Employer eServices®		
V	Velcome to the Ma	nage Access Tutorial
Audience: Employer	Client Master Administra	ators
Module Length: App	roximately 6 minutes	
Last Updated: Septe	mber 13, 2006	
1. Introduction 5. Dea 2. Add User 6. Re 3. Update User 1 4. Search ×118) (xvo, Y:462)	activate User assign CMA 7. Try It!	Welcome to the Manage Access tutorial.

Welcome to the Manage Access tutorial.



Employer eServices®	
Welcome to the Ma	nage Access Tutorial
Audience: Employer Client Master Administra Module Length: Approximately 6 minutes Last Updated: September 13, 2006	itors
1. Introduction 5. Deactivate User 2. Add User 6. Reassign CMA 3. Update User 7. Try Itl 4. Search 118) 4. Search 118)	In this tutorial, you'll learn how to: add users, update profiles and permissions, search for user information, deactivate users, and reassign the Client Master Administrator role.

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Let's get started. To add a new user, begin by clicking the Manage Access Link from the Employer eServices home page.

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Note that the first time you click this link, a user agreement will display.



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Use of this Manage Access Management function is gove that you have authority to agree to the terms below on	erned by behalf of	the Web Site Use Agreement, and the your organization.	terms	below. You	certify
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Because Manage Access allows you to give others the ability to see confidential information, you must review and accept these terms before continuing.



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The Mange Access User Search page displays. Click the Add a New User link.



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If your organization has access to reporting functions, you will be able to grant this access to a new user.



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For more information on reporting functions, see the tutorials listed under the Reports link on the tutorial menu page.



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Verify the information you have entered is correct, then click the Submit & Continue button.



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The Create Policy Level Permissions page displays.



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When you have finished, click the Submit button.



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The Billing Permissions page displays. Clicking the checkboxes shown will allow you to grant the user access to view and pay invoices online.



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When you have finished, click the Submit button.



Enrollment ID Cards Claims Billing Reports Banking ManageAccess Help Training Tut	
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	Out
Review Policy Level Permissions For John Doe (user la is jaceuuuz)	
This user's status is "Pending" until you Collight foxete the user	
Do More with Test Policy	
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SAMPLE COMPANY	
1. Introduction 5. Deactivate User	
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A review page displays. Note that the new user is "pending" until you click the Confirm/Activate button.



Employer eSe	rvices®								
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This user has been a	tivated and	hightsox/	l notificatio	in has been	sent.				
Do More with: Test	Policy				45				
User Information									
User Type	Client User	r							
First Name	John								
Middle Initial									
Last Name	Doe								
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A second review page displays and confirms that the new user has been activated and notified via e-mail.



Employ	ver <mark>e</mark> Ser	vices®								
Enrollment	ID Cards	Claims	Billing	Reports	Banking	ManageAccess		Help	Training	Tutorials
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The new user is now included on the User Search page.



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From time to time, you may find it necessary to update information and/or permissions for individuals with access to Employer eServices.



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To do so, first locate the user you would like to update. For more information on searching for a specific user, see the Search User(s) section of this tutorial.





Employ	yer <mark>e</mark> Ser	vices®								
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To update profile information, click the Update Profile link.



Employer eServices®			
Enrollment ID Cards Claims Billing Reports Bankin	g ManageAccess	Help Training	Tutorials
			Log Out
Update User Profile For: John Doe (user id is jdoe00	02)		•
Please enter necessary profile changes and submit if no p needed. If permission changes are required, select "Submit a	ermission changes are and Continue."	* Required Fields	
User Information			
User Type * Client User			
First Name * John			
Middle Initial			
Last Name * Doe			/
Street Address 1 * 111 Main St			
Street Address 2			×
Mail Route			
City * Anytown			
State * MN •			
1 Introduction 6 Deactivate Liser			
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Employer eSer	vices®						
Enrollment ID Cards	Claims Billi	ng Reports	Banking	ManageAccess		Help Traini	ng Tutorials
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State *	MN 💌						
Zip Code *	11111 -						
Phone Number *	(123)45	6 - 7890 -	xt.				
Email *	john.doe@ab	c.com					
Role	Administrato	-					
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Status: User Typ	Active e: Client M	laster	UserF UserE UserF	Policy Lev Billing Per Profile:	el Permiss missions:	ions: <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u>	Last Logi	n:	
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Status: User Type	Active S: Client Us	ser D	User P User B User P	olicy Leve illing Perr rofile:	el Permiss missions:	ions: <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u>	Last Logii	n:	
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2. Add U 3. Update 4. Sea	Jser 2 User rch (mo,	6. R(eassign C 7. Try It!	MA		To update Policy or same procedure - o adjust selections as button.	r Billing Permissic click the appropria s necessary, then	ons, follov ate Updat click the 3	v the ie link, Submit

To update Policy or Billing Permissions, follow the same procedure - click the appropriate Update link, adjust selections as necessary, then click the Submit button.



