

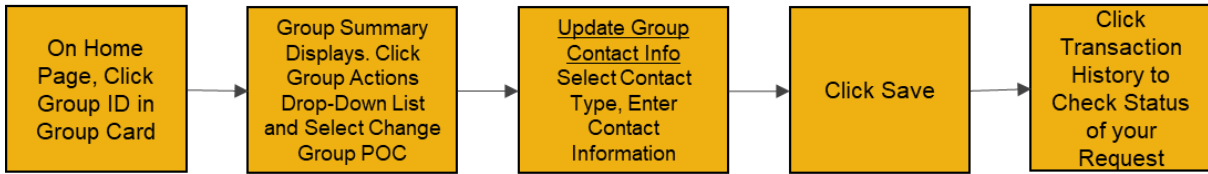
Group Overview: Update Group Contact Info

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.



Step 1:

Signing into the portal, the **Home Page (Dashboard)** displays.
1. Click the **Group ID**.

Group ID	Group Name	Monthly Premium	Subscriber Count	Dependent Count	Original Effective Date	Group Renewal Date
<input type="text"/>	Group 2773	\$43,242.16	36	17	01/01/2019	01/01/2022

TOTAL RECORDS: 1

Update Group Contact Info



Step 2:

The Group Summary screen displays.

1. Select the **Update Group Contact Info** option from the Group Actions drop-down menu.

Note: Subgroup POCs are changed in the same way, from the Subgroup Summary screen, 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.

GROUP 2773

Group Summary

Group Summary

Group Address 10 RESEARCH PARKWAY SUITE 200 New York, New York, 10004	Tax Id 260076477	Monthly Premium -	
Enrolled Dependents* 17	New Hire Waiting Period 0	Original Effective Date 01/01/2019	Coverage Start Date* 01/01/2019
Coverage End Date -	Term Date -	Status Active	

* - Dynamically Updated Field

Group Actions ▾

- Add Subscriber
- Export Member Roster
- Update Group Contact Info**



Step 3:

The Update Group Contact Info screen displays.

1. Select the desired contact from the **Select Contact** drop-down menu.
2. Edit the User information from the displayed fields as required.
3. Click **Save**.

Home > Update Group Contact Info

Update Group Contact Info

Select Contact

Primary Contact

Billing Contact

[Cancel](#)

Update Group Contact Info

Update Group Contact Info

Select Contact
Billing Contact

First Name* John	Last Name* Kennedy
Street* Bakers	City* Bristol
State* Connecticut	Zipcode* 06010
Email Address* jk@gmail.com	Phone* 3453455678 Ex...

*Required information

Save



Step 4:

The Confirmation screen displays.
1. Click **OK**.

[Home](#) > [Update Group Contact Info](#)

Thank you for your submission. Your case number is 07528804. You can check the status of your request in your [transaction log](#). It may take up to three (3) business days for your request to be reflected online.

OK

Thank
You

