



Electronic Enrollment

Blues*Enroll*

2018 EHA open enrollment



An Independent Licensee of the Blue Cross and Blue Shield Association

Electronic enrollment

- Blue Cross and Blue Shield of Nebraska partners with BENEFITFOCUS® to offer our groups an electronic enrollment option.
- The BENEFITFOCUS platform is branded as *BluesEnroll*, and it provides an internet-based enrollment solution for employers.
- *BluesEnroll* offers employers the ability to administer their benefit offerings and information through a web-based platform.

BluesEnroll is an online enrollment tool available through BENEFITFOCUS, an independent company not affiliated with Blue Cross and Blue Shield of Nebraska.



Capabilities

- With *BluesEnroll*, you can make employee changes electronically, 24 hours a day, 7 days a week, from anywhere with web access, eliminating the need to send paper forms.
- *BluesEnroll* is configured based on your group's business rules and provisions.

You can complete:

- Year-round life event changes
- New hire benefit elections
- New hire declinations
- Employee terminations
- Rehires
- Address changes

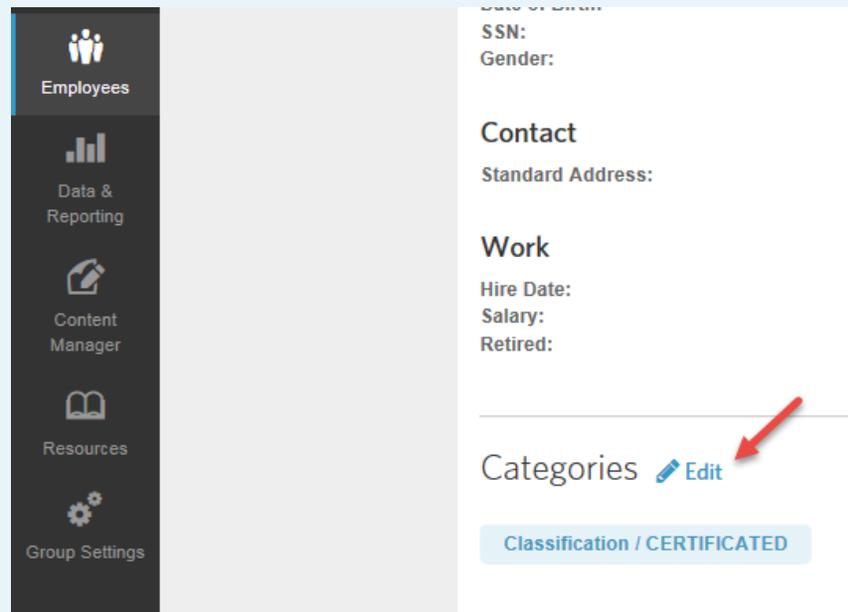
Helpful hints

The information outlined on the next few slides is being provided based on questions received through the open enrollment period in previous years.

If you have any questions, please contact the Electronic Enrollment team at **800-843-2373** or eEnrollSupportTeam@nebraskablue.com. We are always happy to help!

How to change categories

- Categories like Certified, Para, Admin, etc. can be changed by bringing up the member in Blues*Enroll*. When you do this, you will be on the Employee Overview tab.
- Go to the bottom of the page and select Edit under Categories.



How to change categories (continued)

- Enter the Effective Date of the change (e.g., 9-1-2018).
- Select the Category.
- Select Next.
- This completes the category change.

Change Categories

Effective Date of Category Change*

Last Category Change Effective Date 08/14/2012

Current Category Change

Category	Current Selection	New Selection
Classification	CERTIFICATED	<div style="border: 1px solid black; padding: 2px;">---No Change--- CLASSIFIED PARA EDUCATORS</div>

How to complete current and open enrollment changes

- Once the system is unlocked for open enrollment, you will see two tabs.



- The Current tab is for the Sept. 1, 2017 through Aug. 31, 2018 time period.
- The Open Enrollment tab is for the Sept. 1, 2018 through Aug. 31, 2019 time period.
- Be sure you select the correct tab based on the **EFFECTIVE DATE** of the changes you are completing.

