



Online Member Enrollment and Management

With MVP's online tools, you can quickly and seamlessly go from quoting to group setup to member enrollment.

MVP has made it easier to add and manage members for coverage, when it is convenient for you. Available 24/7, members can be added and entire member rosters can be uploaded, with confirmation that your changes were made - every time.

NEED HELP? IF YOU NEED ASSISTANCE WITH MEMBER ENROLLMENT, PLEASE CONTACT YOUR MVP HEALTH CARE SALES REPRESENTATIVE.

To enroll a member online, follow these steps:

1 From the *Proposal Search* grid, click the "Roster List" link under the *Manage Roster* column. If a group is listed as *N/A* in this column, the group is not yet ready for member enrollment (SEE IMAGE 1).



IMAGE 1. Click the "Roster List" link to navigate to the group's member enrollment screen.

2 On the **ROSTER GRID PAGE**, enter the total number of subscribers to enroll in the box labeled "Enter number of subscribers to add:" and then click the "Add" button. The roster **GRID WILL EXPAND** to allow for data entry for the number of subscribers entered. (NOTE: if you prefer to upload multiple subscribers' demographic details in a single batch operation, click the "Bulk Upload Subscriber Data" link located under the roster grid and follow the instructions provided onscreen.)

ENTER SUBSCRIBERS' INFORMATION and chosen coverage into the roster grid. To **SAVE THIS INFORMATION**, check the

box next to each subscriber's name in the grid and click the "Save Subscriber Details" button (SEE IMAGE 2). An "Enroll" link will appear in the roster grid next to those subscribers for whom all required details have been entered and saved. Clicking the *trash can icon* next to any subscriber will delete them from the roster grid.

IN THE ROSTER GRID, click the "Enroll" link in the *Status* column next to the subscriber's name for which you wish to **COMPLETE ENROLLMENT**. If the *Status* column is blank next to a subscriber, there is additional detail that still needs to be entered into the roster grid.

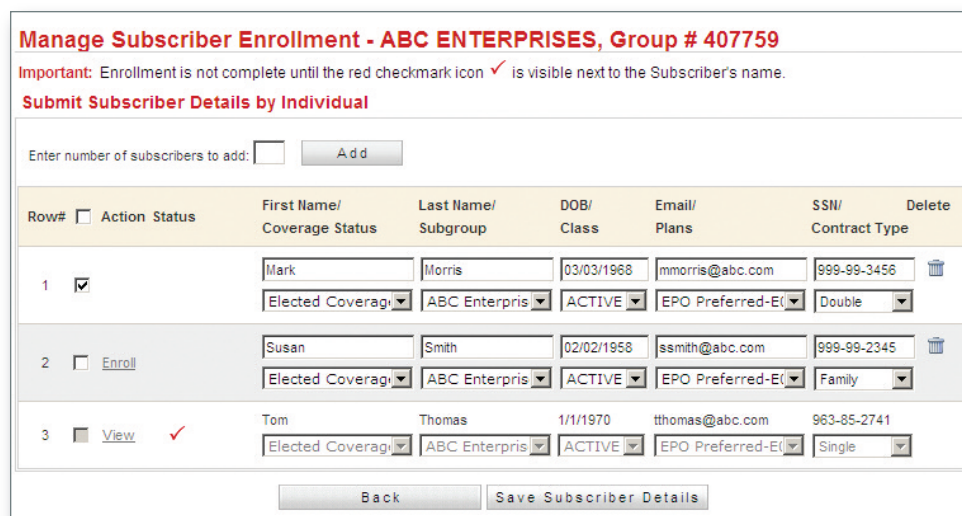


IMAGE 2. The roster grid shows the enrollment status of all subscribers in one unified view.

3 **STARTING WITH** the “Plan Selection” tab, and progressing through the “Member Details”, “Enrollment Details” and “Address Details” tabs, complete and **SAVE** all required information (SEE IMAGE 3). **NOTE** that basic dependent information is collected on the “Member Details” tab.

Subscriber Enrollment - Tom Thomas

Plan Selection | Member Details | Enrollment Details | Address Details

Subscriber enrollment is a three step process:

1. Select a plan or waive health coverage for the subscriber.
2. If electing coverage, complete all four information screens for the subscriber, including entering dependent(s) information, if applicable, on the “Member Details” screen.
3. After entering all required information, a review screen will be displayed. If all information is correct, click the “Activate Coverage” button to complete the enrollment process for this subscriber.

If you have any questions or need assistance with your enrollment, please contact your broker of MVP Sales Representative.

Selected Plan: EPO Preferred-E0044S-30328 Coverage Type: Single

Plan Name	Status	Effective Date	Employee Contribution (\$)	Employer Contribution (\$)	View Plan Benefits
<input checked="" type="checkbox"/> EPO Preferred-E0044S-30328	Approved	03/01/2010			

Waive Coverage

I would like to waive the health coverage offered by my employer due to

[Roster List](#) [Save & Continue](#)

IMAGE 3. Complete all four tabs to enroll employee and dependents.

BROKER TIP VIEWING OR PRINTING A GROUP'S MEMBERSHIP LIST IS EASY, JUST CLICK ON THE “PRINT/VIEW MEMBER ENROLLMENT” REPORT LINK UNDER THE ROSTER GRID.

4 **AFTER SAVING** the information entered on the “Address Details” tab, you will be **SHOWN A SUMMARY** of the subscriber and dependent information. If this information is correct, **CONFIRM** you are an authorized **BROKER OF RECORD** for the group and click the “Activate Coverage” button at the bottom of the screen (SEE IMAGE 4).

I am authorized by the Employer to act as their Broker of Record

[Back](#) [Roster List](#) [Activate Coverage](#)

IMAGE 4. Click the “Activate Coverage” button and you are done!

5 You will receive a **CONFIRMATION MESSAGE** that the subscriber and any dependents have **SUCCESSFULLY BEEN ENROLLED** with MVP. To **VIEW AND PRINT A CONFIRMATION** of the enrollment transaction, click the “Print Enroll Confirmation” button (SEE IMAGE 5).

MVP HEALTH CARE

Subscriber Enrollment Confirmation - Transaction Receipt

Broker/HBA: JOE BROKER
Date: 02/18/2010
Time: 10:45:14 AM

Employer: ABC ENTERPRISES

Subscriber Name: Tom Thomas
Subscriber's Dependents: N/A

Plan: EPO Preferred
Contract Type: Single
Effective Date: 03/01/2010

This enrollment information was completed and submitted to MVP Health Care.

[Print](#) [Close](#)

IMAGE 5. Confirmation receipts are provided for all member enrollments.

6 **TO RETURN** to the roster grid, click the “Roster List” button.

7 You can **VISUALLY CONFIRM** subscribers that have been successfully enrolled with MVP by looking for a **RED CHECK-MARK** next to their names in the roster grid. You can **REVIEW SUBMITTED** enrollment information by clicking the “View” link next to an enrolled subscriber’s name in the *Status* column.