Complete User Guide to Premera's Secure Employer Website

IDEAL FOR GROUP ADMINISTRATORS

This resource combines all our user guides into one document. All topics below apply to group administrators.

Group administrators only
- Add a new user
- Delete a user

Financial users and group administrators
- Access BSI/OptiFlex
- Create an invoice (non-BSI groups)

HR users and group administrators
- Check member benefits
- Managing member demographic data

All users
- Activate your invitation (Register as a user)
- Enrollment Center: Add a member
- Enrollment Center: Term a member
- Find what you need
- How to log in
- Permissions based on role
- Reset your password/Unlock your account
- View contracts