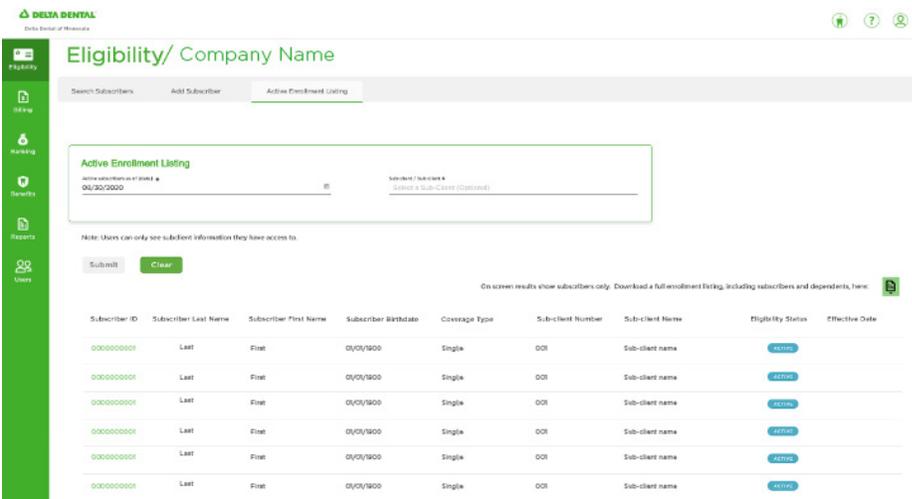


Employer Services Portal Quick Guide

How to Access Active Enrollment Listing

1. Select a Client from the top navigation drop-down menu.
2. On the left menu bar, click **Eligibility**.
3. Click **Active Enrollment Listing**.
- Confirm Active Subscribers
As of Date selected
4. Click **Submit**.
- View all active employees based on the date chosen.
5. From the on-screen results, you can click on **Subscriber ID** to be taken to the subscriber overview page for access to the full subscriber record.
6. Download full listing of subscribers and dependents. Dependent information such as address or ID numbers will only display if different than the subscriber's.



Eligibility/ Company Name

Search Subscribers Add Subscriber Active Enrollment Listing

Active Enrollment Listing

Active Subscribers Listed as: 01/30/2020 **Submit / Refresh**
(Select a Sub-Client (Optional))

Note: Users can only see subscriber information they have access to

On screen results show subscribers only. Download a full enrollment listing, including subscribers and dependents, here: 

Subscriber ID	Subscriber Last Name	Subscriber First Name	Subscriber Birthdate	Coverage Type	Subscriber Number	Sub-client Name	Eligibility Status	Effective Date
0000000001	Last	First	01/01/1900	Single	001	Sub-client name	<input type="button" value="Active"/>	
0000000001	Last	First	01/01/1900	Single	001	Sub-client name	<input type="button" value="Active"/>	
0000000001	Last	First	01/01/1900	Single	001	Sub-client name	<input type="button" value="Active"/>	
0000000001	Last	First	01/01/1900	Single	001	Sub-client name	<input type="button" value="Active"/>	
0000000001	Last	First	01/01/1900	Single	001	Sub-client name	<input type="button" value="Active"/>	
0000000001	Last	First	01/01/1900	Single	001	Sub-client name	<input type="button" value="Active"/>	

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