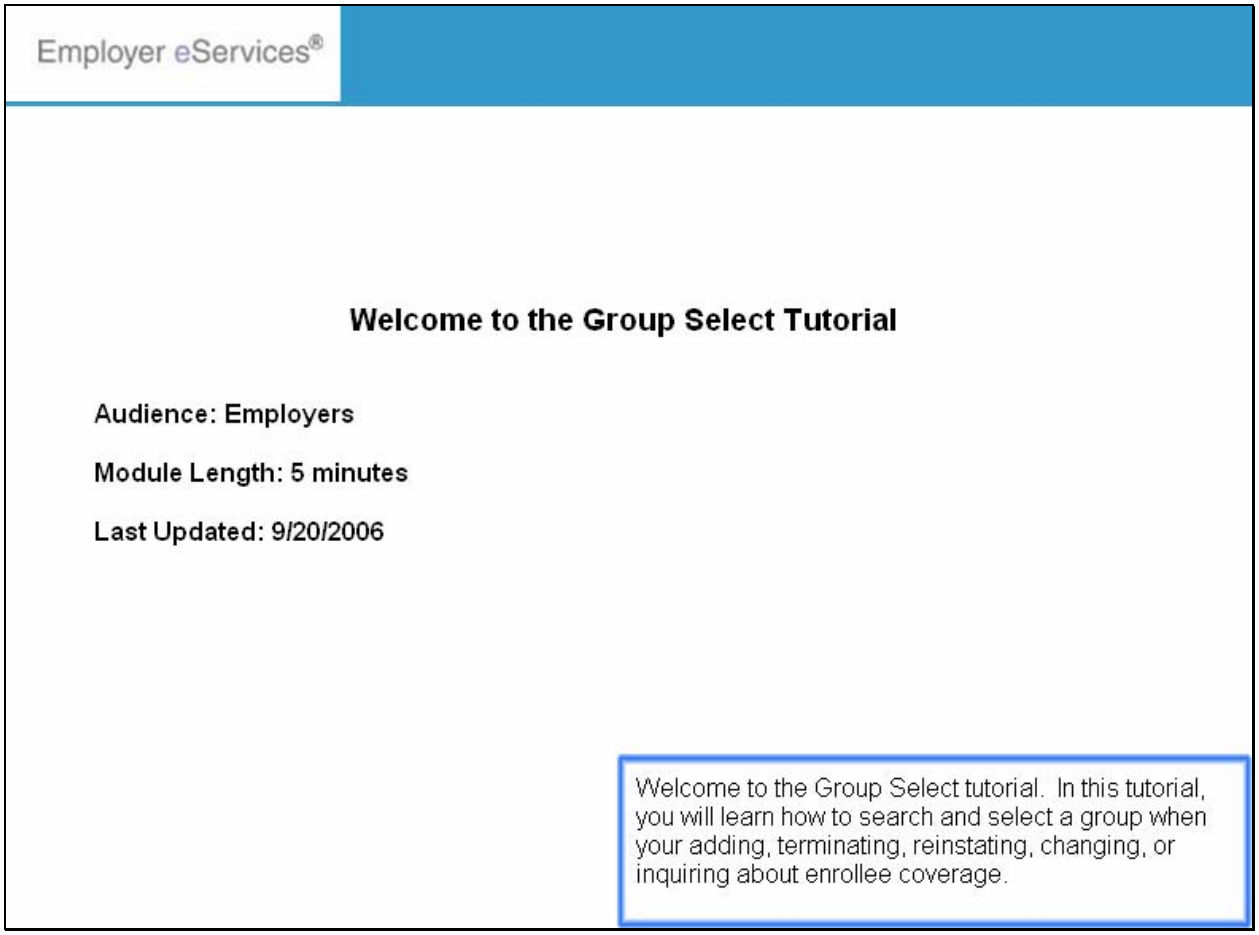
Slide 1 - Slide 1



Text Captions

Welcome to the Group Select tutorial. In this tutorial, you will learn how to search and select a group when your adding, terminating, reinstating, changing, or inquiring about enrollee coverage.

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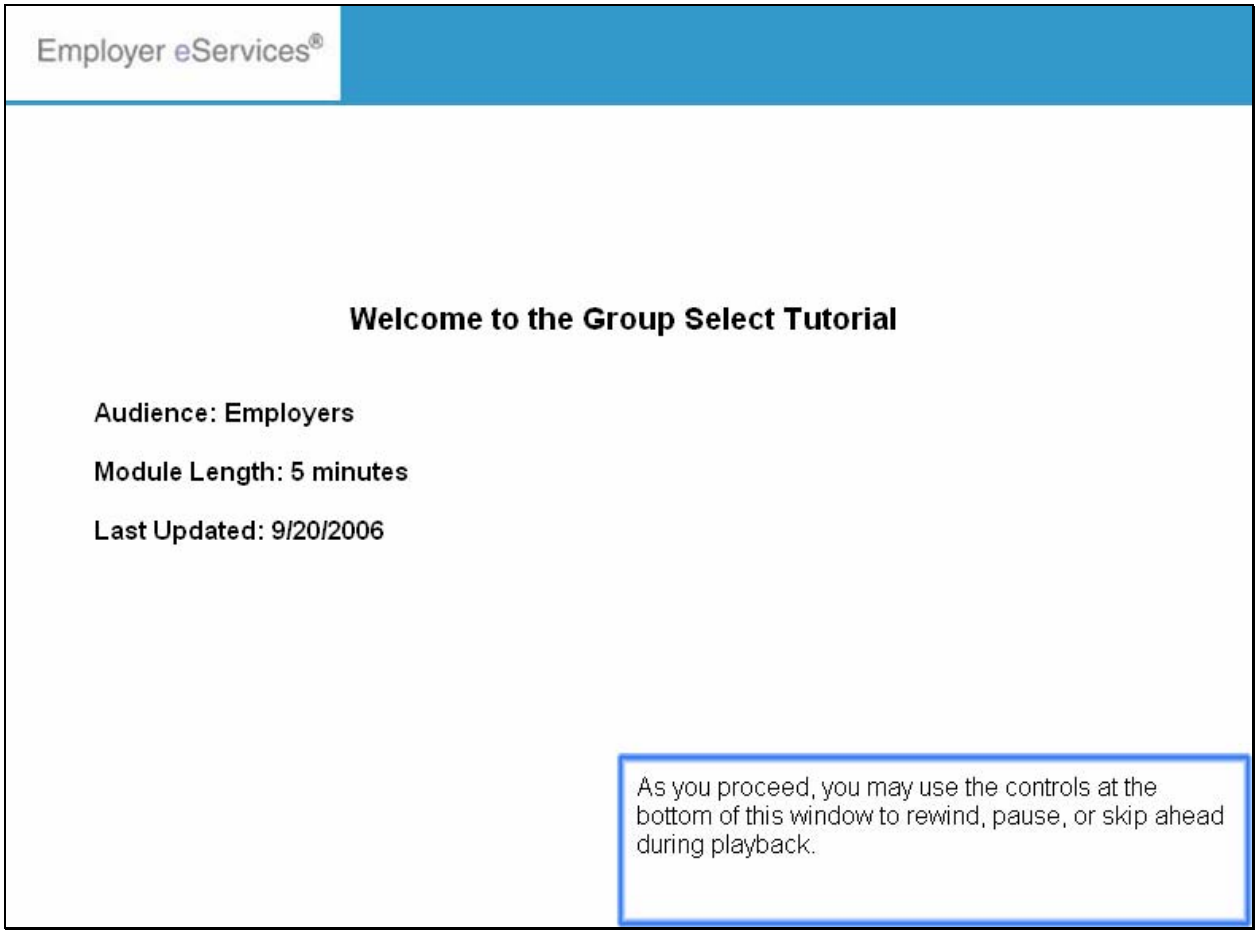
Slide 2 - Slide 2



Text Captions

As you proceed, you may use the controls at the bottom of this window to rewind, pause, or skip ahead during playback.

