

Save time online

A step-by-step registration and security guide to Employer Connection

Prepared for:
(Organization name)

Group number:
(5 or 6 characters — remove or add leading zeros as needed)

Tax identification number (TIN):



Why register?

You're busy — and time is money.

Use Employer Connection to quickly manage your benefits and help your employees. You can:

- Pay your bill.
- Download employee education materials.
- Order ID cards.
- View employee information.
- Get important news and more!



It's super secure.

Employer Connection displays private health information so who has access is important.

When someone from your organization registers for Employer Connection, they become your main designated security coordinator (DSC). The DSC is responsible for ensuring privacy and appropriate use of Employer Connection. The main DSC is:

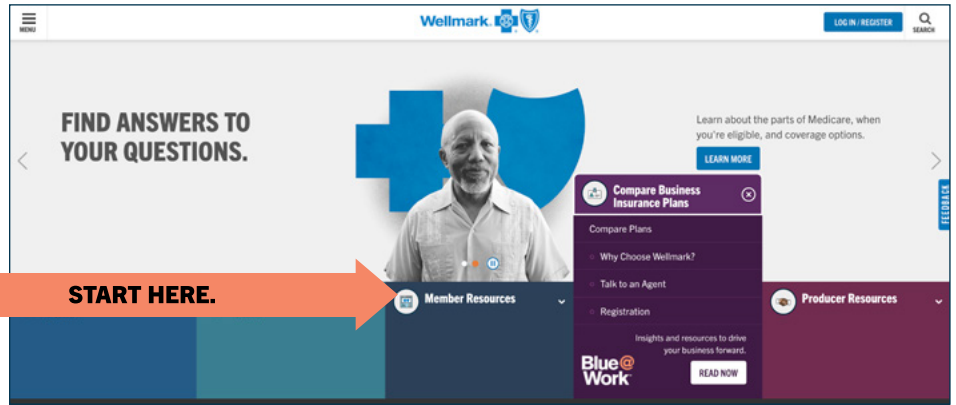
- Usually an executive or human resources leader
- Someone who regularly logs in to Employer Connection
- Not your agent or consultant



Ok DSC, let's go!

Start on the **Compare Business Insurance Plans** tab on Wellmark.com and click on **Registration**. Follow these steps to save time online.

1. **Decide who should register.**
2. **Click Register.**
3. **Enter your group information.**
4. **Manage security.**



Enter group information

The main DSC is the group administrator.

Register online by providing the following information:

- Organization name
- TIN
- Group number
- State
- DSC information
(The DSC cannot use the same email account that they use for their personal myWellmark account. They will need to choose an alternate email address here.)
- Username and password
(Please use your work phone and work email address)

GROUP ADMINISTRATOR REGISTRATION

STEP 1 of 2

*Required field

GROUP INFORMATION

*Organization Name

*Tax Identification Number (TIN)
Must be 9 numeric characters

*Group Number

*State
 Iowa
 South Dakota

DSC INFORMATION

*First Name *Last Name

*Phone (xxx) xxx-xxxx Extension xxxxx

*Email

CREATE ACCOUNT

*Create a User ID
Must be 6 to 24 characters long (letters or numbers)

*Create a Password
Must be at least 7 characters long (letters, numbers, or special characters)

*Confirm Password

Please select a secret question and answer to assist with password retrieval.

