EmblemHealth

## Group Overview: Update Group Contact

Quick Reference Guide (QRG)

#### Update Group Contact Info

This Quick Reference Guide (QRG) will provide an overview of the process for Updating group contact info:



Let us look at the steps in detail for Updating group contact info:

Purpose: Update Group Contact Info. Please note your screen may look different depending on the plans for which you and your dependents (if any) are enrolled.

	E Step 1:	Sig 1.	ning into th Click the <b>(</b>	e portal, tl G <b>roup ID</b> .	he <b>Home</b>	e Page (D	<b>ashboard)</b> dis	plays.	
								📮 🙆 Laurer	n Lewis 🔻
Home	Change Group	Roster Manage	ement 🗸 🏾 Trans	action History	Find Care	Resource 🗸	User Management 🗸		
	EmblemHealth Wraps Up 2021 with Legacy of Community Service In a year full of significant challenges and change, EmblemHealth's family of		11 with Legacy Illenges and Ily of	EmblemHealth Healthier for the Holidays Fair Kicks-Off in the Bronx As the holiday season is underway for many New York families, EmblemHealth works			EmblemHealth Hosts Healthy Food Giveaway Events Across NYC As the Holiday nears, EmblemHealth, one of the nation's largest nonprofit health		
	ô於 Group								
	Group ID G	roup Name	Monthly Premium	Subscriber Co	ount Depe	ndent Count	Original Effective Date	Group Renewal Date	
	Gr	oup 2773	\$43,242.16	36	17		01/01/2019	01/01/2022	
	TOTAL RECORDS: 1								



### Update Group Contact Info

Step 2:	<ul> <li>The Group Summary screen displays.</li> <li>Select the Update Group Contact Info option from the Group Actions drop-down menu.</li> <li>Note: Subgroup POCs are changed in the same way, from the Subgroup Summary screet found by scrolling down to the List of Subgroups dropdown and selecting the appropriate subgroup. Additional actions for individual members (e.g., Terminate Coverage, Add Dependent, etc.) can be performed from the Roster Management menu.</li> </ul>					
			GROUP 2773			
		Group	Summary			
Group Group 10 Ri PARH New 1000	P Address ESEARCH KWAY SUITE 200 York, New York, 04	<b>Tax Id</b> 260076477	Monthly Premium	Group Actions V Add Subscriber Export Member Rester Update Group Contact Info 30		
Enro Depu 17	lled endents*	New Hire Waiting Period O	Original Effective Date 01/01/2019	Coverage Start Date* 01/01/2019		
1336745	arage End Date	Term Date	Status			
Cove		1. F.				

E Step 3:	<ul> <li>The Update Group Contact Info screen displays.</li> <li>Select the desired contact from the Select Contact drop-down menu.</li> <li>Edit the User information from the displayed fields as required.</li> <li>Click Save.</li> </ul>			
Home > Update Group Contact Info	Update Group Contact Info Select Contact Primary Contact Billing Contact Cancel			



#### Update Group Contact Info

Updat	e Group Contact Info			
Select Co Billing Co	ontact 🗸			
First Name* John	Last Name* Kennedy			
Street* Bakers	City* Bristol Zipcode* 06010			
State* Connecticut				
Email Address* jk@gmail.com	Phone* 3453455678 Ex			
*Required information	Save			
The Confirmation 1. Click <b>OK</b> .	on screen displays.			
Home > Update Group Contact Info				
Thank you for request in you	your submission. Your case number is 07528804. You can check the status of your ar <u>transaction log</u> . It may take up to three (3) business days for your request to be reflected online.			



# Thank You