How to complete current and open enrollment changes (continued)

- If you are adding a new enrollee in the Current tab effective Aug. 1, 2018 and you select medical and dental, these benefits will transfer to the Open Enrollment tab if you didn't make any changes to your group's plans from one plan year to the other. If you did make changes, then you need to be sure that you select the coverage in the Open Enrollment tab as well.
- Be sure to check the coverage set up in the Open Enrollment tab anytime you make a change under the Current tab. This will ensure that you have benefit set up continuously.
- If you are adding an employee during open enrollment who was eligible for coverage in the past, but declined, you will need to set up the employee, decline coverage in the Current tab and then elect benefits under the Open Enrollment tab.

Reports

Many reports are available under the Data & Reporting tab on the left side of the screen.

The screenshot displays a web application interface. On the left is a dark sidebar with navigation options: Home, Employees, Data & Reporting (selected), Content Manager, Resources, and Group Settings. The main content area has a top navigation bar with tabs: Favorite, Popular (selected), Benefit, Census, Administrative, Payroll, Transaction History, and Employee Profile. Below this, the 'Popular Reports' section lists several reports with their descriptions:

Report Title	Description
★ Benefit Summary	Includes cost and enrollment summary information for each plan and coverage level
★ Benefit detail	Includes cost and enrollment information for each covered person
★ Benefit refused / cancellation	Includes enrollment information for persons that refused or canceled coverage
★ Employee Participation	Includes detailed information regarding employee participation
★ Employee census	Includes name, address, and date information for all employees
★ Dependent census	Includes basic information for dependent spouses and/or children; you have the option to show only dependents turning a particular age between dates that you specify
★ Terminated employees	Includes basic information for employees terminated between dates that you specify
★ Task List	Provides a list of items which requires attention
★ Active User Accounts	Includes details of current active user accounts

Reports (continued)

These reports may help you on a monthly basis:

- Under the Payroll tab, “Payroll Changes Report” shows the changes that were made during a specified period.
- Under the Benefit tab, “Benefit Detail” shows all active members at the time you run the report.

New administrator

If you have a new administrator that needs access to Blues*Enroll*, please send an email to scott.fowler@nebraskablue.com or linda.farahani@nebraskablue.com listing the following information for the administrator:

- Remove the previous administrator, if applicable, and add the new administrator
- Full name
- Job title
- Email address
- Phone number
- Fax number
- Effective date of the change

We will then send you an amendment detailing all the contact changes.

Training

- Once you are given access to Blues*Enroll*, you will receive an email with your login information.
- The email will prompt you to change your password. After that is completed, you will have access to the group and member information.
- Training material is available under the Resources tab. This material will help you when making changes and terminations, as well as when adding individuals in the system.

Resources

There is a Your Carrier Information tab and a Training Tab in the Resources category. The Carrier Information tab contains links to important training webinars and videos.

Name	Description
Benefits Administration Role Webinar (Website)	A recorded live webinar session where we will acquaint you with the new user experience of the Benefits Administration role.
Training Videos (Website)	The online training videos walk you through managing your employees benefits in BluesEnroll.

Training videos

The training videos show you how to manage employee updates in the system.

The screenshot shows a sidebar on the left with navigation options: Home, Employees, Data & Reporting, Content Manager, Resources, and Group Settings. The main content area is titled 'Resources' and has two tabs: 'Your Carrier Information' and 'Training'. Below the tabs is a table with two columns: 'Name' and 'Description'. The 'Training Videos (Website)' row is highlighted in yellow.

Name	Description
Benefits Administration Role Webinar (Website)	A recorded live webinar session where we will acquaint you with the new user experience of the Be Administration role.
Training Videos (Website)	The online training videos walk you through managing your employees benefits in BluesEnroll.

Below the table, there are links for 'Legal Disclaimer | Privacy Statement' and a note: 'Blue Cross and Blue Shield of Nebraska is an independent licensee of the Blue Cross and Blue Shield Association.'

The page is titled 'Automated Training Videos'. Below the title, it says: 'BENEFITFOCUS® Online Enrollment Automated Training Videos offer refresher lessons to walk you through managing your employee's benefits online. Click the link below to view the lesson:'. Below this text is a grid of 12 video thumbnails, each with a caption below it:

- Home Page Overview
- Add a New Employee
- The Employee Record
- Initial Enrollment
- Life Events
- Terminate Employee
- Rehire Employee
- COBRA
- Reports
- Content Manager
- Open Enrollment

Resources (continued)

An administrator guide and quick tips are available in the Training tab. Remember, this information is not specific to your plan set up.

