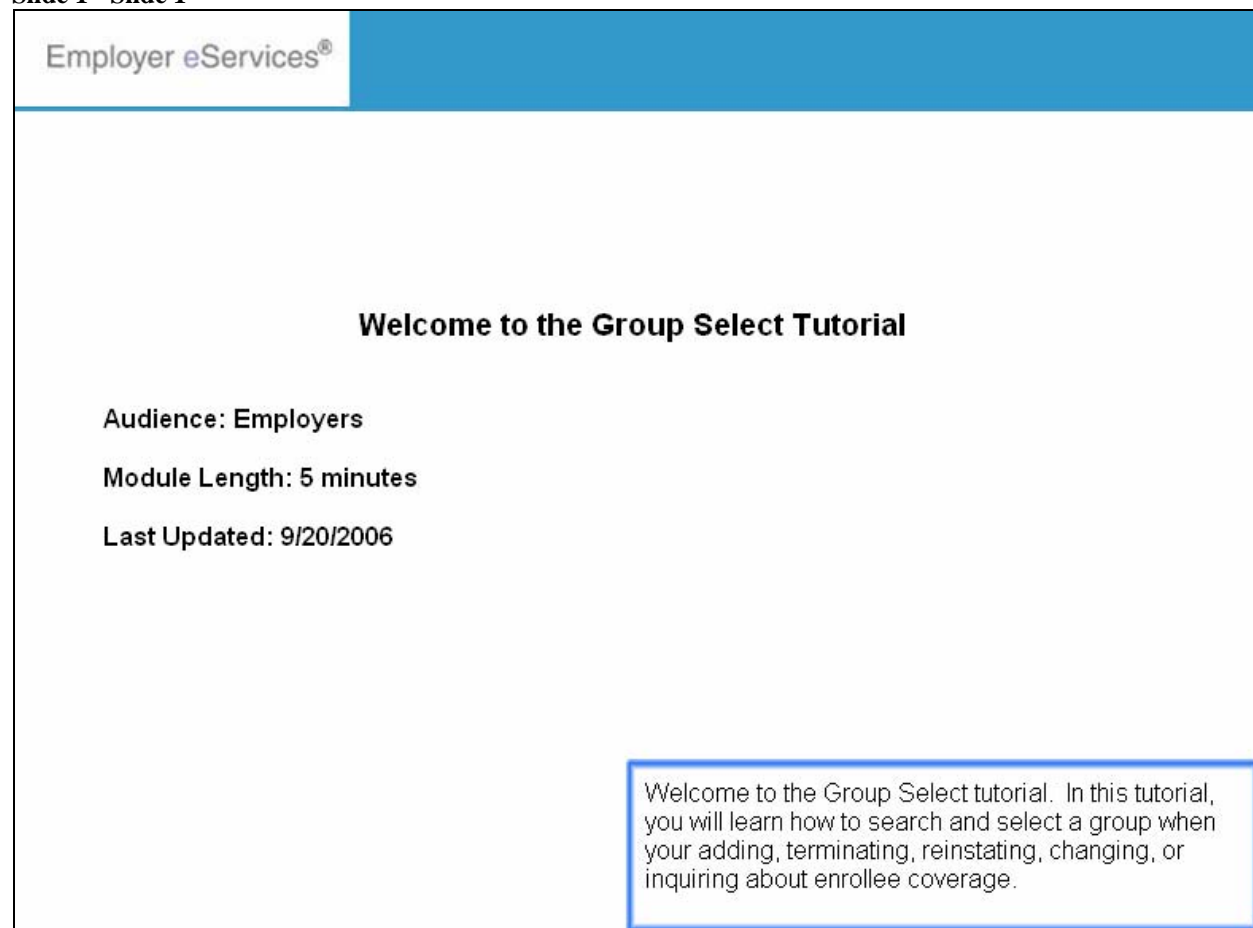


Slide 1 - Slide 1

The slide features a blue header bar with the Employer eServices logo on the left. The main content area is white and contains the title 'Welcome to the Group Select Tutorial' centered. Below the title are three lines of text: 'Audience: Employers', 'Module Length: 5 minutes', and 'Last Updated: 9/20/2006'. A blue-bordered box in the bottom right corner contains a welcome message: '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.'