** Employer eServices®	
Enrollment ID Cards Claims Billing Reports Bankin	g ManageAccess Help Training Tutorials
	Log Out
Test Polic	у У
User Search (To perform a wild card search, enter a minimum of 2 cha followed by an asterisk.)	racters in User Last Name * Required Fields
User Name First Last *	
Or (To perform User ID search, enter the full	User ID.) * Required Fields
User's ID *	
View Client Profile Add A New User	Reassign Client Master Administrator
Displaying results 1-10 1-10 <u>11-20</u> <u>21-30</u> <u>314</u> 0 <u>41-50</u> <u>51-60</u> <u>61-70</u> 71-	of 188 found 80 81-90 91-100 101-110 111-120 >>
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If you have a large number of Employer eServices users in your organization, you'll want to make use of the User Search fields at the top of the User Search page.



Employer eServices®		
Enrollment ID Cards Claims Billing Reports Banking ManageAccess H	lelp Training	Tutorials
		Log Out
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User Search (To perform a wild card search, enter a minimum of 2 characters in User Last Name * Required followed by an asterisk.)	d Fields	
User Name First Last *		
Or (To perform a User D search, enter the full User ID.) * Required	d Fields	
User's ID *		
View Client Profile Add A New User Reassign Client Master Admini	istrator	
Displaying results 1-10 of 188 found 1-10 <u>11-20 21-30 31-40 41-50 51-60 61-70 71-80 81-90 91-100 101-110 111-120 >></u>		
1. Introduction 5. Deactivate User 2. Add User 6. Reassign CMA 3. Update User 7. Try It! evel Permiss 4. Search 7.18) ermissions:	he user's firs	t and last

To search by User Name, enter the user's first and last name.



Employer eSer	vices®							
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User Name Search By Name	First John	Last * Doe						
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Note that you may perform a wild card search by entering only the first two characters of the user's last name, followed by an asterisk.



Employer eServices®	
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User Search (To perform a wild card search, enter a minimum of 2 chara followed by an asterisk.)	acters in User Last Name * Required Fields
User Name First John Last * Doe	
Click the Search By Name button	lser ID.) * Required Fields
View Client Profile Add A New User	Reassign Client Master Administrator
Displaying results 1-10 or 1-10 <u>11-20 21-30 31-40</u> <u>41-50 51-60 61-70</u> 71-80	f 188 found 0 81-90 91-100 101-110 111-120 _>>
1. Introduction 5. Deactivate User 2. Add User 6. Reassign CMA 3. Update User 7. Try It! 4. Search (205 x 118) (205 x 128)	When you have finished, click the Search by Name button.

When you have finished, click the Search by Name button.



Employer eServices®)			
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				Log Out
0r (To perform a	User ID search, enter the full U	lser ID.)	* Required Fields	
User's ID *				
k	Your search returned the fol	lowing results:		
° Sel	ect the links below to view or u	pdate existing users.		
<u>View</u> Client Profile	Add A New User	<u>Reassign Clie</u>	nt Master Administrator	
User Name: Doe, John Client Name: Test Policy	Highlight Box		User ID: jdoe0002	
Status: Active User Type: Client User	User Policy Levéf†éหมิเร User Billing Permissions: User Profile:	sions: <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u>	Last Login:	
	<u>View User Agreen</u>	nent		
1. Introduction 5. D	eactivate User ent <u>Contact</u>	<u></u>		
2. Add User 6. R 3. Update User F	teassign CMA 7. Try It! rounds for penal	。Users that match y t	our search criteria will	display.
4. Search (116) (116) (116) (116)	alth Group Inc. A	d		
	ermission from U	r		

Users that match your search criteria will display.