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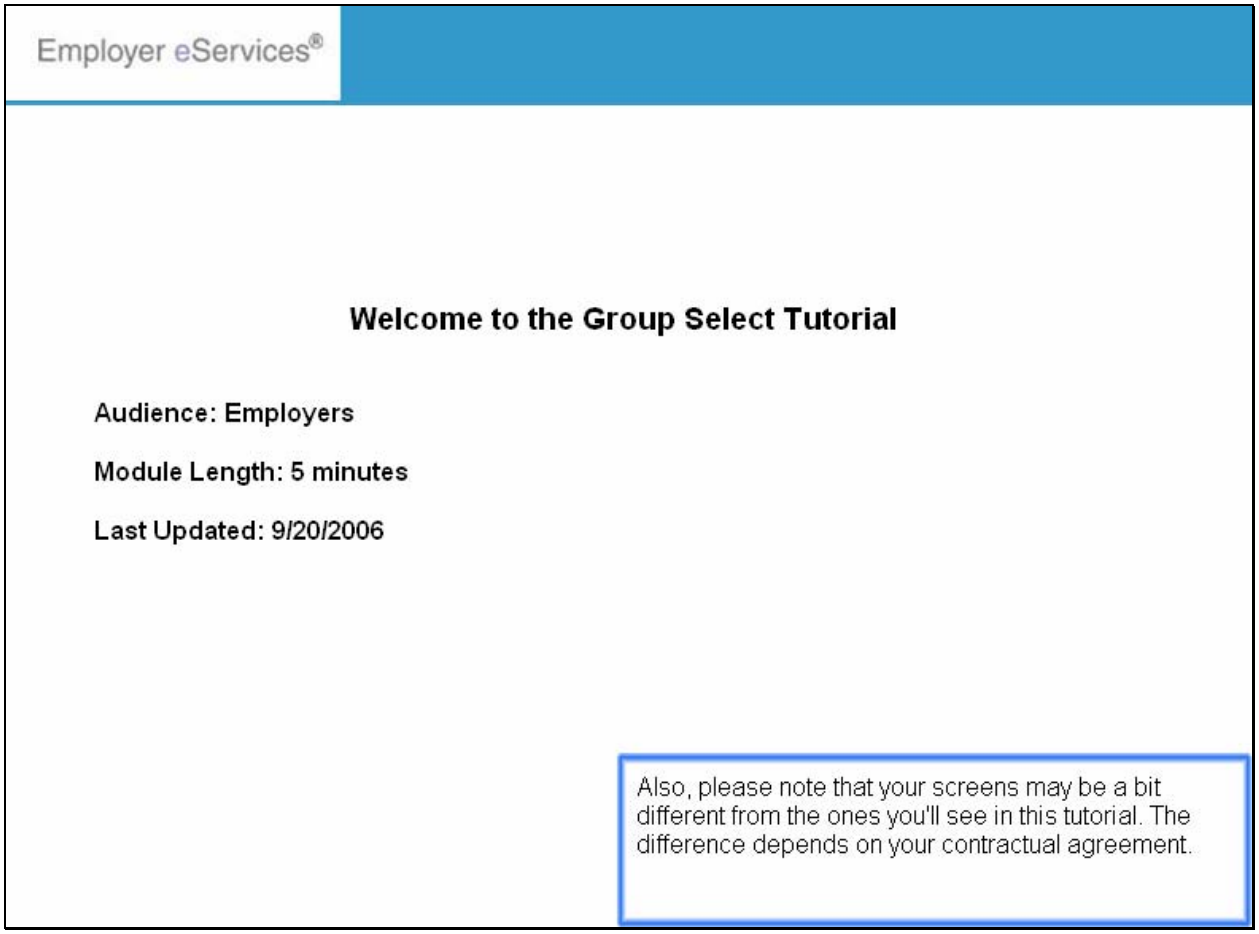
Slide 3 - Slide 3



Text Captions

Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.

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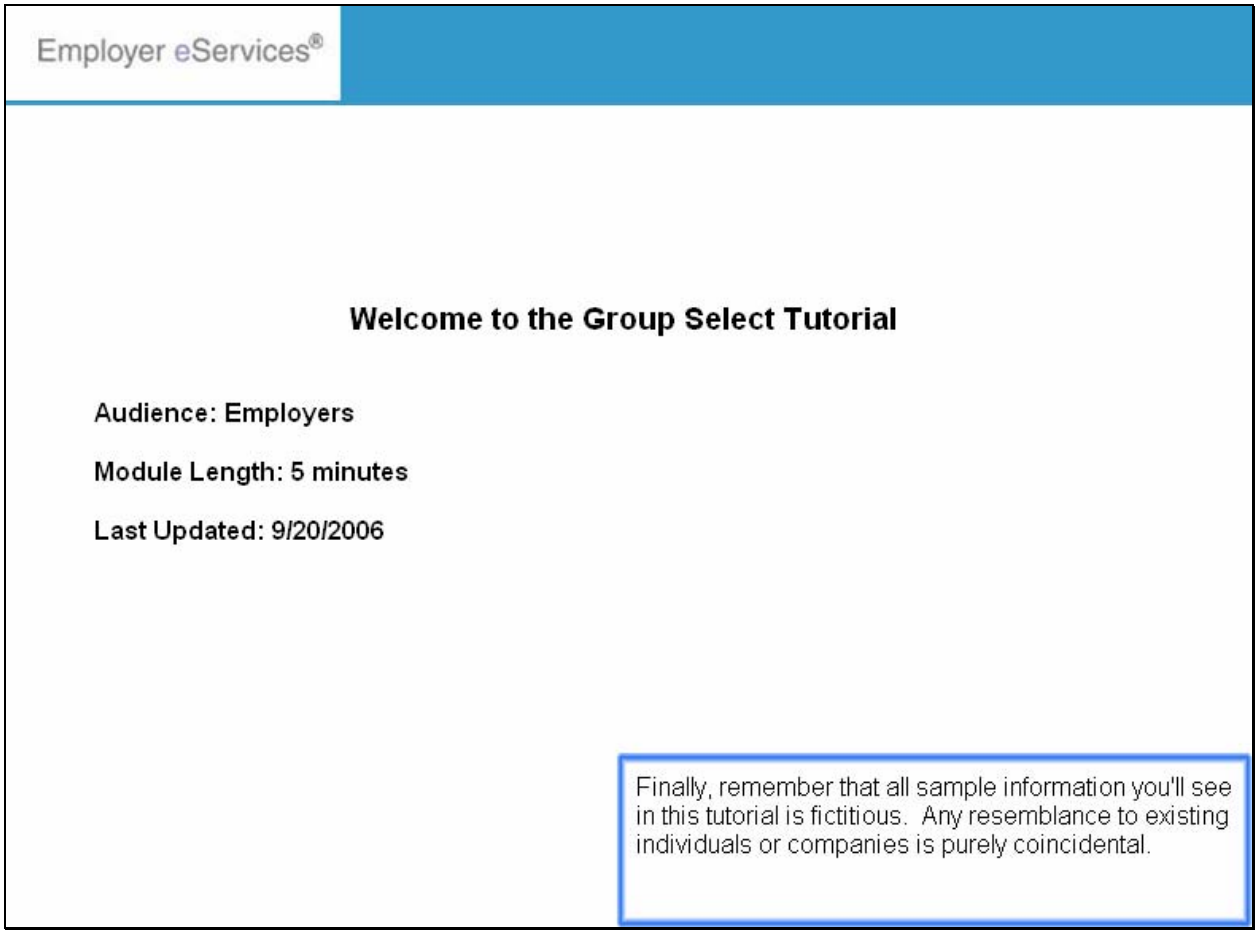
Slide 4 - Slide 4



Text Captions

Finally, remember that all sample information you'll see in this tutorial is fictitious. Any resemblance to existing individuals or companies is purely coincidental.