**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.

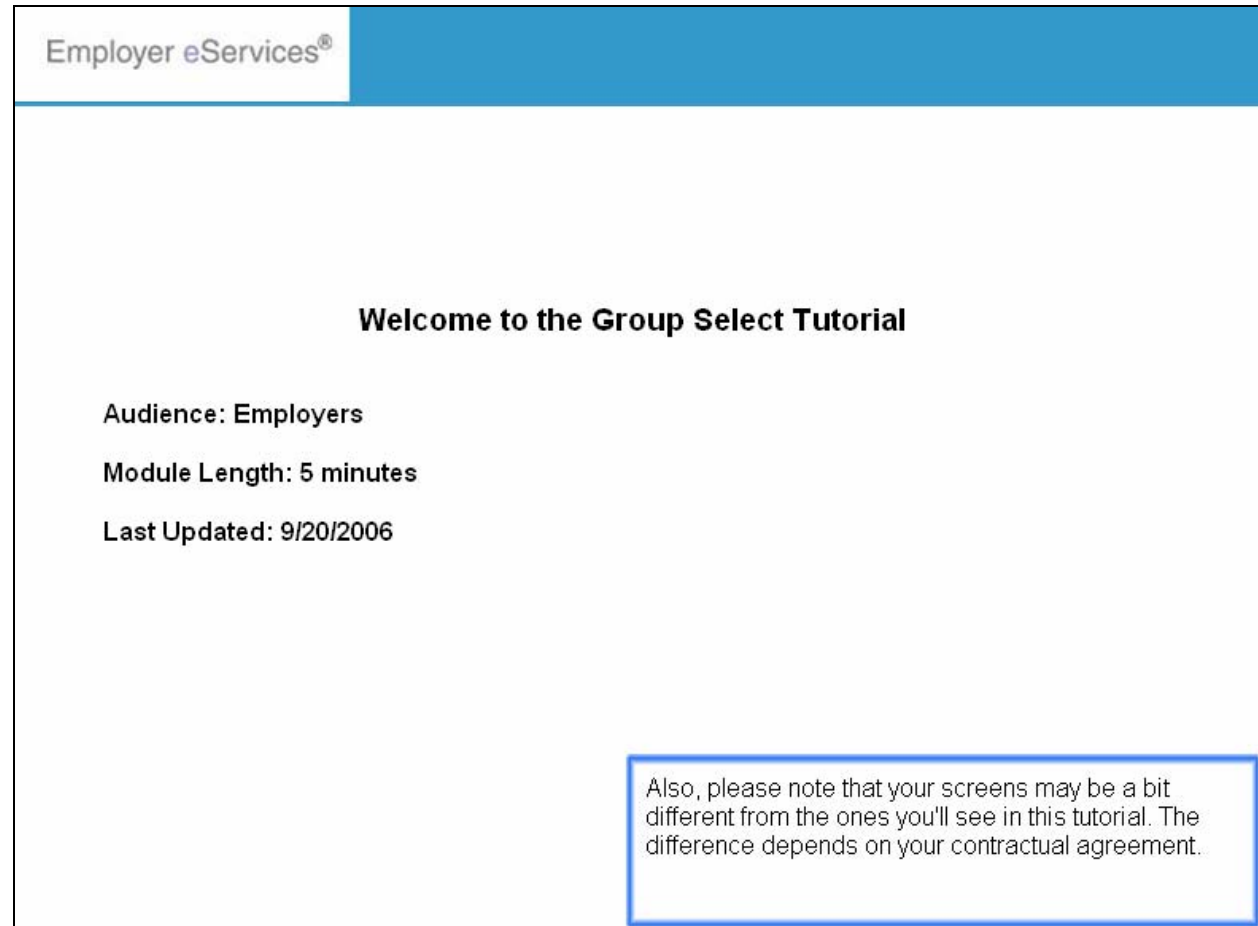
**Slide 2 - Slide 2**

The slide content area features a blue header bar with the "Employer eServices®" logo on the left. Below the header, the text "Welcome to the Group Select Tutorial" is centered. To the left of the center, three lines of text provide details: "Audience: Employers", "Module Length: 5 minutes", and "Last Updated: 9/20/2006". In the bottom right corner, a blue-bordered box contains the text: "As you proceed, you may use the controls at the bottom of this window to rewind, pause, or skip ahead during playback."

