

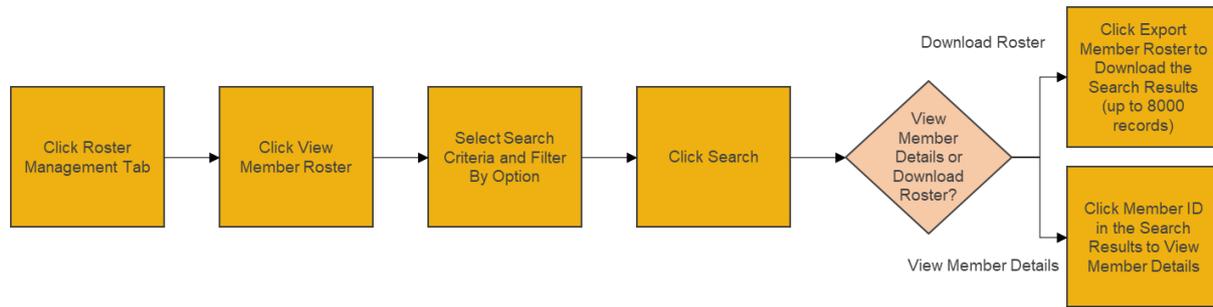
View and Export Member Roster

Quick Reference Guide (QRG)



Employer Portal –View and Export Member Roster

This Quick Reference Guide (QRG) will provide an overview of the process to View and Export Member Roster details.



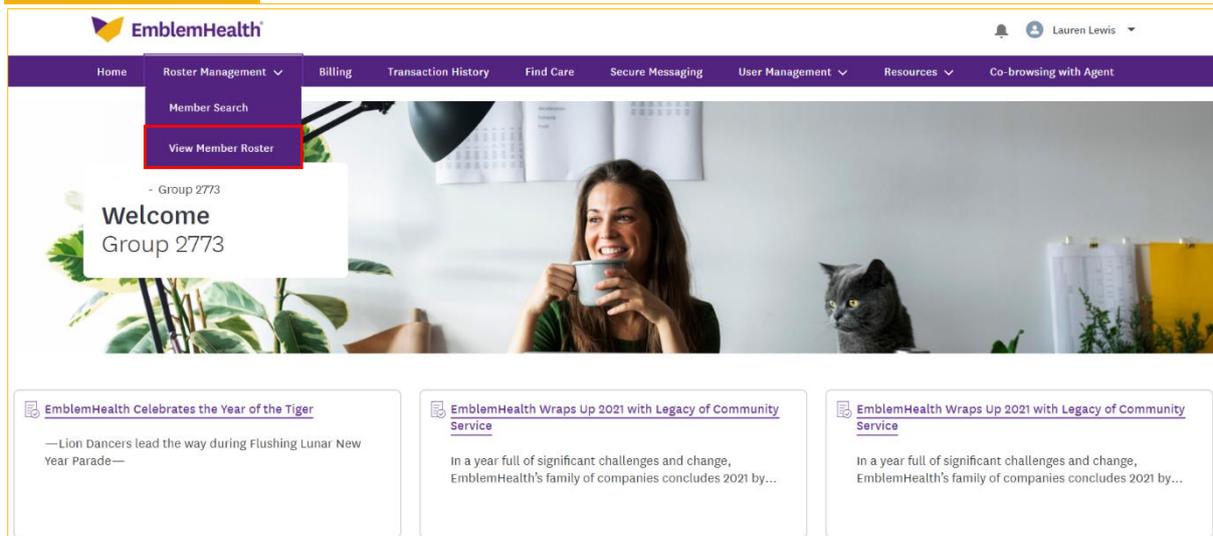
Let us look at the steps in detail to View and Export Member Roster.

Purpose: View and Export Member Roster details.



Step 1:

1. From the **EmblemHealth Home** page, select **Roster Management** tab.
2. From the drop-down menu, select **View Member Roster**.





Step 2:

The Member Roster screen displays.

1. In the Search By field, select appropriate option like **Subgroup ID**, **Subgroup Name**, **Subscriber only** or **Future Effective** to find desired member detail.

Note: Click **Subgroup ID** or **Subgroup Name** to search for a specific subgroup.

Home > Member Roster

- GROUP 2773

Member Roster

Search By: None Subgroup ID Subgroup Name

Search:

Member Status: All

Subscriber Only Future Effective

Exporting search results will show more details for each member.



Step 3:

1. In the **Member Status** field, select the **Active**, **Inactive** or **All** members from the drop-down menu.

Note: For this example, we will use **All**.

2. Click **Search**.

Search By: None Subgroup ID Subgroup Name

Search:

Member Status: All

Subscriber Only Future Effective

Exporting search results will show more details for each member.