Employer eServices®		
Enrollment ID Cards Claims Billing	Reports Banking ManageAccess	Help Training Tutorials
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View Client Profile Add A N	<u>ew User</u> <u>Reassign Clie</u>	ent Master Administrator
Displ 1-10 <u>11-20 21-30 31-40</u> 41-50	aying results 1-10 of 188 found 51-60 61-70 71-80 81-90 91-100 101-11	0 111-120 _>>
1. Introduction 5. Deactivate Us 2. Add User 6. Reassign CM 3. Update User 7. Try It 4. Search 7.118 (mor) 7:462	MA You may also sear evel Permiss ermissions:	ch for users by User ID.

You may also search for users by User ID.



Employer eSe	rvices®						
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	perform a User High ighirBo x	enter the full Us	er ID.)	* Requir	ed Fiel	lds	
User's ID * Search By ID	idoe0002						
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Note that in order to perform an ID search, you must enter the full User ID.



Employer eServices®	
Enrollment ID Cards Claims Billing Reports Banking	ManageAccess Help Training Tutorials
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User's ID * [jdoe0002]	
View Clien Click the Search By ID button	Reassign Client Master Administrator
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1. Introduction 5. Deactivate User	
2. Add User 6. Reassign CMA 3. Update User 7. Try It! evel Permiss 4. Search (118) ermissions:	When you have finished, click the Search by ID button.

When you have finished, click the Search by ID button.



Employer eServices®	B			
Enrollment ID Cards Claims	s Billing Reports Banking	ManageAccess	Help Trai	ning Tutorials
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Se	Your search returned the follo elect the links below to view or upo	wing results: date existing users.		
<u>View</u> Client Profile	Add A New User	Reassign Client	Master Administrator	
User Name: Doe, John Client Name: Test Policy	Highlight Box		User ID: jdoe0002	
Status: Active User Type: Client User	User Policy Levéคื‡รัศมีเรรา User Billing Permissions: User Profile:	ons: <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u>	Last Login:	
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Users that match your search criteria will display.



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Enrollment ID Cards Claims Billing Reports Banking ManageAccess	Help	Training	Tutorials
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View Client Profile Add A New User Reassign Client Master	Administra	tor	
Displaying results 1-2 of 2 found			
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1. Introduction 5. Deactivate User 2. Add User 6. Reassign CMA 3. Update User 7. Try Iti 4. Search (118) (100, Y:462) ermissions:	strator, yo s these ir	u should r idividuals	egularly have

As a Client Master Administrator, you should regularly monitor your list of users, as these individuals have access to confidential data.



Employer eServices®	
Enrollment ID Cards Claims Billing Reports Banking	ManageAccess Help Training Tutorials
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User Search (To perform a wild card search, enter a minimum of 2 char followed by an asterisk.)	acters in User Last Name * Required Fields
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1. Introduction 5. Deactivate User	
2. Add User 6. Reassign CMA 3. Update User F 7. Try It! evel Permis	Employer eServices, you should deactivate these IDs
4. Search (118) ermissions:	as soon as possible.

If you identify users that no longer need access to Employer eServices, you should deactivate these IDs as soon as possible.



Employer eServices®			
Enrollment ID Cards Claims Billing Reports Banking ManageAccess	Help	Training	Tutorials
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User's ID *	יפט רופו	03	
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View Client Profile Add A New User Reassign Client Master Adm	ninistrat	tor	
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1. Introduction 5. Deactivate User 2. Add User 6. Reassign CMA 3. Update User 17. Try It! 4. Search (118) (110) Y:462)	u wish	to deactiv	/ate.

To do so, first locate the ID you wish to deactivate.



Employ	ver <mark>e</mark> Ser	vices®								
Enrollment	ID Cards	Claims	Billing	Reports	Banking	ManageAccess		Help	Training	Tutorials
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<u>View</u> Clien	t Profile		Add A I	New User		Reassio	an Client Master Adn	ninistrat	tor	
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										L
User Nam Client Na	e: CMA Tes	st olicy					User ID:	test0001	L	
Status: User Typ	Active e: Client M	vlaster	User P User B User I	olicy Lev Jilling Per Profile:	el Permis: missions:	sions: <u>View</u> / Upd. <u>View</u> / Upd. <u>View</u> / Upd	ate ate La	st Log	in:	
User Nam Client Nar	e: Doe, Joh ne: Test Po	n dicy					User ID:	jdoe000	2	
Stattdigbligh User Type	Boxctive : Client U	ser	User P User B User P	olicy Leve illing Peri rofile:	el Permiss missions:	sions: <u>View</u> / Upda <u>View</u> / <u>Upda</u> <u>View</u> / <u>Upda</u>	ite ite ite	st Logi	n:	
4 Introd	-ti - u	E De	- sti esta l							
2. Add L 3. Update 4. Sea	ction Jser User rch (,	6. Re 6. Re 118) 7:462)	activate u eassign C 7. Try It!	MA		Note that the Active Status	user in question o	current	tly display	's in

Note that the user in question currently displays in Active Status.