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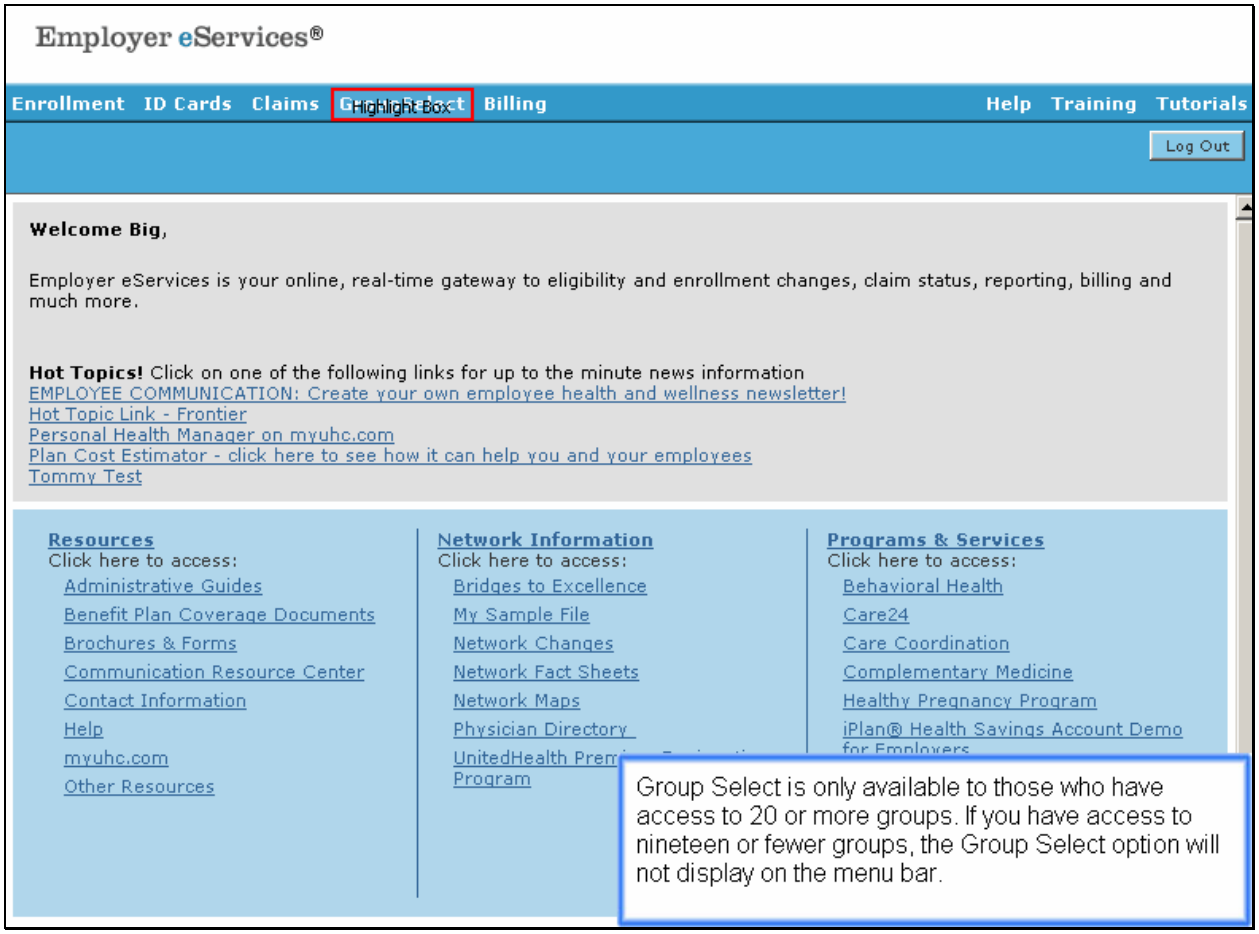
Slide 5 - Slide 5



Text Captions

Group Select is only available to those who have access to 20 or more groups. If you have access to nineteen or fewer groups, the Group Select option will not display on the menu bar.

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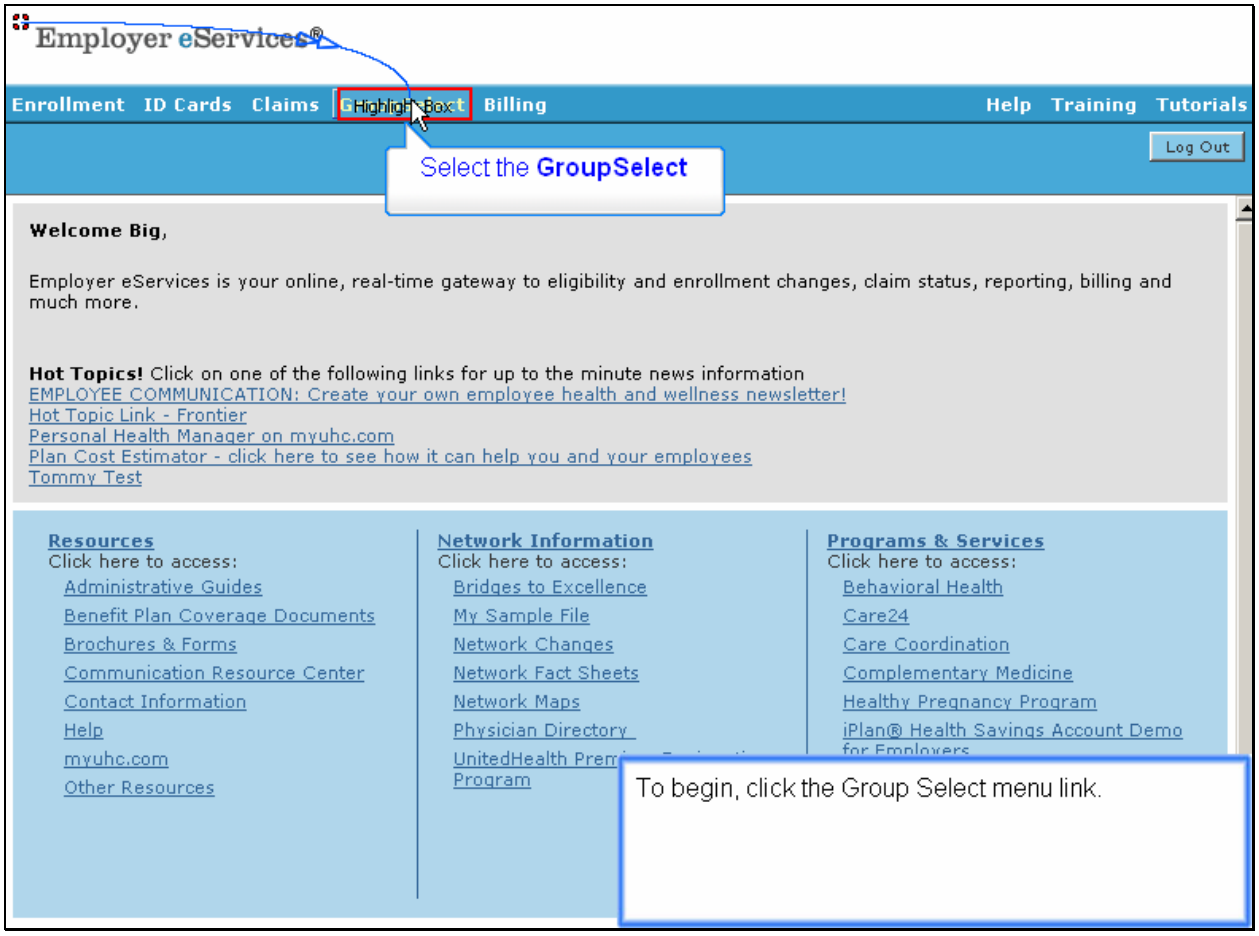
Slide 6 - Slide 6



Text Captions

To begin, click the Group Select menu link.