*Secret Question
Select

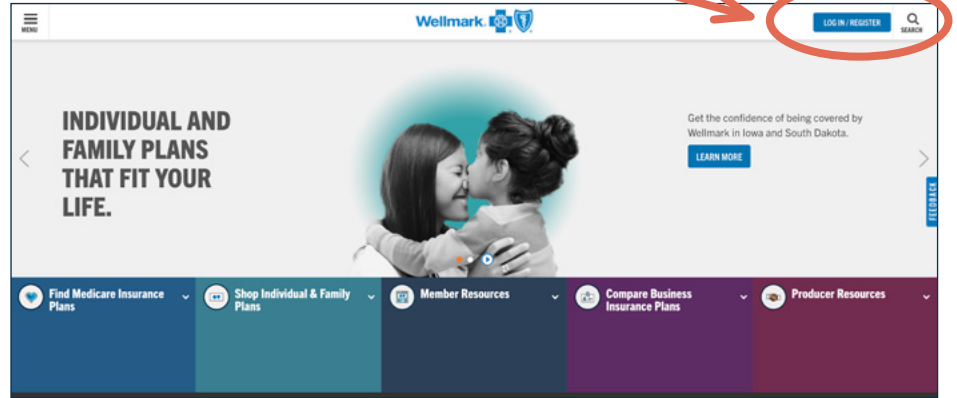
*Answer

Unsure of group information?

Refer to a recent bill or contact your Wellmark Representative.

Log in

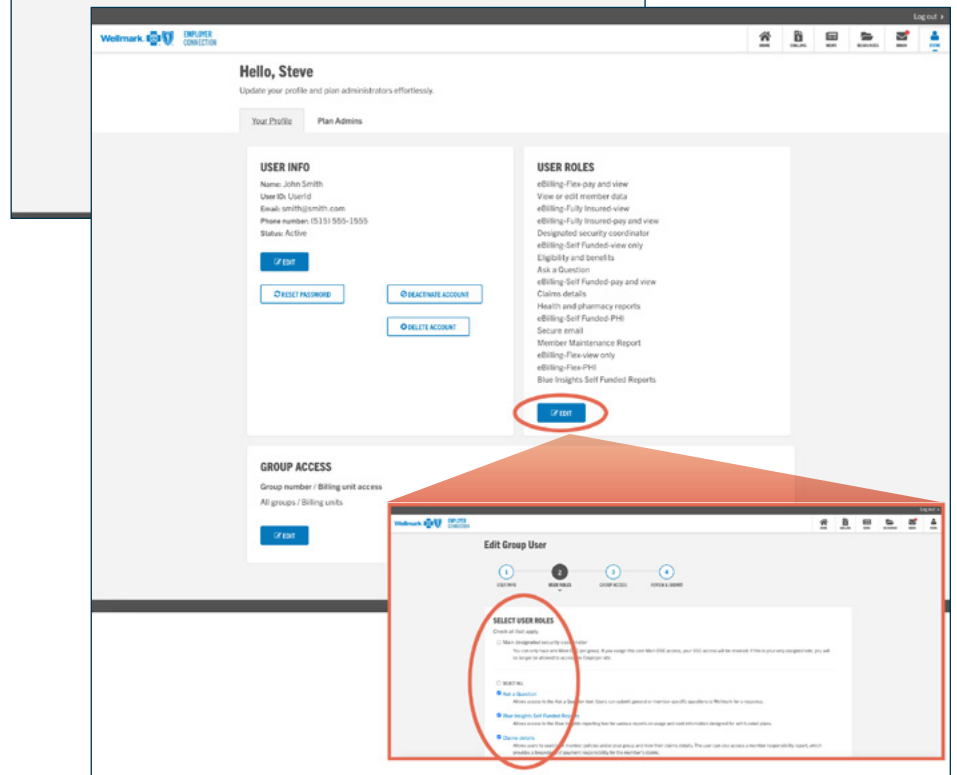
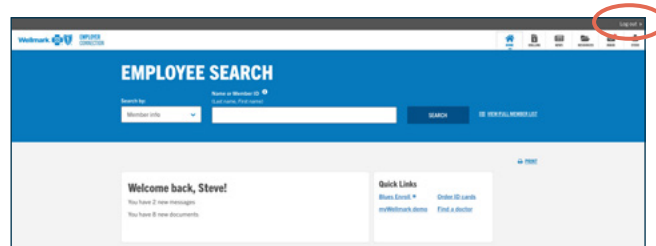
Once registration is complete, you immediately have access to Employer Connection. Use your new user name and password to log in on [Wellmark.com](https://www.wellmark.com).