Employ	/er <mark>e</mark> Ser	vices®								
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Status: User Typ	Active e: Client N	1aster	User P User B User P	olicy Lev illing Per rofile:	el Permiss missions:	sions: <u>View</u> / <u>Upd</u> <u>View</u> / <u>Upd</u> <u>View</u> / <u>Upd</u>	ate La	ist Log	in:	
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1 Introdu	uction	5 De	activate I	lsor		n	5			
2. Add U	Jser	6. R	eassign C	MA		To deactivate	a user, click the	Upda	te Profile	link.
3. Update	User	F × 118)	7. Try It!							
4.000	(///0)	¥:462)								

To deactivate a user, click the Update Profile link.



Employer eServices®	
Enrollment ID Cards Claims Billing Reports Banking	ManageAccess Help Training Tutorials
	Log Out
Update User Profile For: John Doe (user id is jdoe0002	2)
Please enter necessary profile changes and submit if no per needed. If permission changes are required, select "Submit and	mission changes are * <i>Required Fields</i> d Continue."
User Information	
User Type * Client User	
First Name * John	1
Middle Initial	
Last Name * Doe	
Street Address 1 * 111 Main St	_
Street Address 2	
Mail Route	
City * Anytown	
State * MN 💌	
1. Introduction 5. Deactivate User	
2. Add User 6. Reassign CMA ext. 111	The Status indicator is located at the bottom of the
3. Update User / /. Try Itt	Update User Profile page.
4. Search (n.o, Y:462)	
I	

The Status indicator is located at the bottom of the Update User Profile page.



Employer eServ	vices®								
Enrollment ID Cards	Claims	Billing	Reports	Banking	ManageAccess		Help	Training	Tutorials
									Log Out
Last Name *	Doe								<u> </u>
Street Address 1 *	111 Main	St							
Street Address 2									
Mail Route									
City *	Anytown]					
State *	MN 🔻								
Zip Code *	11111 -			Anin	nation				
Phone Number *	(123)	456 -	7890 ex	ct. 111 (X:0	x 580) ; Y:0)				
Email *	john.doe	@abc.com	1						
Role	Administ	rator 💌							
Department	Human R	esources	-						
Status	Active 🖸	Inac	tive O						
Reporting *	Yes O	No 🤇	0						
	Reporti	ng Level	None	-					
1. Introduction	5. Dea	ctivate Us	er pof	idential 🔍				1	
2. Add User	6. Re:	assign CN 7. Taulti	1A ent	tial 🧲	The Status in	dicator is located Profile page	l at the	e bottom c	of the
4. Search	(118)	. Try IU	F 8.	Continue	opuale oser	r rome paye.			
(////	r:462)								
			ent	Contact					

The Status indicator is located at the bottom of the Update User Profile page.



Employer eSer	vices®									
Enrollment ID Cards	Claims	Billing	Reports	Banking	ManageAccess			Help	Training	Tutorials
										Log Out
City *	Anytown]						_
State *	MN 💌									
Zip Code *	11111	-								
Phone Number *	(123)	456 -	7890 ex	ct. 111						
Email *	john.doe	@abc.co	n							
Role	Administ	trator 💌	I							
Department	t Human I	Resource	s 🔻							
Status	Active G	Ina	ctive 🔨							
Reporting *	Yes O	No	<u>ک</u> م ہ							
	Report	ing Level	Non	Select the	e Inactive butto	n				
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	Submit		Submit 8	Continue	Cancel					
1. Introduction	5. Dea	activate U	ser ent	<u>Contact</u>						
2. Add User	6. Re	assign C	MA uth	orized site us	To deactivate	e the u	user, click th	ne Inac	tive radio	button.
3. Update User	t × 118)	7. Try It!	rou	inds for penal						
4. Search (no)	Y:462)		alth	Group Inc. A						
			ьш	nission from Ur						

To deactivate the user, click the Inactive radio button.



