Managing member demographic data

USER TIPS FOR THE SECURE EMPLOYER WEBSITE

You will need

- A valid secure employer website account with a role of either Group Admin or HR user

- The first and last name of the member(s) whose data you wish to view/edit

Steps

1. Log in to the secure employer website (see How to Log In).

2. From the Dashboard main menu select Tools/Member Management.

3. Enter the desired member's last name (at least first 3 letters) and first name (optional).

4. Click the FIND button or ENTER on your keyboard.

5. Select the member whose data you wish to view or edit.

6. When the member's data is displayed, press EDIT to make changes.

7. Press SAVE when you are finished editing.

Notes

- With only rare exceptions, 834 groups are not permitted to edit member data.

- Termed groups may not edit member data.

- Data is only editable for active members.

- All of the selected family members who are currently covered under the subscriber's coverage are listed at the bottom of the page. You may select any family member to view/edit.

- The address may only be edited for the subscriber. Dependent address changes can be emailed to PremeraMembership@premera.com.