Portal Access for
Group Representatives

FOR AGENTS, CONSULTANTS & BROKERS

1

GOTO www.rfpadministrators.com

Select the button [**Brokers**] on the top right

2

SCROLL DOWN TO AGENT PORTAL

Select the button [**Agent Login**]

3

MEMBER INFORMATION

1 Check Member Eligibility
2 Check Member Claims
3 Print Member ID Cards
4 Add Employee Details
5 Add Dependent Details

MEMBER DETAILS

Select Companies on Header
- Select Employers
- Select down arrow next to list name (e.g. HR/AGENT GROUP PORTAL VIEW)
- Select list name "HR/AGENT EMPLOYEE PORTAL VIEW"
- Select Employee Name under Account Column or type Employee Name into box [🔍 Search this list...]
- Select Employee

Select Search on Header
- Type name of Employee or Dependent
- Select the Employee or Dependent name from the list of search results

Available information
- Section Details shows the Employee or Member details
  - Make changes to Employee or Member details
  - Print ID Cards here by selecting [Generate ID Card]
- Select Related Section Info for ID Cards, Member links, and more
- If on the Employee page select the Member name for Member information
- On the Member Page select Related Section Info for information on claim status and additional details

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COMPANY INFORMATION

1 Check Company Details
2 Stop Loss Details
3 Company List Bills
4 Claim Funding Requests
5 Rx Utilization Reports
6 Company Documents

5

REPORTS

1 Medical Claims Reports
2 Claims Registers
3 Census Reports
4 Rx Claim Reports
5 Claim Aggregate Reports

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HEALTH PLAN FORMS & NOTICES

1 HIPAA
2 Accident
3 Claim Reimbursement
4 Employee Applications
5 COBRA Notice
6 Medicare Notices, and more

RFP ADMINISTRATORS