**Text Captions**

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

**Slide 3 - Slide 3**

The slide features a blue header bar with the text "Employer eServices®" in white. Below the header, the main content is centered and includes the title "Welcome to the Group Select Tutorial", followed by three lines of text: "Audience: Employers", "Module Length: 5 minutes", and "Last Updated: 9/20/2006". In the bottom right corner, there is a blue-bordered box containing the text: "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."

**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.

**Slide 4 - Slide 4**

The slide content is contained within a rectangular frame. At the top left, there is a white box with the text "Employer eServices®". To its right is a solid blue horizontal bar. Below these, the text "Welcome to the Group Select Tutorial" is centered. Underneath, three lines of text are left-aligned: "Audience: Employers", "Module Length: 5 minutes", and "Last Updated: 9/20/2006". In the bottom right corner, there is a blue-bordered box containing the text: "Finally, remember that all sample information you'll see in this tutorial is fictitious. Any resemblance to existing individuals or companies is purely coincidental."

**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.

Slide 5 - Slide 5

**Employer eServices®**

Enrollment ID Cards Claims **Group Select** Billing Help Training Tutorials

Log Out

**Welcome Big,**

Employer eServices is your online, real-time gateway to eligibility and enrollment changes, claim status, reporting, billing and much more.

**Hot Topics!** Click on one of the following links for up to the minute news information  
[EMPLOYEE COMMUNICATION: Create your own employee health and wellness newsletter!](#)  
[Hot Topic Link - Frontier](#)  
[Personal Health Manager on myuhc.com](#)  
[Plan Cost Estimator - click here to see how it can help you and your employees](#)  
[Tommy Test](#)

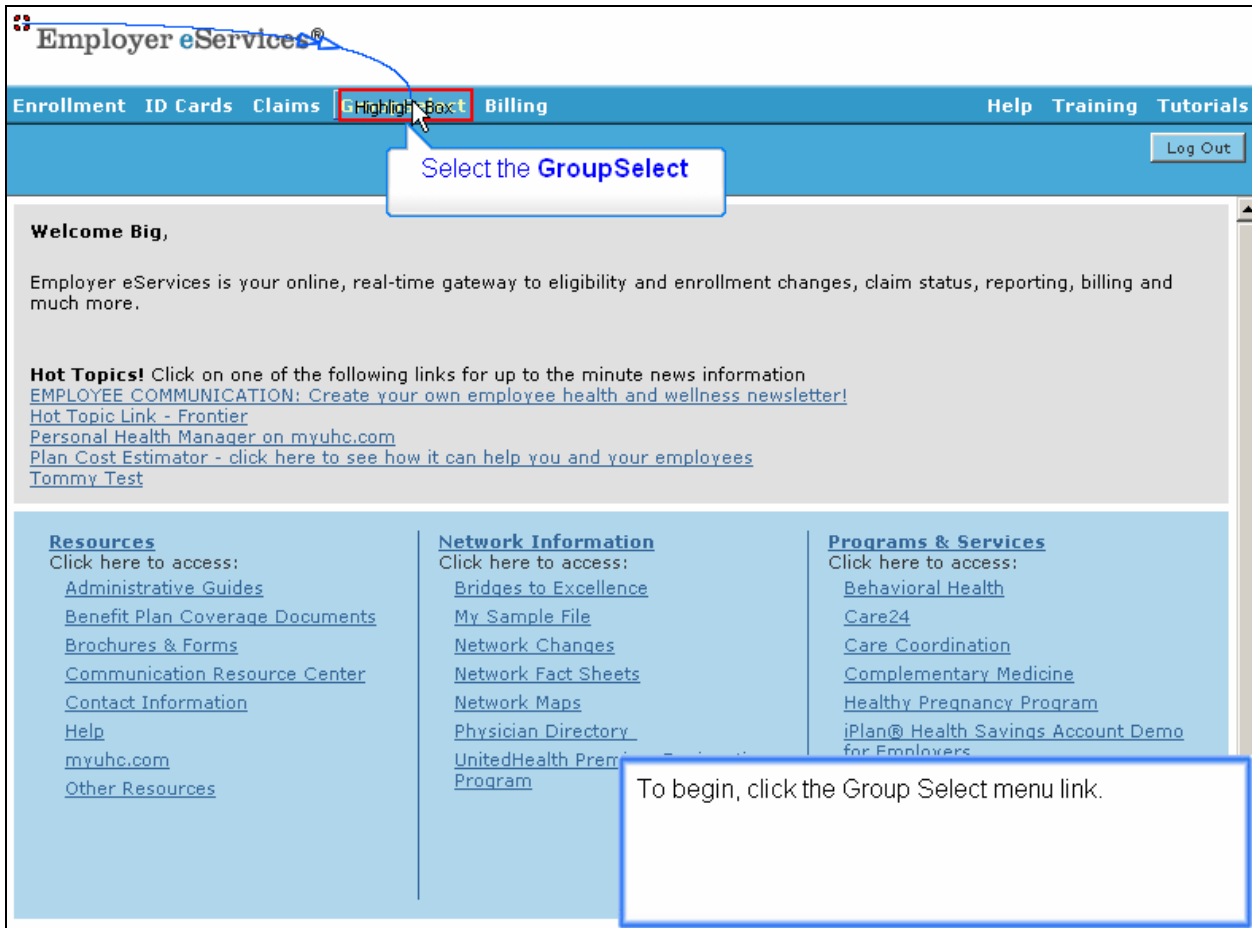
<p><b>Resources</b> Click here to access: <a href="#">Administrative Guides</a> <a href="#">Benefit Plan Coverage Documents</a> <a href="#">Brochures &amp; Forms</a> <a href="#">Communication Resource Center</a> <a href="#">Contact Information</a> <a href="#">Help</a> <a href="#">myuhc.com</a> <a href="#">Other Resources</a></p>	<p><b>Network Information</b> Click here to access: <a href="#">Bridges to Excellence</a> <a href="#">My Sample File</a> <a href="#">Network Changes</a> <a href="#">Network Fact Sheets</a> <a href="#">Network Maps</a> <a href="#">Physician Directory</a> <a href="#">UnitedHealth Premier Program</a></p>	<p><b>Programs &amp; Services</b> Click here to access: <a href="#">Behavioral Health</a> <a href="#">Care24</a> <a href="#">Care Coordination</a> <a href="#">Complementary Medicine</a> <a href="#">Healthy Pregnancy Program</a> <a href="#">iPlan® Health Savings Account Demo for Employers</a></p>
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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.