Select the **GroupSelect** menu link

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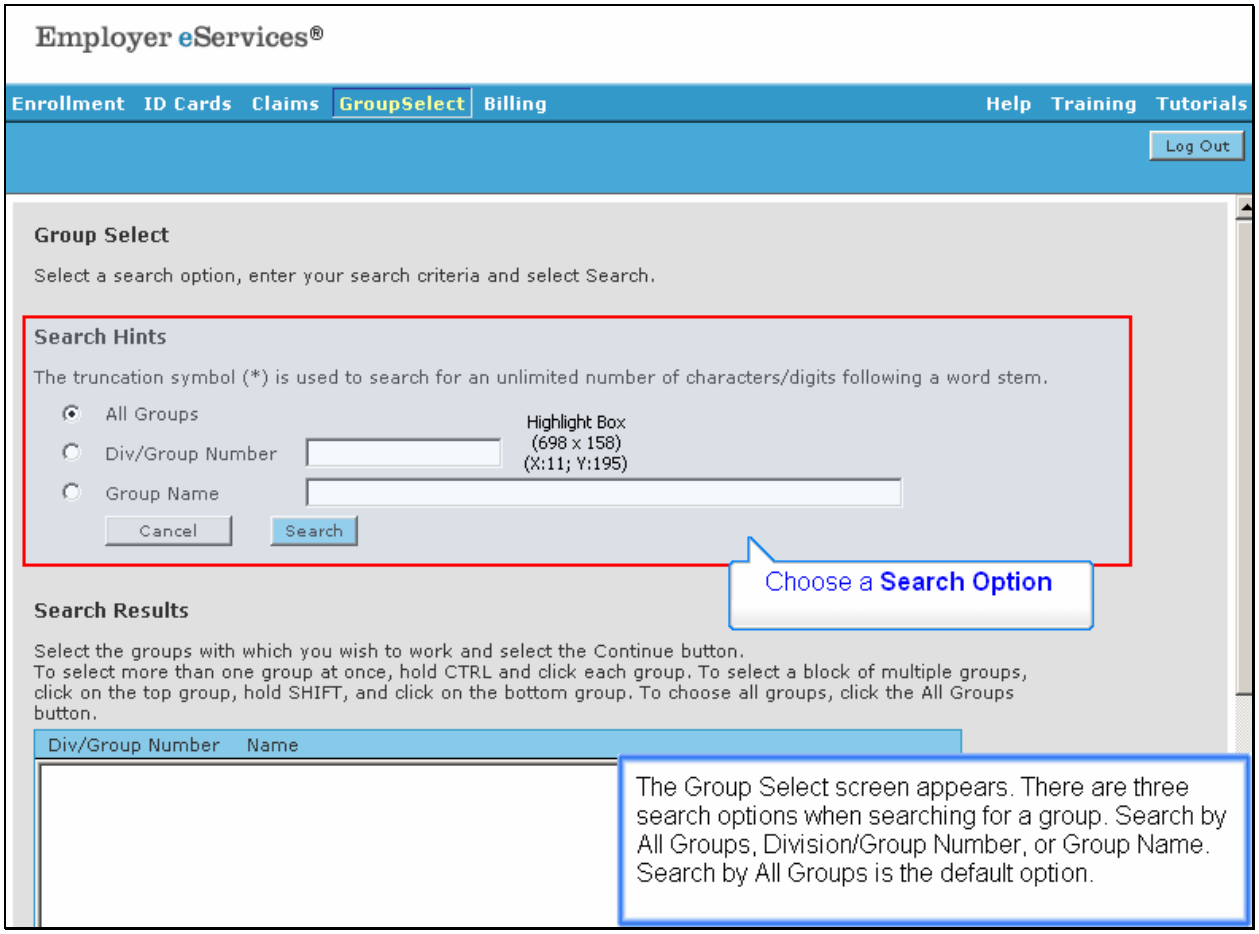
Slide 7 - Slide 7



Text Captions

The Group Select screen appears. There are three search options when searching for a group. Search by All Groups, Division/Group Number, or Group Name. Search by All Groups is the default option.

Choose a **Search Option**

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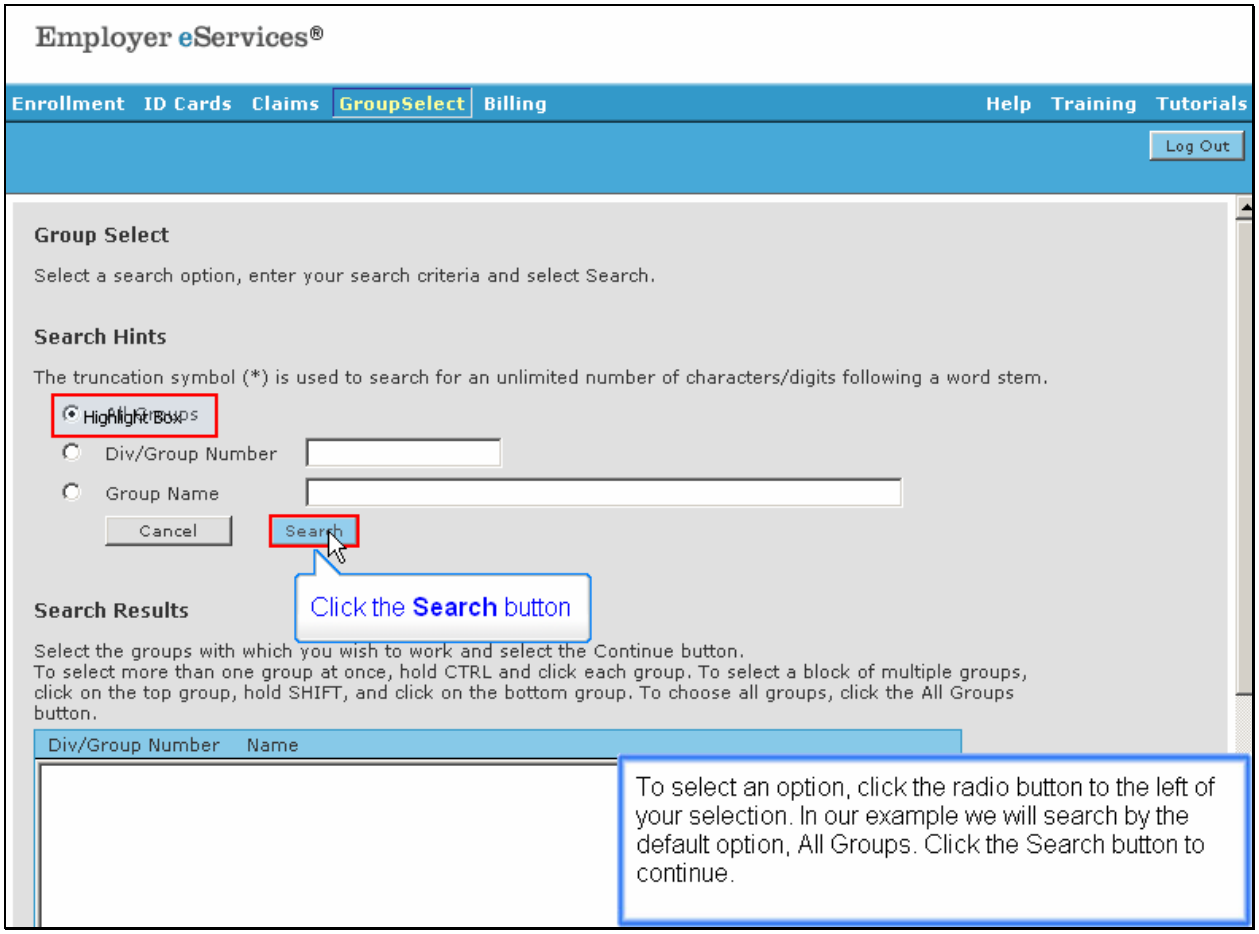
Slide 8 - Slide 8



Text Captions

To select an option, click the radio button to the left of your selection. In our example we will search by the default option, All Groups. Click the Search button to continue.