Manage security

This is your hub for managing user security, including your own.

- Click your **name** to assign security roles to yourself. Most DSCs need all roles.
- After clicking **Edit**, please confirm that the Main DSC button is selected and then check **Select All**.
- Select the **Next** button then make sure that All groups/Billing units are checked.
- Select **Next**, then review the changes and select **Save Updates** to complete.



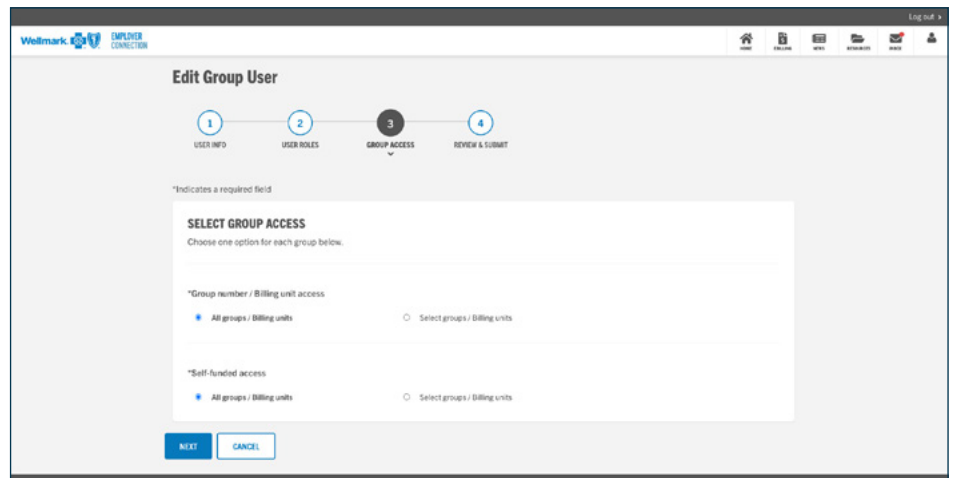
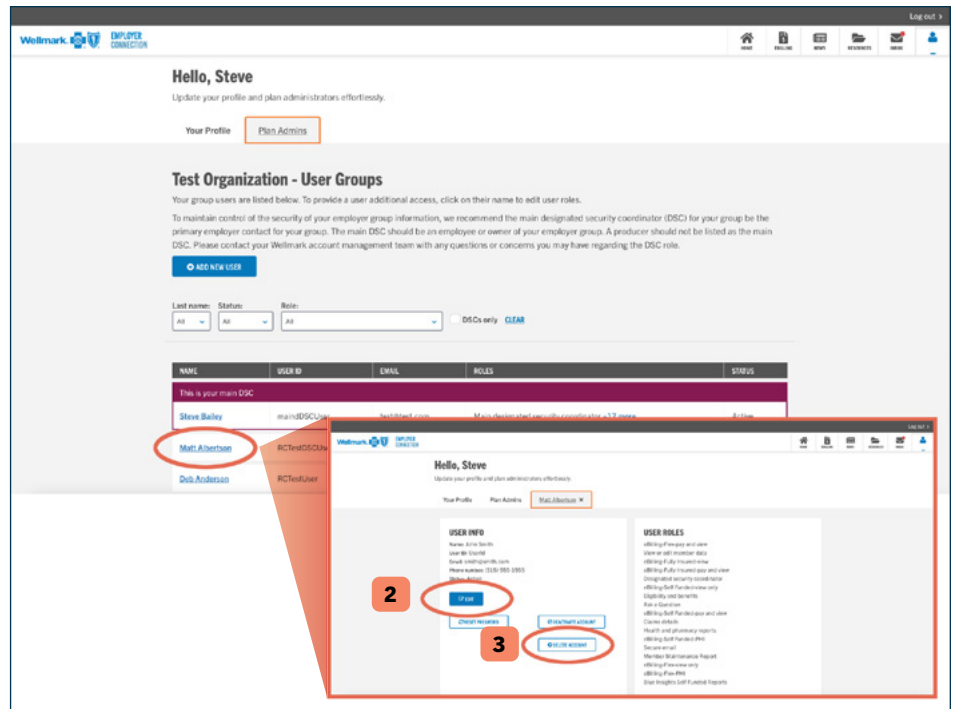
Manage security (optional)

It's a good idea to set up at least one other user with the DSC role.