**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.

Slide 6 - Slide 6



Text Captions

To begin, click the Group Select menu link.

Select the **GroupSelect** menu link

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**

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



Slide 9 - Slide 9

The screenshot shows the Employer eServices® Group Select interface. The top navigation bar includes 'Enrollment', 'ID Cards', 'Claims', 'GroupSelect', and 'Billing'. A 'Log Out' button is in the top right. The main content area is titled 'Search Results' and contains instructions: 'Select the groups with which you wish to work and select the Continue button. To select more than one group at once, hold CTRL and click each group. To select a block of multiple groups, click on the top group, hold SHIFT, and click on the bottom group. To choose all groups, click the All Groups button.' Below the instructions is a table with two columns: 'Div/Group Number' and 'Name'. The table lists eight groups, with 'Company A' (Div/Group Number: 0010001) selected. At the bottom of the table are buttons for 'Cancel', 'Help', 'All Groups', and 'Continue'. A blue-bordered text box on the right side of the screenshot contains the text: '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.'

Div/Group Number	Name
0010001	Company A
ABC12345	Company B
ABC23456	Company C
ABC34567	Company D
ABC45678	Company E
EFG12345	Company F
EFG23456	Company G
EFG34567	Company H

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.

Slide 10 - Slide 10

**Employer eServices®**

Enrollment ID Cards Claims **GroupSelect** Billing Help Training Tutorials

Log Out

**Search Results**

Select the groups with which you wish to work and select the Continue button.  
To select more than one group at once, hold CTRL and click each group. To select a block of multiple groups, click on the top group, hold SHIFT, and click on the bottom group. To choose all groups, click the All Groups button.

Div/Group Number	Name
0010001	Company A
ABC12345	Company B
ABC23456	Company C
ABC34567	Company D
ABC45678	Company E
EFG12345	Company F
EFG23456	Company G
EFG34567	Company H

Cancel Help All Groups Continue

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**Text Captions**

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

Scroll down to view all groups

Slide 11 - Slide 11

Employer eServices®

Enrollment ID Cards Claims **GroupSelect** Billing Help Training Tutorials

Log Out

Cancel Search

**Search Results**

Select the groups with which you wish to work and select the Continue button.  
To select more than one group at once, hold CTRL and click each group. To select a block of multiple groups, click on the top group, hold SHIFT, and click on the bottom group. To choose all groups, click the All Groups button.