Click the **Search** button

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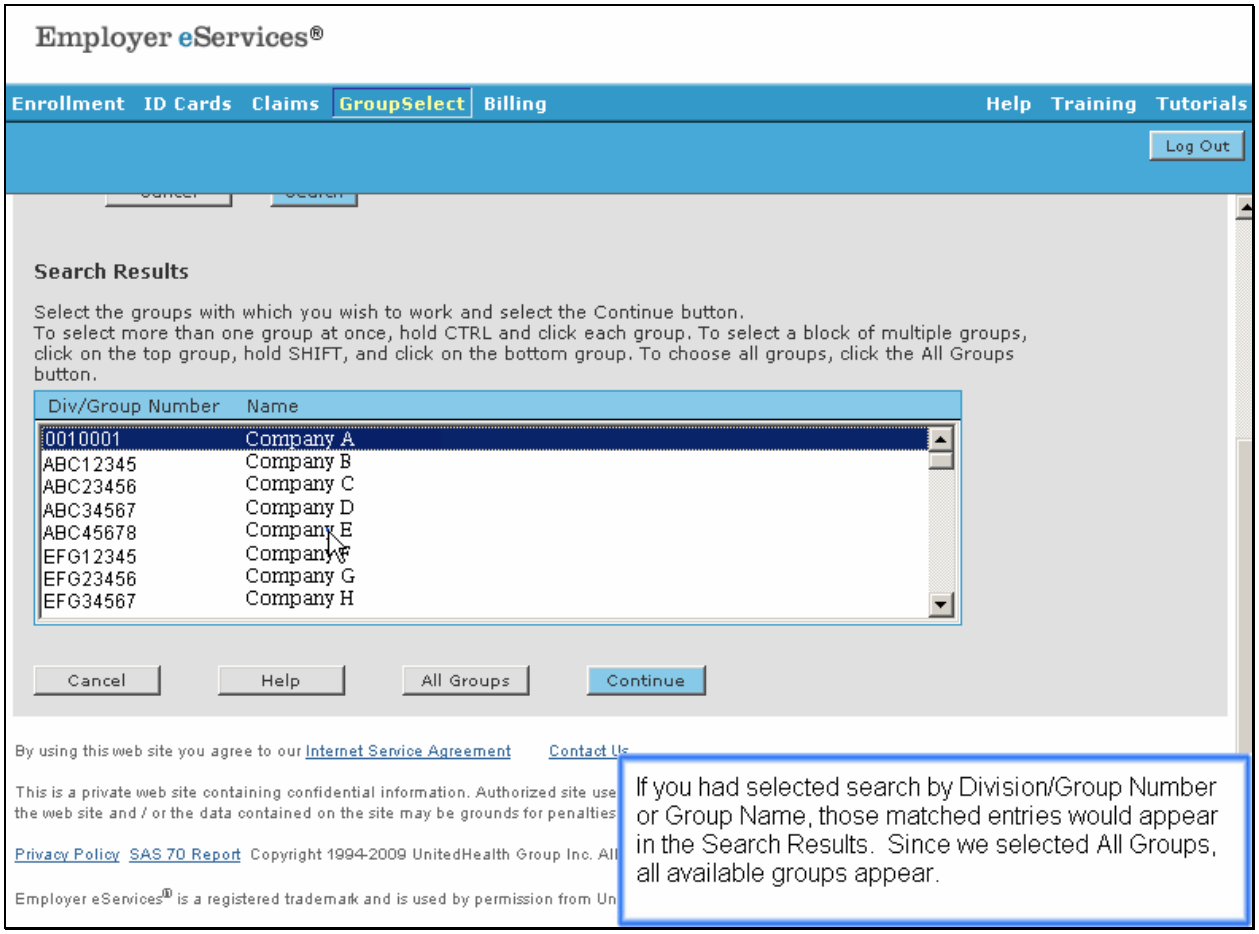
Slide 9 - Slide 9



Text Captions

If you had selected search by Division/Group Number or Group Name, those matched entries would appear in the Search Results. Since we selected All Groups, all available groups appear.

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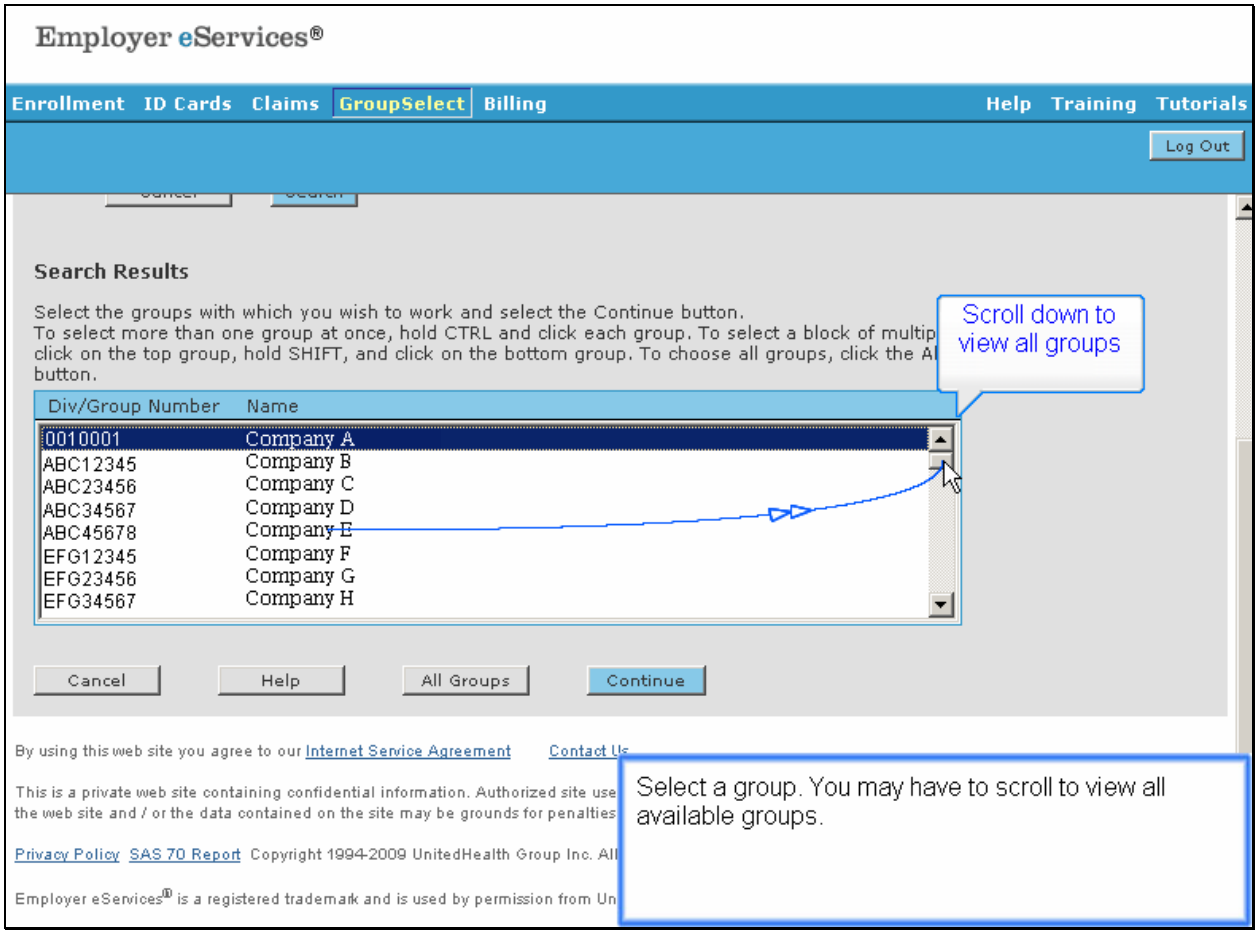
Slide 10 - Slide 10



Text Captions

Select a group. You may have to scroll to view all available groups.