Home

Employees

Data & Reporting

Content Manager

Resources

Resources

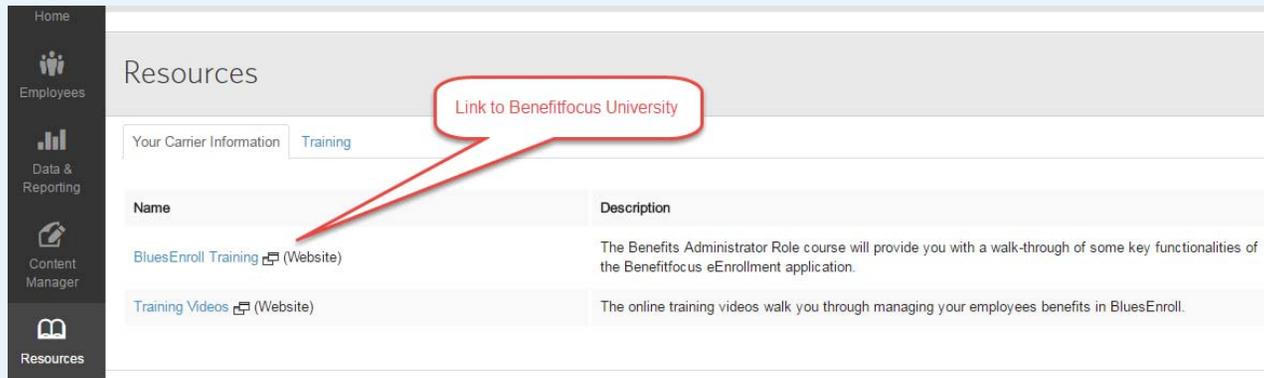
Your Carrier Information Training

- Benefits Administrator Quick Tips 2017
- Benefit Administrator User Guide 2017

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BENEFITFOCUS University

- Your Carrier Information also includes a link to BENEFITFOCUS University, which are various training videos.
- You will be able to run the videos as you work through the set up in *BluesEnroll*.
- The videos are very helpful if you are a new HR admin or if you need a refresher course.



The screenshot displays the 'Resources' section of the BENEFITFOCUS University interface. A sidebar on the left contains navigation options: Home, Employees, Data & Reporting, Content Manager, and Resources. The main content area is titled 'Resources' and features two tabs: 'Your Carrier Information' and 'Training'. A red callout box points to the 'Training' tab with the text 'Link to Benefitfocus University'. Below the tabs is a table with two columns: 'Name' and 'Description'.

Name	Description
BluesEnroll Training (Website)	The Benefits Administrator Role course will provide you with a walk-through of some key functionalities of the Benefitfocus eEnrollment application.
Training Videos (Website)	The online training videos walk you through managing your employees benefits in BluesEnroll.

Benefitfocus Marketplace for Newbies: The Benefits Administrator Role > Lesson 1: Navigating the Benefits Administrator Role Home Page

Lesson 1: Navigating the Benefits Administrator Role Home Page



After logging into your administrator account, you will land on the home page of the Benefits Administrator role. Let's discuss each navigational element.

- Benefitfocus Marketplace for Newbies: The Benefits Administrator Role
 - Welcome
 - Navigating this Course
 - Download the Learner Handbook
 - Lesson 1: Navigating the Benefits Administrator Role Home Page
 - Lesson 2: To-Do List
 - Lesson 3: Employees
 - Lesson 4: Data and Reporting
 - Lesson 5: Content Manager
 - Lesson 6: Messages
 - Lesson 7: Resources
 - Lesson 8: Group Settings
 - Conclusion
 - Thank You

Blues*Enroll* support

BCBSNE eEnroll support team

Available to assist in resetting your login credentials, navigating through the Blues*Enroll* system and answering questions you have concerning Blues*Enroll*. If you have questions about using Blues*Enroll* to enroll a member, please contact the Electronic Enrollment team at 800-843-2373 or eEnrollSupportTeam@nebraskablue.com.

BENEFITFOCUS® Blues*Enroll* support line for system problems

If you experience Blues*Enroll* system problems, please call the BENEFITFOCUS number shown in the bottom right corner of each screen in Blues*Enroll*.

EHA BCBSNE team

All other concerns should be directed to a member of your EHA BCBSNE team.

Thank you!