

Save time *and* reduce paperwork

- ✓ *Manage employee coverage*
- ✓ *Create employee reports*
- ✓ *Review group benefits*



Take an online tour of healthpartners.com to learn more about all of the great tools and resources that can save you time and money!

Online account management 24/7

Our online tools make it easy for you to streamline plan administration, eliminate paperwork and save time!

Plus, we have valuable online resources available to help you introduce your employees to new strategies for better health.

Getting started is easy

Log into your secure employer website and take advantage of the powerful tools at your fingertips.

To access this section of our site, all you need is a user ID and password.

When you visit healthpartners.com, just click on “register now” under the heading “benefits of logging on,” complete a short form and hit the “submit” button.

You’ll receive your user ID and password by mail.



Less paperwork, less headaches, less hassle with online plan administration at healthpartners.com

Information at your fingertips

Looking for the latest news and information?

Here's just a sample of what you'll find:

- **News you can use**

The latest HealthPartners news, disease management, wellness activities, healthy discounts and more.

- **Programs for your group**

Take the lead and implement our free or low-cost health improvement programs.

- **Programs for your employees**

Learn how HealthPartners helps your employees stay healthy *and* productive.

- **Frequently asked questions**

You've got questions, we've got answers!



Here's what you can do online:

1 Create printable employee roster

This report lists all employees and dependents enrolled in your HealthPartners plan. Report data is updated monthly.

2 View employee coverage

Want to know if an employee has coverage without scanning a lengthy report? This feature enables you to look up an employee by name or social security number.

3 Maintain employee coverage

You can add dependent(s) to an employee's contract, change site or plan coverage, cancel coverage, update personnel and order new member ID cards.

4 Add an employee

Use this simple, online form to enroll new employees and dependents. A special screen lets you review and verify data before submitting it. HealthPartners enters the enrollment data into our system within 48 hours.

5 View your group benefits

Are you ever asked, "What is my office visit copay?"

The *View your group benefits* feature

describes your company's medical and/or dental coverage in detail.

The screenshot shows the HealthPartners website interface for adding a new employee. The page title is "Employee Enrollment". It features a sidebar with navigation links like "Home", "Employee Enrollment", "View my coverage", "Manage my account", "Help Center", and "Frequently Asked Questions". The main content area is titled "Employee Enrollment" and contains a "Basic Information" section with checkboxes for "Hire", "Early retirement", "Late enrollment", "COBRA", "Return", "Life event", and "Open enrollment". Below this is a "Drop-down" menu for "Site". The "Employee Information" section includes fields for "First Name", "Last Name", "Title", "Site", "Gender" (Male/Female), "Marital Status" (Single/Married/Divorced), "Hire Date", "Address", "City", "State", "Zip", "Home Phone", "Business Phone", and "Date of Birth". At the bottom of the form are "CONTINUE" and "CANCEL" buttons.

Contact your HealthPartners broker or sales representative today.

Visit us online at healthpartners.com.

 **HealthPartners®**
Your health. Your partner.