

# TAKE ADVANTAGE OF OUR EMPLOYER PORTAL

DO MORE IN LESS TIME!



We know you probably rely on a variety of websites to do your job and get the information your employees need. That's why we offer our simple, yet highly transactional employer portal. It's the one place where you can get all your health plan business done quickly and efficiently.

Simply go to [tuftshealthplan.com/employer](https://tuftshealthplan.com/employer) to login.

For new employers or employers not currently set up for the employer portal, please contact your broker, account manager, or Employer Services at **866.300.1712**.

## IN. OUT. DONE.

Within the employer portal, you can perform an array of transactions in an instant.

- + Edit your Enrollment Roster — *(see back for details)*
- + View plan documents and coverage terms
- + Schedule, pay or view invoices



### HOW TO GET STARTED

- + To get access to all the resources on the employer portal, you'll need to submit the **Web Authorization Form**.
- + Please contact your Account Manager or Employer Services at 866.300.1712



## FROM YOUR ENROLLMENT ROSTER, YOU CAN:

- + Download employee demographics into Excel
- + Edit Demographic Information
- + Add, term or reinstate an employer or dependents
- + Change PCP
- + Request ID cards
- + Print tax forms and more



## USER ADMINISTRATION

### As the Administrator you can:

- + Add, terminate or edit staff-level users with access to rosters, e-enrollment and e-billing.

### Grant Access to a Delegated User

- + As the senior access administrator for the employer portal, you can grant access to a delegated staff-level user. Granting access to a delegated user allows you to get help with enrollment and billing tasks.



## ENJOY THE EASE OF eBILLING

For New Employers, we offer a convenient way to pay your initial premium deposit. Electronic funds transfer (eBilling) saves time and it's easy to enroll!



## FOR YOUR INITIAL BINDER CHECK

- + Complete and submit the Authorized Clearing House (ACH) Authorization Form, which authorizes Tufts Health Plan to make an electronic funds transfer to withdraw your first month's premium.  
(Please contact your Broker or Account Manager for more information).
- + Authorize eBilling for future monthly payments for added convenience.



## TO PAY YOUR REGULAR MONTHLY INVOICES.

- + Make a one-time payment at any time.
- + Set up automatic bank drafts - funds are automatically withdrawn every month on the invoice due date (e.g. 1st of the month, 15th of the month).
- + Set up monthly recurring payments - funds are automatically withdrawn every month on whatever day you choose!

**If you have any questions about the employer portal, please contact your broker, account manager, or Employer Services at 866.300.1712**