

Generic ID Cards

Employers now have the ability to print out a generic ID card for their employees. The employer will need to have access to Online Enrollment in order to gain access to print generic ID card(s). The groups that the employer is able to print ID cards for are based on the Online Enrollment permissions.

IF employer has access to Online Enrollment – after login, the user will see the ID card placement on the Employer Secured Home page:

The screenshot shows the 'Employer Home' page with a navigation menu at the top: 'Employer Home', 'Enroll Employees', 'Help Employees', 'Check Online Reports', 'Resources', and 'About Us'. The main content area is titled 'Manage Enrollment' and contains a search form for subscribers. The search form includes a 'Group name or number' field with a placeholder 'Type Group name or number', and fields for 'Subscriber First Name', 'Subscriber Last Name', and 'Member ID'. A 'Search' button is located below the fields. To the right of the search form, there are two links: 'Add an employee' and 'View enrolled employees'. On the right sidebar, there are several menu items: 'ID Card for Employees' (highlighted with a red box), 'Invoice', and 'Help Employees'. Below 'Help Employees', there are two links: 'Find A Dentist' and 'FAQ for Employees'.

If the group selected has more than 15+ Subgroups, the field is an open type field where the group name must be typed first then the subgroup. For example if searching for Subgroup 56789; 01234 must be typed before entering the sub-group of 67890 (01234-56789):


The screenshot shows the 'Print/Email ID Card' page with a navigation menu at the top: 'Employer Home', 'Enroll Employees', 'Help Employees', 'Check Online Reports', 'Resources', and 'About Us'. The main content area is titled 'Print/Email ID Card' and contains a 'Select a Group' section. This section has two input fields: 'Group name or number' with the value 'Test Group - 01234' and 'Subgroup' with the value '01234-56789'. Below the input fields, there are two buttons: 'Print ID Card' and 'Email ID Card'.

IF the group has less than 15 subgroups; the Subgroup field will be a drop down with subgroups pre-populated:

Print/Email ID Card

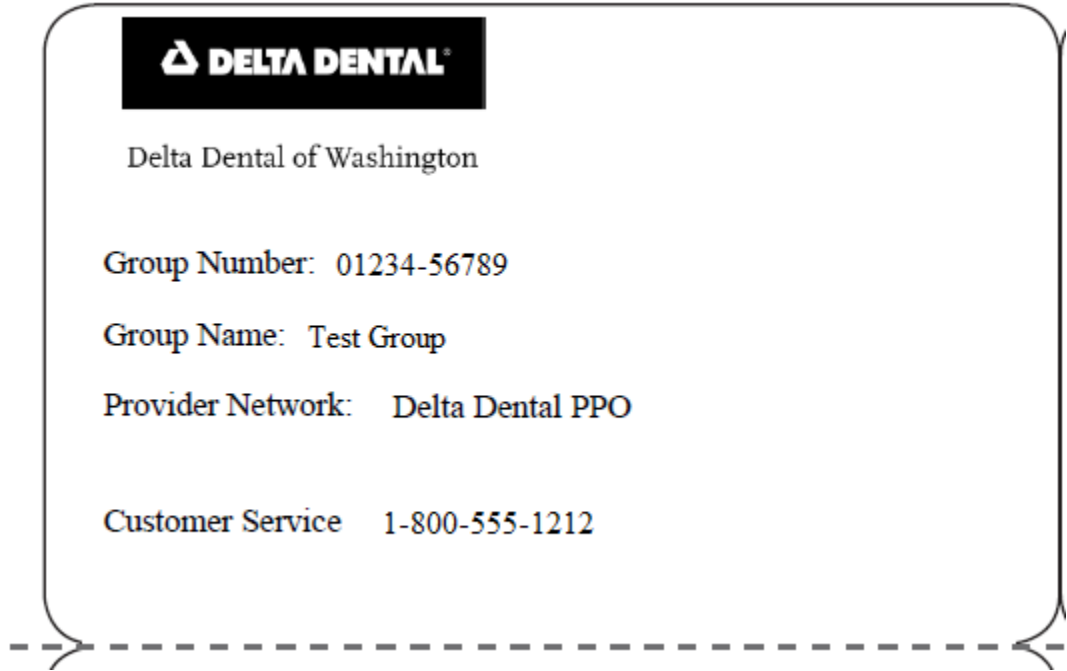
Select a Group

Group name or number *

Subgroup *

- Test Group Cobra - 01234-66880
- Test Group - 01234-56789

Click on Print ID Card and the website will generate a generic card that shows Group Number, Group Name, Provider Network and Customer Service number:



Click on Email ID Card; user has the option to email the above to an employee.