



Portal Access for Employers

FOR GROUP HR MANAGERS

1

GOTO www.rfpadministrators.com

Select the button **Companies** on the top right

2

SCROLL DOWN TO COMPANY LOGIN

Select the button **Company Portal**

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MEMBER INFORMATION

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

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
- 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
- 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

4

COMPANY INFORMATION

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

5

REPORTS

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

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HEALTH PLAN FORMS & NOTICES

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

RFP ADMINISTRATORS

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