



## Self-service functionality makes managing your group leader account easier

*Streamlined, intuitive navigation and increased flexibility are just some of the advantages of your online group leader account. But, there's more!*

### Do more in less time

#### **Access everything you need in one place**

Your explanation of benefits (EOBs), billing summaries, policy information, and other materials are available online whenever and wherever you need them. With self-service functionality, accessing all of your documents and health insurance information is easier, cost-effective, and eco-friendly.

#### **Self-manage member eligibility**

You have complete flexibility and control over your account information. Self-service functionality allows you to:

- Make address changes
- Update Coordination of Benefits
- Order member ID cards
- Process new enrollments or terminations
- Change coverage
- Facilitate open enrollment
- Sign up for invoice alerts
- Update employee demographics

#### **Compare benefit plans**

From your online account homepage, you have direct access to a comprehensive list of your group's benefit plans, in a format that is easy to read and understand.

#### **Find in-network providers**

Click the **Find a Doctor** tab at the top of your online account homepage and you'll be directed to a search page. Enter your information and search criteria, and you'll see immediate results for in-network providers. Save or print a copy for your records.

#### **Designate group administrators**

Designating additional group leaders, agents, and administrators, who can access your online group leader account information, is a breeze. Share responsibility for managing your group with others and make your job easier! Make sure to add your agent, broker, or consultant as an administrator to your account for additional support.

Explore and use the self-service functionality of your group leader account and experience the easy access and convenience for yourself. Log in today!

### Questions?

Call 1-800-748-0575 to speak with one of our knowledgeable Member Services representatives today!

**WPS** HEALTH  
INSURANCE

*Local. Honest. Independent.*