Employer eSer	vices®								
Enrollment ID Cards	Claims	Billing	Reports	Banking	ManageAccess		Help	Training	Tutorials
									Log Out
City *	Anytown								
State *	* MN 🛨								
Zip Code *	* 11111 -								
Phone Number *	* (123)	456 -	7890 ex	ct. 111					
Email *	* john.doe	@abc.cor	n						
Role	Administ	rator 💌							
Department	t Human R	lesource:	; 💽						
Status	Active C	Ina	ctive 📀						
Reporting *	Yes O	No (÷						
	Reporti		None	-					
Click the Submit	button Submit	Access	Non-Conf Confident Submit &	idential C tial C Continue	Cancel				
1. Introduction	5. Dea	ctivate U	ser ent	Contact					
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Next, click the Submit button.



Employer eServices®	D			
Enrollment ID Cards Claims	Billing Reports Banking	ManageAccess	Help Training	Tutorials
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Or (To perform a	User ID search, enter the full Use	er ID.)		
User's ID * Search By ID	jdoe0002		* Required Fields	
	Your search returned the follo	wing results:		
Se	lect the links below to view or upo	late existing users.		
<u>View</u> Client Profile	Add A New User	<u>Reassign Client I</u>	Master Administrator	
User Name: Doe, John Client Name: Test Policy			User ID: jdoe0002	
Status: Inactive User Type: Client User	User Policy Level Permissi User Billing Permissions: User Profile:	ons: <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u> <u>View</u> / <u>Update</u>	Last Login:	
	View User Agreeme	<u>ent</u>		
1. Introduction 5. De	eactivate User ent Contact (
2. Add User 6. F 3. Update User 118 4. Search (118) (119) (119) (119) (119) (119)	Reassign CMA 7. Try It! alth Group Inc. Al ermission from Ur	The user now display	s in Inactive Status.	

The user now displays in Inactive Status.



Employer eServices®										
Enrollment	ID Cards	Claims	Billing	Reports	Banking	ManageAccess		Help	Training	Tutorials
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User Sear (To pert followed by User Na	ch form a wild an asterisk ame	card searc (.) F	ch, enter . Tirst	a minimun 	n of 2 chara	cters in User Last Name	* Requi	ired Fie	lds	
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	Or (To p	erform a l	User ID se	earch, ente	er the full U	ser ID.)	* Poqui	and Sin		
User's I Sear	D * ch By ID	Г					* Kequi	rea rie	lās	
<u>View</u> Clien	t Profile		Add A N	lew User		<u>Reassign Clier</u>	nt Master Adm	ninistra	tor	
Displaying results 1-2 of 2 found										
1. Introd	Jction	5. De	activate U	ser						
2, Add U 3, Updata 4, Sea	Jser 9 User rch	6. Re F ≺ 118) ∀:462)	assign Cl 7. Try It!	MA ev	el Permiss missions:	Only one Client Ma organization at any	ster Admini given time.	strato	r is allowe	d per

Only one Client Master Administrator is allowed per organization at any given time.



Employer eServices®							
Enrollment ID Cards Claims Billing Reports Banking	ManageAccess Help Training Tutorials						
	Log Out						
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Test Policy							
User Search (To perform a wild card search, enter a minimum of 2 chara followed by an asterisk.)	cters in User Last Name * Required Fields						
User Name First Last *							
Search By Name							
Or (To perform a User ID search, enter the full User ID.) * Required Fields							
User's ID *							
View Client Profile Add A New User	Reassian Clienatiliant BoxAdministrator						
Click the Reassign Client Master Administrator link							
1. Introduction 5. Deactivate User							
2. Add User 6. Reassign CMA 3. Update User 7. Try It! evel Permiss 4. Search (No), Y:462	To transfer this responsibility to another member of your organization, click the Reassign Client Master Administrator link.						

To transfer this responsibility to another member of your organization, click the Reassign Client Master Administrator link.



Employer eServices®							
Enrollment ID Cards Claims	Billing Reports	Banking	ManageAccess	Help Trai	ning Tutori	ials	
					Log O	ut	
	• • • • • • • • •						
Reassign Client Master Admir	histrator CMA Jen	isen					
As the Client Master Administrato user as Client Master Administrato	r, you have adminis or, please select on	strative acce e of the use	ess to 35 users. To assign a new rs below and submit.				
Please select from the foll	owing users						
Submit Cancel Click the User menu							
			\sim				
1. Introduction 5. Dea	ictivate User						
2. Add User 6. Rea	assign CMA	C	Next, select the new Client Ma	ster Admin	istrator fron	n	
3. Update User	7. Try It!	Contact	the list of active users.				
4. Search (116) (110) (110) (110) (110)	uther	orized site use nds for penalt					
	alth	Group Inc. Al					

Next, select the new Client Master Administrator from the list of active users.