Subgroup ID	Class ID	Member ID	Member Name	Date of Birth	SSN	Gender	Relationship to Subscriber	Coverage Start Date	Termination Date	Original Effective Date	Status
1001	1001	K8049400001	ALEX, LAWREN HAROLD	01/31/1954	XXX-XX-7785	Male	Subscriber	01/01/2020	-	01/01/2019	Active
1001	1001	K8049400002	ALEX -, MARC	11/30/2021	XXX-XX-4267	Female	Daughter	01/01/2020	-	01/01/2019	Active



Step 4:

The Member results display.

1. Click **Member ID** to view member details.

Note: You can fine tune results by sorting records by desired field. By default, the search result is sorted by **Member Name**.

Subgroup ID	Class ID	Member ID	Member Name ↓	Date of Birth	SSN	Gender	Relationship to Subscriber	Coverage Start Date	Termination Date	Original Effective Date	Status
1001	1001	K8049400001	ALEX, LAWREN HAROLD	01/31/1954	XXX-XX-7785	Male	Subscriber	01/01/2020	-	01/01/2019	Active
1001	1001	K8049400002	ALEX -, MARC	11/30/2021	XXX-XX-4267	Female	Daughter	01/01/2020	-	01/01/2019	Active
1001	1001	K8011129503	BARRY, NORA	04/24/2001	XXX-XX-8110	Female	Daughter	01/01/2020	-	01/01/2019	Active
1001	1001	K8011129501	BARRY, KELLY	08/20/1974	XXX-XX-6481	Female	Subscriber	01/01/2020	-	01/01/2019	Active
1001	1001	K8011129502	BARRY, JULIE	03/10/1994	XXX-XX-8343	Male	Son	01/01/2020	12/31/2020	01/01/2019	Inactive
1001	1001	K8050233301	BECKY, AARON-	07/10/1992	XXX-XX-6331	Female	Subscriber	01/01/2020	-	01/01/2019	Active
1001	4001	K5501104301	BENTONLY, ANTONY	02/03/1989	XXX-XX-1763	Male	Subscriber	01/01/2021	-	01/01/2021	Active
1001	1001	K8052269503	BRUCE, DEAN	05/17/2009	XXX-XX-8506	Male	Son	01/01/2020	-	01/01/2019	Active
1001	1001	K8047060801	CHRISTY, EDDIE	04/10/1960	XXX-XX-9711	Female	Subscriber	01/01/2020	-	01/01/2019	Active



Step 5:

1. Click **Export Member Roster** to download the search results.

Note: Member search results can be up to 8000 records.

Home > Member Roster

- GROUP 2773

Member Roster

Search By: None Subgroup ID Subgroup Name

Search:

Member Status:

Subscriber Only Future Effective

Exporting search results will show more details for each member.

Employer Portal –View and Export Member Roster



Step 6:

Member roster details are downloaded in an Excel spreadsheet.

Note: Additional fields available in the exported Excel document include Subgroup Name, Class Name, Plan ID, Plan Name, Plan Type, and Coverage End Date. The **Original Effective Date** field found in the online portal is not available in the exported document.

Group ID	Group Name	Subgroup	Subgroup Name	Class ID	Class Name	Member ID	First Name	Last Name	DOB	SSN	Relationship	Plan ID	Plan Name	Plan Type	Coverage Start	Coverage End
2	Group 242	1001	Group 242	1001		K8009969	IAN	JAY	06/08/197	XX-XXX-72	Subscriber	MH002268	HIP PRIME	Medical	03/01/202	-
3	Group 242	1001	Group 242	1001		K8007728	SIDNEY	MARSH	02/18/197	XX-XXX-20	Wife	MH002268	HIP PRIME	Medical	03/01/202	-
4	Group 242	1001	Group 242	1001		K8007728	PATSY	MARSH	03/14/196	XX-XXX-86	Subscriber	MH002268	HIP PRIME	Medical	03/01/202	-
5	Group 242	1001	Group 242	1001		K8006674	MARSHALL	EVELYN	08/21/197	XX-XXX-28	Subscriber	MH002268	HIP PRIME	Medical	03/01/202	-
6	Group 242	1001	Group 242	1001		K8002036	ROGER	ALFONSO	03/28/195	XX-XXX-09	Subscriber	MS000098	HIP PRIME	Medical	03/01/202	-
7	Group 242	1001	Group 242	1001		K8001871	MISTY	CANDACE	01/27/197	XX-XXX-50	Subscriber	MH002268	HIP PRIME	Medical	03/01/202	-
8	Group 242	1001	Group 242			K8002036	DAVID	ALFONSO	04/04/199	XX-XXX-45	Son				03/01/201	10/31/201

Thank
You