Scroll down to view all groups

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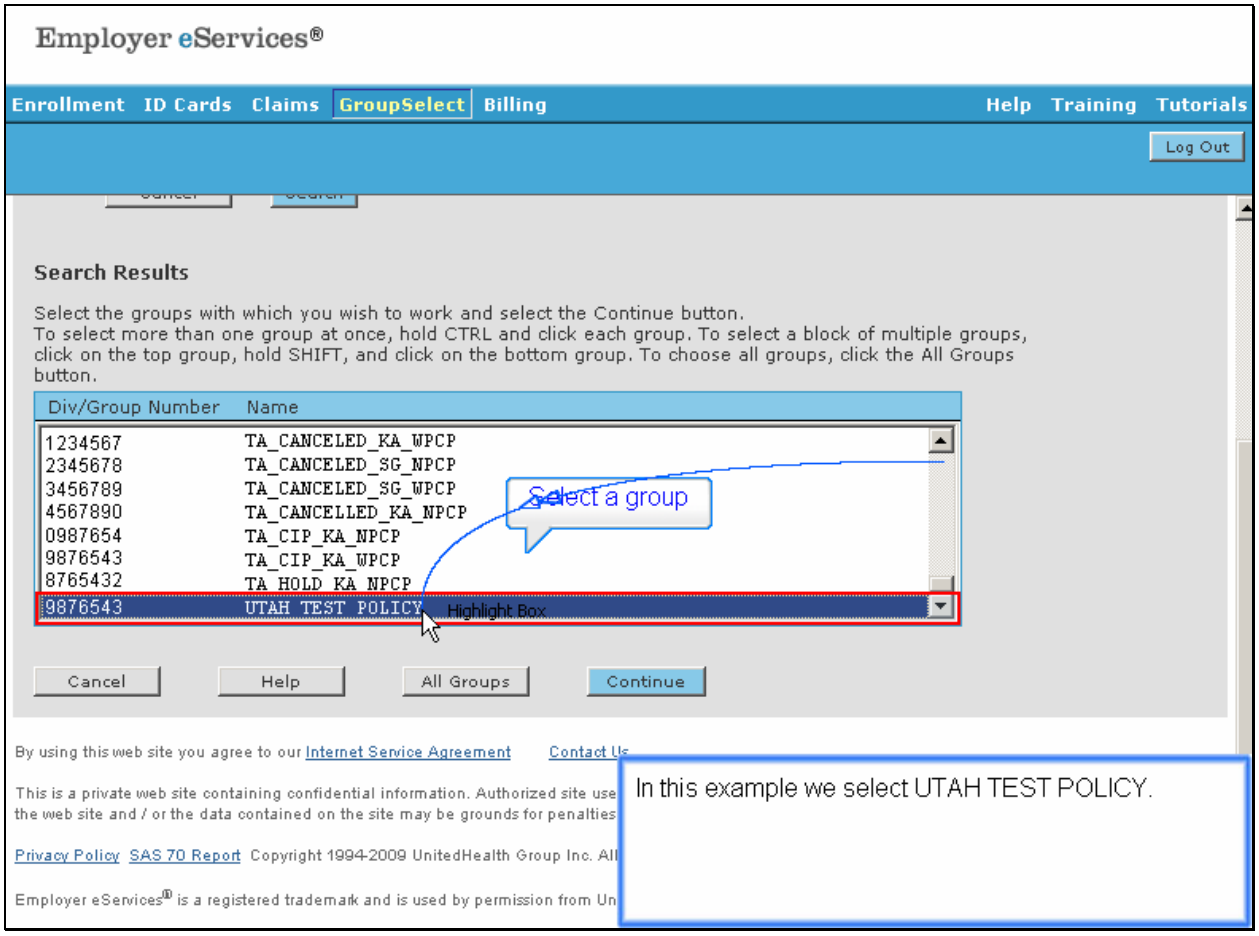
Slide 11 - Slide 11



Text Captions

In this example we select UTAH TEST POLICY.

Select a group

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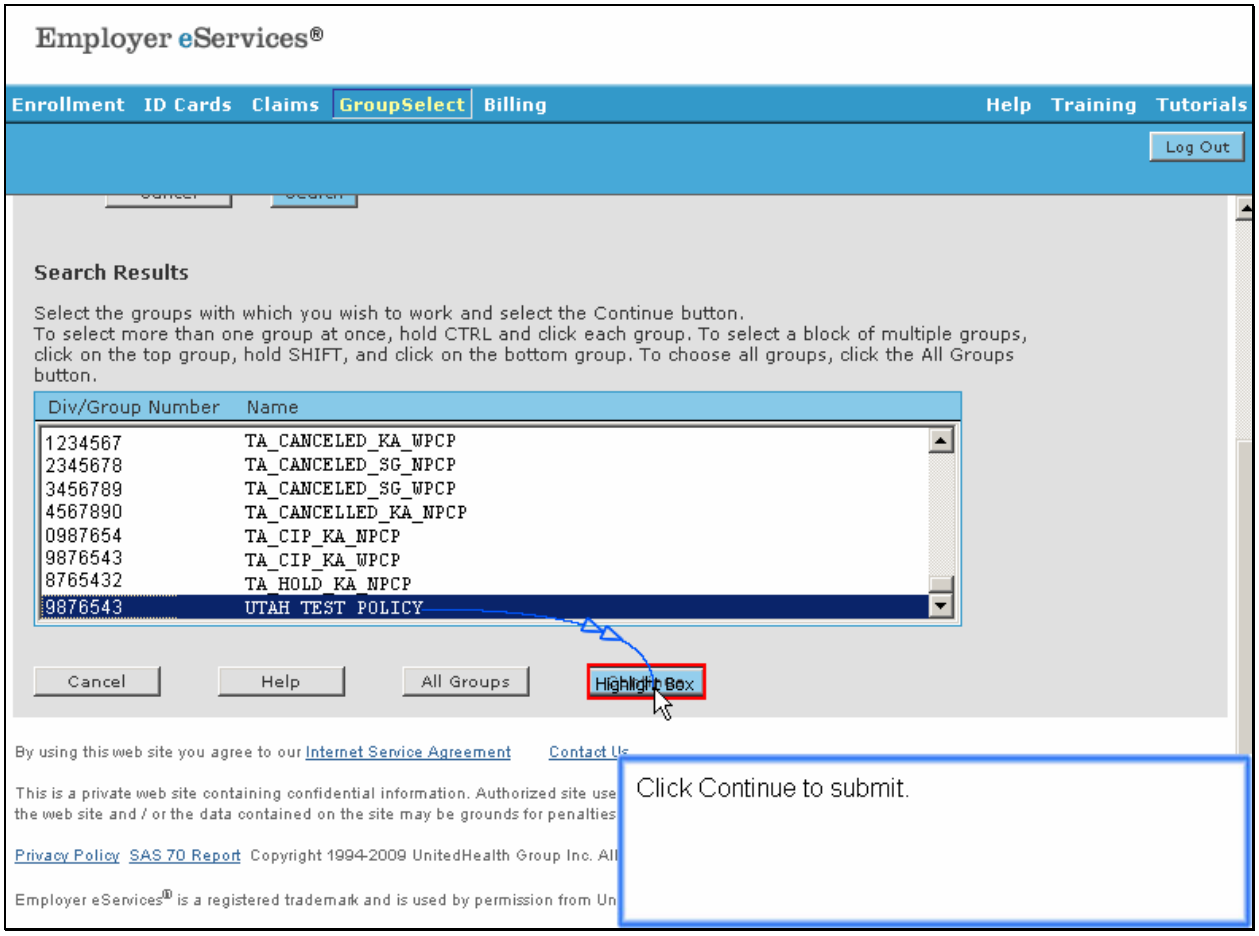
Slide 12 - Slide 12



Text Captions

Click Continue to submit.