Div/Group Number	Name
1234567	TA_CANCELED_KA_WPCP
2345678	TA_CANCELED_SG_NPCP
3456789	TA_CANCELED_SG_WPCP
4567890	TA_CANCELED_KA_NPCP
0987654	TA_CIP_KA_NPCP
9876543	TA_CIP_KA_WPCP
8765432	TA_HOLD_KA_NPCP
9876543	UTAH TEST POLICY

Cancel Help All Groups Continue

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Select a group

In this example we select UTAH TEST POLICY.

**Text Captions**

In this example we select UTAH TEST POLICY.

Select a group

Slide 12 - Slide 12

Employer eServices®

Enrollment ID Cards Claims **GroupSelect** Billing Help Training Tutorials

Log Out

Cancel Search

**Search Results**

Select the groups with which you wish to work and select the Continue button.  
To select more than one group at once, hold CTRL and click each group. To select a block of multiple groups, click on the top group, hold SHIFT, and click on the bottom group. To choose all groups, click the All Groups button.

Div/Group Number	Name
1234567	TA_CANCELED_KA_WPCP
2345678	TA_CANCELED_SG_NPCP
3456789	TA_CANCELED_SG_WPCP
4567890	TA_CANCELED_KA_NPCP
0987654	TA_CIP_KA_NPCP
9876543	TA_CIP_KA_WPCP
8765432	TA_HOLD_KA_NPCP
9876543	UTAH TEST POLICY

Cancel Help All Groups **Highlight Box**

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Click Continue to submit.

**Text Captions**

Click Continue to submit.

Slide 13 - Slide 13

**Employer eServices®**

Enrollment ID Cards Claims **GroupSelect** Billing Help Training Tutorials

Log Out

**Welcome Big,**

Employer eServices is your online, real-time gateway to eligibility and enrollment changes, claim status, reporting, billing and much more.

**Hot Topics!** Click on one of the following links for up to the minute news information  
[EMPLOYEE COMMUNICATION: Create your own employee health and wellness newsletter!](#)  
[Hot Topic Link - Frontier](#)  
[Personal Health Manager on myuhc.com](#)  
[Plan Cost Estimator - click here to see how it can help you and your employees](#)  
[Tommy Test](#)

**Resources**  
Click here to access:  
[Administrative Guides](#)  
[Benefit Plan Coverage Documents](#)  
[Brochures & Forms](#)  
[Communication Resource Center](#)  
[Contact Information](#)  
[Help](#)  
[myuhc.com](#)  
[Other Resources](#)

**Network Information**  
Click here to access:  
[Bridges to Excellence](#)  
[My Sample File](#)  
[Network Changes](#)  
[Network Fact Sheets](#)  
[Network Maps](#)  
[Physician Directory](#)  
[UnitedHealth Premier Program](#)

**Programs & Services**  
Click here to access:  
[Behavioral Health](#)  
[Care24](#)  
[Care Coordination](#)  
[Complementary Medicine](#)  
[Healthy Pregnancy Program](#)  
[iPlan@ Health Savings Account Demo for Employers](#)

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

Text Captions

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

Slide 14 - Slide 14

The screenshot shows the Employer eServices® website interface. At the top, there is a navigation bar with links for Enrollment, ID Cards, Claims, GroupSelect (highlighted), and Billing. On the right side of the navigation bar are links for Help, Training, and Tutorials, along with a Log Out button. Below the navigation bar, a welcome message reads "Welcome Big," followed by a paragraph explaining the site's purpose. A "Hot Topics!" section lists several links for news and information. The main content area is divided into three columns: Resources, Network Information, and Programs & Services, each with a list of links. A callout box with a blue border and a mouse cursor pointing to the "Network Fact Sheets" link contains the text: "The group you selected will now show as selected in the Group Select fields when adding, terminating, reinstating, changing, or inquiring about enrollee coverage."

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.

Slide 15 - Slide 15

Employer eServices®

**Congratulations!**

**You have completed the Group Select Tutorial**

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.

**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.

Slide 16 - Slide 16

Employer eServices®

**Congratulations!**

**You have completed the Group Select Tutorial**

**Feedback**

Your comments and feedback are important to us as we continue to improve our online training tools, please take a moment and take our short survey to let us know how we are doing.

[Send Feedback](#)

Please take a moment to provide feedback on this tutorial.

**Text Captions**

Please take a moment to provide feedback on this tutorial.