Understanding roles and permissions

The secure Employer Website uses role-based access control. That means some roles are prevented from accessing certain information and functions.

Individuals who are assigned the role of Group Administrator for their company are responsible for managing who gets access to the secure website and what they can see or do once inside. A Group Administrator can even assign someone else to be a Group Administrator!

Important note: Group Administrators manage access only to the secure Employer Website. To add or remove a user from access to other Premera services (for example, financial reports from customer service), you must call the Help Desk at 800-722-9780 or contact your Premera Account Manager.

Permissions

Below is a guide to the user roles and the permissions they have.

Features the role can access	Group Administrator	HR User	Report User	Financial User
Dashboard	X	X	X	X
Enrollment Center	X	X	X	X
Forms	X	X	X	X
Billing	X			X
Reports	X	X	X	
Manage Access	X			
Benefit Plans	X	X		
Funding Accounts	X			X
Employer Profile	X	X	X	X
Claims	X	X		X
Eligibility and Coverage	X	X	X	X
Print and Order ID Cards	X	X		
Find a Doctor	X	X	X	X
Member Discounts	X	X	X	X
View Active Members	X	X	X	X
Member Management	X	X		