the left, Employee Options.



Member Profile, Member Claims, and Enrollment are the same options mentioned in the shortcuts above.

Temporary ID Card – used to create a temporary ID Card

Order ID card – used to request new cards if a card is lost or if additional cards are needed by the member. Please note you will not need to order a card if there is a change in enrollment. For example new enrollments will automatically generate an ID card request.

Let's look at each of the Employee Options in more detail in the next set of documents.