Employer eServices®								
Enrollment ID Cards Claims Billing Report	ts Banking	ManageAccess		Help Training	Tutorials			
					Log Out			
Reassign Client Master Administrator CMA Jensen As the Client Master Administrator, you have administrative access to 35 users. To assign a new								
user as Client Master Administrator, please select Please select from the following users Submit Cancel	one of the use	Select Use	nıt.					
1. Introduction 5. Deactivate User 2. Add User 6. Reassign CMA 3. Update User 1 7. Try It! 4. Search 118) (viv), Y:462)	<u>ent</u> <u>Contact I</u> uthorized site use rounds for penalt alth Group Inc. Al	Next, select th the list of activ	ie new Client Mast ve users.	ter Administral	tor from			

Next, select the new Client Master Administrator from the list of active users.



Employer eSe	rvices®							
Enrollment ID Cards	s Claims	Billing	Reports	Banking	ManageAccess	Help	Training	Tutorials
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Reassign Client Ma	ister Admi	inistrato	r CMA Jer	nsen				
As the Client Master / user as Client Master	Administrat Administra	or, you ha itor, pleas	ave admini e select or	strative acc ie of the us	ess to 35 users. To assign a new ers below and submit.	N		
Please select	from the fo Canc	llowing us	ers Do	e, John				
1. Introduction	5. De	activate U	ser		Verifyyour selection, the	click the St	ubmit butte	n
3. Update User	0. Ke	7. Try It!		<u>Contact</u>	veniyyou selection, the			лт.
4. Search	, 118) , Y:462)		uth rou	orized site use Inds for penalt				
			alth	Group Inc. Al				

Verify your selection, the click the Submit button.



Employer eServices®							
Enrollment ID Cards Claims Billing	Reports Banking	N	Hel	lp Training 1	Tutorials		
	Manage Acco	ess link no		Log Out			
Welcome CMA,		longer displays			^		
Employer eServices is your online, real-tin much more. Hot Topics! Click on one of the following I <u>Colorado Network Change</u> Employer eServices System Enhancement New Texas Legislation Affecting Enrollee Te Online Billing An Alternate Option to Paper Termination of HealthONE in Colorado	ne gateway to eligibilit links for up to the minu <u>Making It Easier For Y</u> ermin <u>ations</u> ampa	y and enrollment cha ute news and inform. ou To Work Within M	anges, claim status, rep ation: Iultiple Policy Periods	porting, billing a	nd		
Resources Click here to access: Administrative Guides Benefit Plan Coverage Documents Brochures & Forms Communication Resource Center Contact Information 1. Introduction 5. Deactivate U 2. Add User 6. Reassign CF	Network Informat Click here to access <u>Network Changes</u> <u>Network Fact Shee</u> <u>Network Maps</u> <u>Physician Director</u> <u>UnitedHealth Prem</u> ser	tion : : : :um Designation Once submitted	Programs & Servi Click here to access <u>Behavioral Health</u> <u>Care24</u> <u>Care Coordination</u> <u>Definity HRA</u> <u>Healthy Pregnancy</u> intro Useth Corr I, this change is effe	<u>ices</u> ;; <u>y Program</u> ;; ective immed	liately.		
3. Update User t 7. Try It! 4. Search (Nice, Y:462)		The system will the old Client M newly selected i	automatically chan aster Administrato user to Client Mast	ige the user ty ir to User, and ter Administra	/pe for I the ator.		

Once submitted, this change is effective immediately. The system will automatically change the user type for the old Client Master Administrator to User, and the newly selected user to Client Master Administrator.



Employer eServices®		
You 1. Introduction 5. De 2. Add User 6. Re	Congra have completed the	tulations! • Manage Access Tutorial
3. Update User / 118) 4. Search (700, 7:462)	/. Try It!	Access tutorial. In this tutorial, you learned how to add and update user access to Employer eServices.

Congratulations! You've completed the Manage Access tutorial. In this tutorial, you learned how to add and update user access to Employer eServices.