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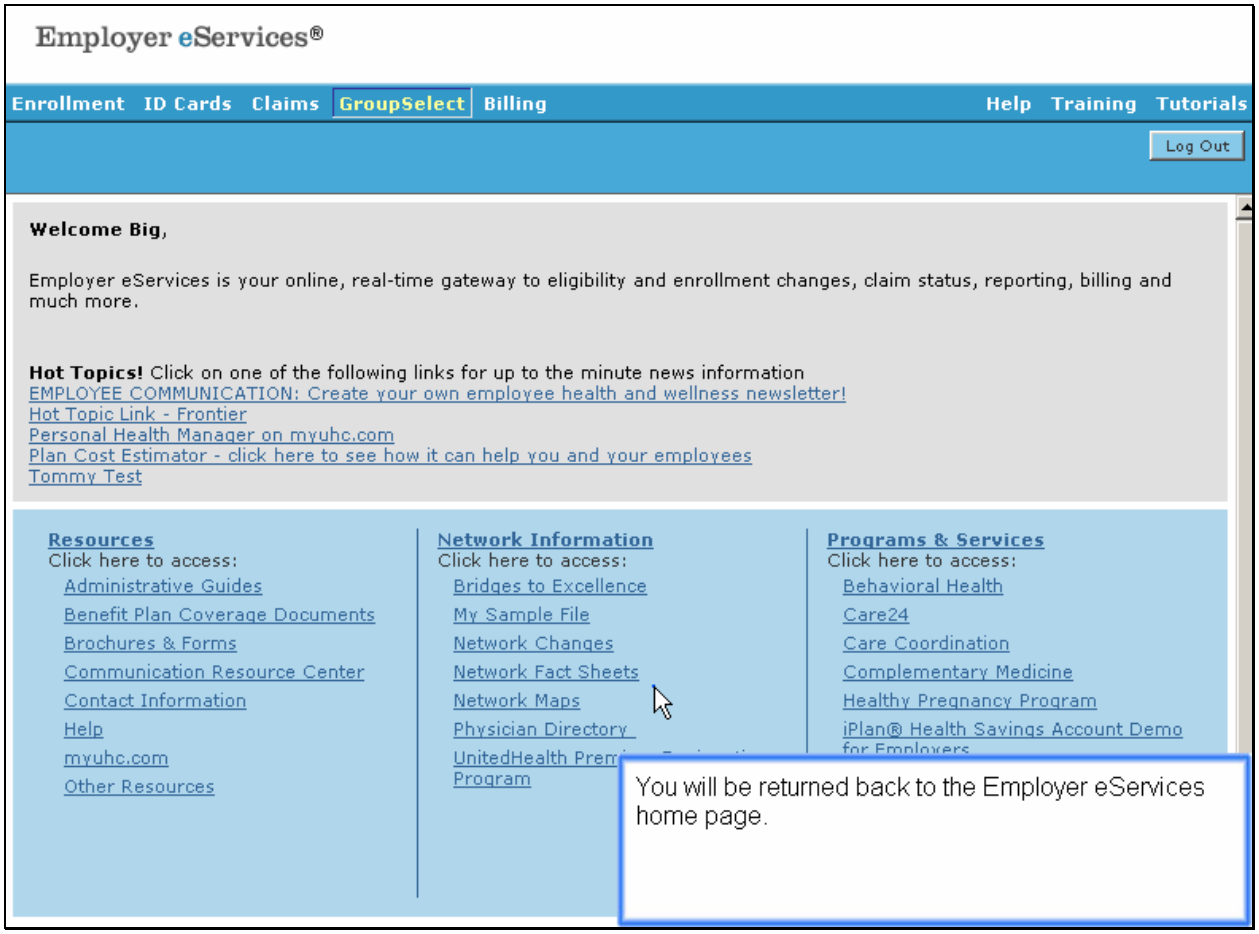
Slide 13 - Slide 13



Text Captions

You will be returned back to the Employer eServices home page.

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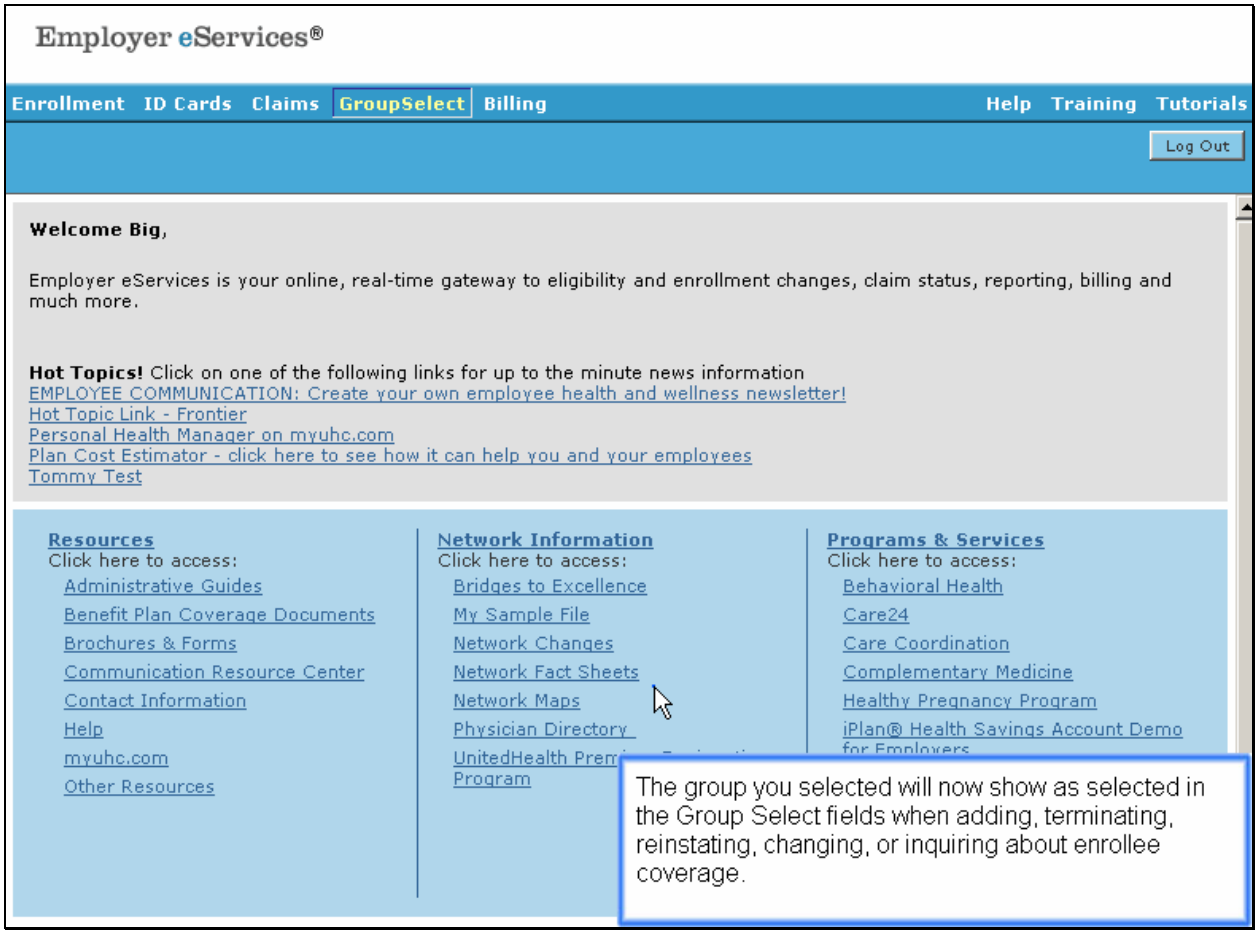
Slide 14 - Slide 14



Text Captions

The group you selected will now show as selected in the Group Select fields when adding, terminating, reinstating, changing, or inquiring about enrollee coverage.