Roles could include:

- **MAIN DSC:** The Main DSC is the person who registered your group and regularly logs in to Wellmark.com to use Employer Connection. The Main DSC should assign all available roles to themselves, so they and other users can use Employer Connection tools to manage your group's coverage.
- **DSC:** The DSC role can create and maintain other user accounts. This includes adding, modifying, deleting users and their roles.² The only thing the DSC can't do is make themselves the group's main DSC.
- **ENROLLMENT ADMINISTRATOR:** For Small Group ACA users, this role enables the user to search for and view basic member and policy details. It also has the ability to renew group coverage, add members, and cancel coverage. *This role must be assigned in order to renew coverage and add members in Employer Connection*

² When updating a user's access, the DSC will need to reselect all group/billing units. If a user email needs to be changed, the DSC is also responsible for making the change.



Follow the instructions below to add, edit or delete a user.

Under Plan Administrator tab:

1. To add a new user:

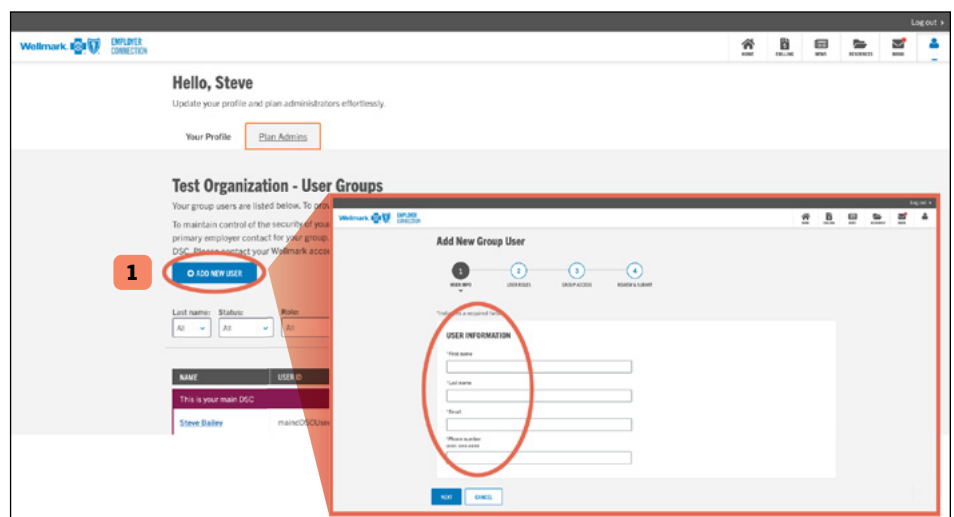
- Click Add New User
- Fill out User Information
- Select User Roles
- Select Group Access
- Review and Submit by clicking Add New User

2. To edit a user:

- Click on User's Name
- Under User Info click edit
- Follow steps for adding new user

