

How to find what you need

USER TIPS FOR THE SECURE EMPLOYER WEBSITE

The items listed in the Tools menu of the secure Employer Website will take you to pages. In some cases, a single page will contain links to multiple functionalities.

Keep in mind that the menu items you see are based on the role you have been assigned within the secure Employer Website. Some roles are prevented from accessing certain pages and functions. If one or more of the pages listed below is not present when you log in to the Employer Website, there is a good chance you have been assigned a role without access to that page.

Are you looking for:	From the Tools menu, select:
Invoices	Billing
Contracts	Employer Profile
Benefit Booklets	Benefit Plans
OptiFlex/BSI	Billing
Online Bill Pay	Billing
Summary of Benefits & Coverage	Benefit Plans
Connect Your Care	Funding Accounts
Insight Reporter	Reports
Claims	Claims
Benefitfocus	Enrollment Center
Premera Enrollment Center	Enrollment Center