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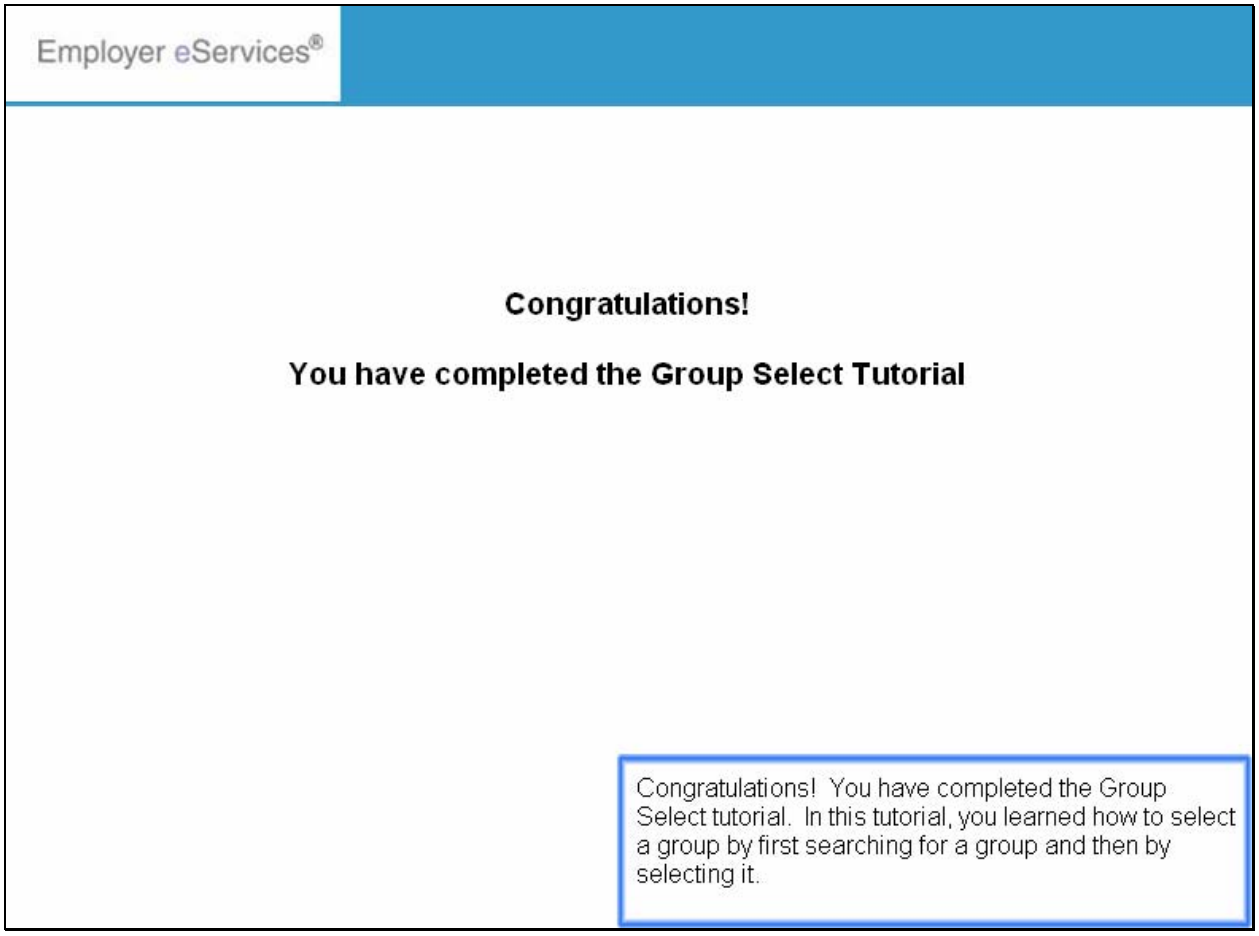
Slide 15 - Slide 15



Text Captions

Congratulations! You have completed the Group Select tutorial. In this tutorial, you learned how to select a group by first searching for a group and then by selecting it.

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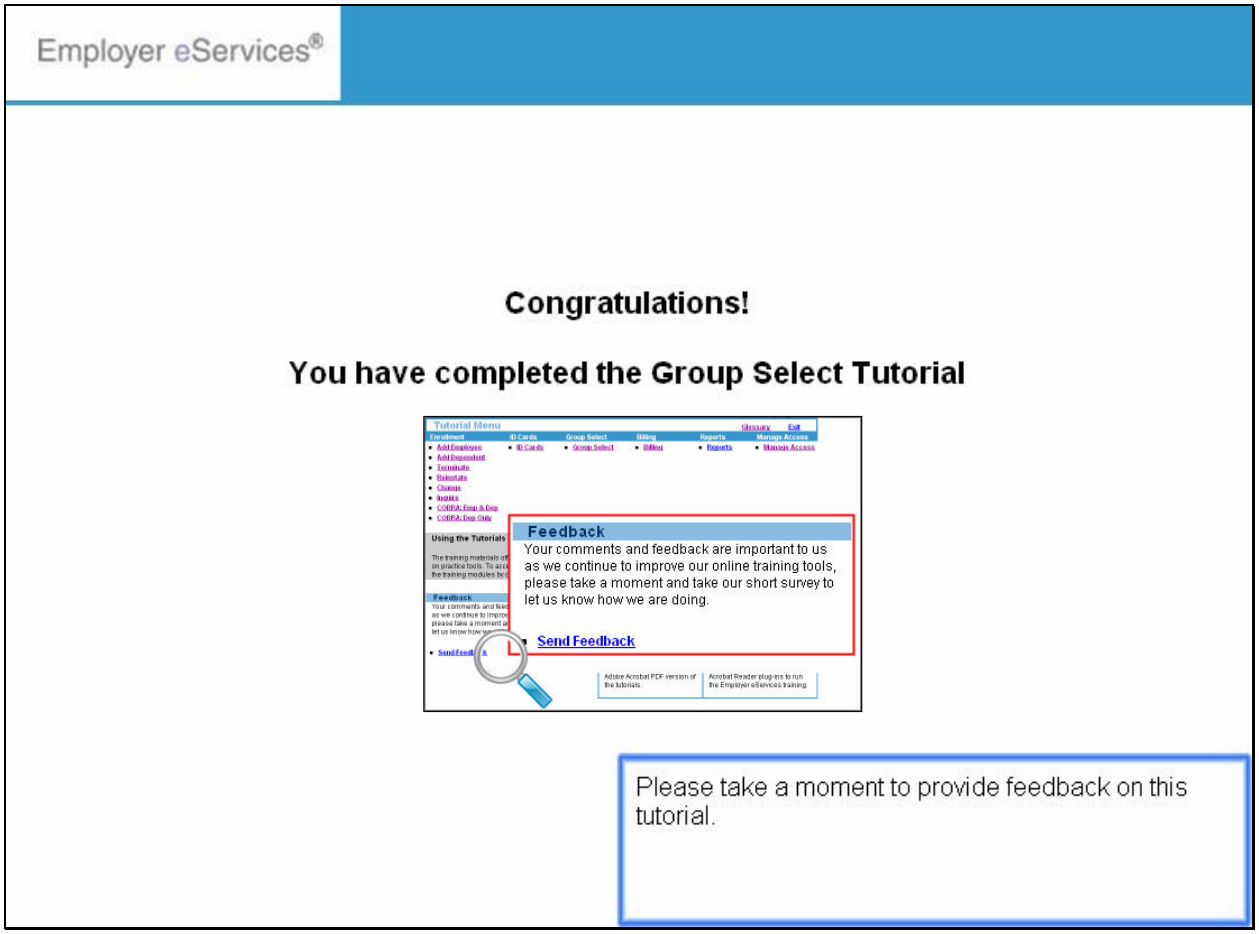
Slide 16 - Slide 16



Text Captions

Please take a moment to provide feedback on this tutorial.

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