



Employer Center Setup Form

Use this form when adding access to Employer Center outside of initial enrollment or at a group's renewal anniversary.

Primary Group Administrator Info

For access to Employer Center you will need to identify a Primary Group Administrator who will have access to all features available to your employer group. They will also be responsible for granting and managing Secondary Group Administrator access.

First Name

Last Name

E-mail Address

Phone Number ()

Online Enrollment Choices

Employee Self Enrollment: Will you allow employees to enroll themselves and update family information online through our secure site for members? If you select this option you will have the ability to review and approve select transactions. You will also have the flexibility of enrolling those employees who are unable to enroll online themselves.

Allow employees to enroll themselves and update family information online. (If you check this option you must also answer "Employee Address Change Online below.)

Do not allow employees to enroll themselves online and update family information online

Answer only if you selected **Allow** above:

Employee Address Change Online: Will you allow employees to change their address online through our secure site for members? This is a standard available option to all members through our secure member site. Please indicate your preference here:

Allow employees to change their address online

Do not allow employees to change their address online