3. To delete a user:

- Click on Edit
- Click Delete account
- Click Confirm

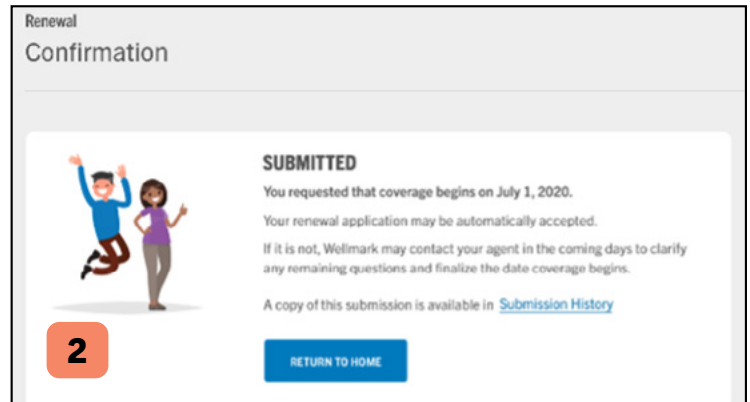
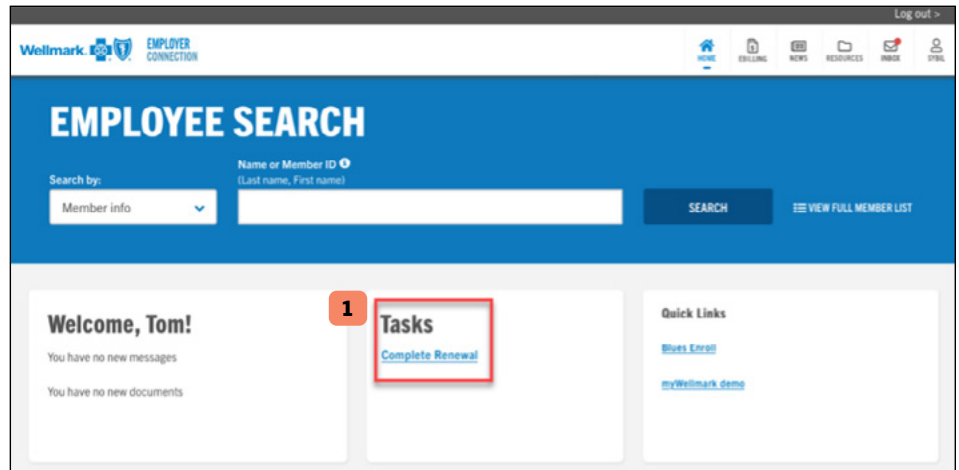


Manage your plan membership

If you are on a small group ACA plan and have assigned an Enrollment Administrator to your account, you can use Employer Connection to renew group coverage, add members and cancel coverage. Here's how:

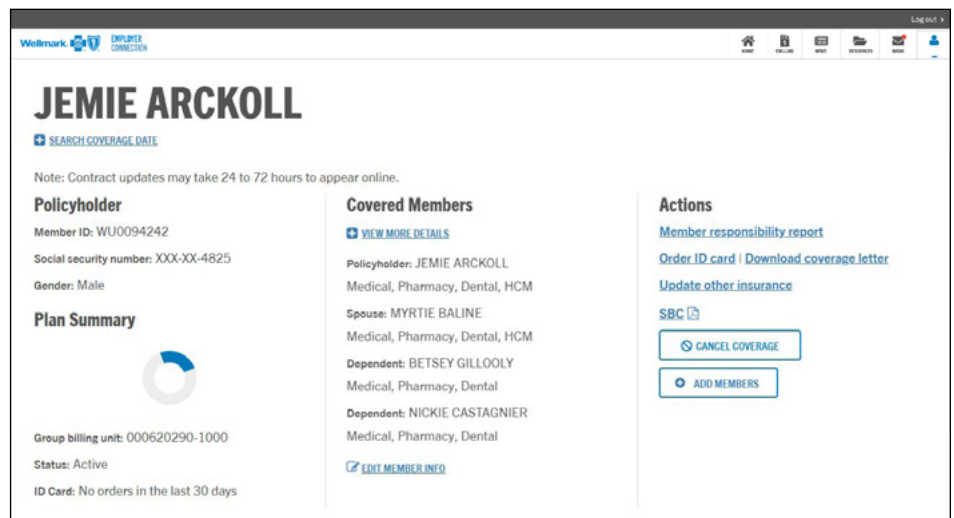
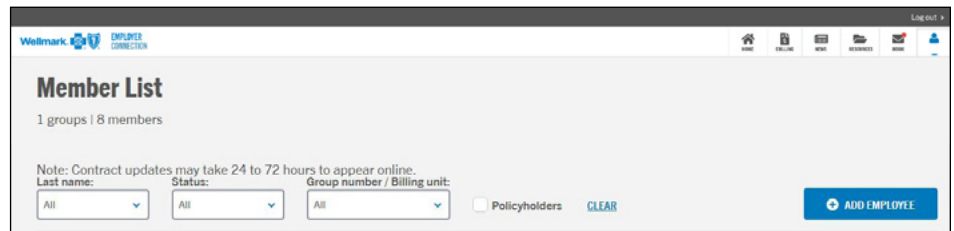
Renew Group Coverage

