


You may access your July 2016 Summary of Benefits and Coverage (prior to July 1, 2016) using the following instructions. **After** July 1, 2016 you will access your SBCs just as you do today.

Step 1: Log into ERC

Step 2: Click on My Accounts. The following is displayed:



 Customer Service: (800) 255-4550



Logout



My Accounts

Portal Admin ▾

My Profile

FAQs

Quick Search

Add New Enrollment

View Transaction Log

Reports

Quick Search

Data Last Refreshed: March 31, 2015

7:06:20 AM EST

Welcome to the Quick Search Page. Please fill in the information for the desired search below and click the Search button to view results.

Search by Name

Search will return all Employees and Dependents meeting these criteria.

Step 3: Click on Reports. The following is displayed:

Reporting

Multi-Group Census

Hosted Files

ASO Reporting

Multi-Group Census


The Multi Group Census feature allows you to create a Member Roster for more than one group number. The created Member Roster will include members effective as of today for the group numbers selected.

To create the Multi Group Census, choose to select either 'All Groups' or 'Selected Groups' from the drop down box.

If you choose 'Selected Groups', you may choose specific group numbers from the 'Available' box on the left and add them to the 'Selected' box on the right, then click on the Download Census button.

If you choose 'All Groups', the system will provide a census for all of the group numbers you have access to view once the Download Census button is selected.

Groups: ▼

Download Census 

Step 4: Click on Hosted Files. The following is displayed:

Hosted Files

Welcome to the Employer Resource Center Reporting Module. This module allows you to view monthly financial and utilization reports that have been posted by your Account Manager. Reports are available for a period of 6 months. To view a report, select 'Open'. To delete the report, select 'Delete'. If you have any questions regarding these reports, please contact your Account Manager.

Filter

Column:

Value:

[Filter Results](#)

Assigned To	Number	File Name	Date Posted	Posted By	Open File	Delete File
Group	D29342	YS54 - J Plan-\$20 Office VI_2015.pdf	3/16/2015 4:32:23 PM	EGroupAdmin1	Open	Delete

Step 5: Click on Open to review the Summary of Benefits and Coverage.