1. Once your agent has shared your renewal you will see the "Complete Renewal" link display under TASKS on the Employer Connection home page
2. After clicking the link, follow the on screen instructions until you see the "Submitted"



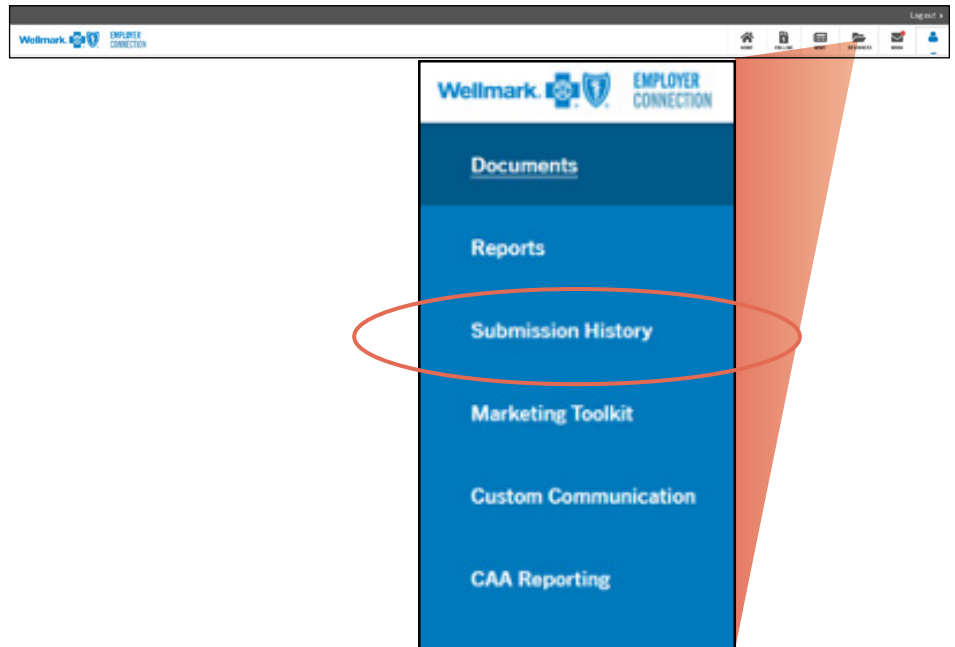
Add Members and Cancel Coverage

1. Select "View Member List" and you'll see a button to Add Employee
2. To make changes to an existing member, select "View Member List" and choose the individual's name. You can add a dependent member to the plan or cancel coverage



Submission history

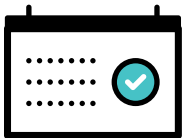
To view any transaction submitted by you or your agent go to the “Resources” tab at the top of the Employer Connection page and then click on the Submission History link.



You're all set

Log in to **Employer Connection** regularly to:

- Keep your access current.
- Help your employees.
- Get news and tips to get the most of your Wellmark coverage.



IMPORTANT:

Remember to log in to your account regularly. Your account will be blocked after 90 days of inactivity.

Questions?

Contact Wellmark at
800-407-0267 or
TechSupport@Wellmark.com.



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