

Instructions for using Hosted File feature in ERC

This feature allows BCBSVT and Groups to securely exchange documents.

Step 1: Log into ERC with BCBSVT username and password:

The screenshot shows the BlueCross BlueShield of Vermont website. At the top left is the logo with the text "BlueCross BlueShield of Vermont" and "An Independent Licensee of the Blue Cross and Blue Shield Association." At the top right is the customer service number "(800) 255-4550" and a search bar. Below the logo is a navigation bar with links: "Find a Plan", "Find a Doctor", "Health & Wellness", and "Why Us". A "Log in" button is on the right. The main content area is titled "Employer Resource Center" in orange. It features a login form with "User Name:" and "Password:" labels, input fields, and a "Login" button. A link "Click here to learn more about BCBSVT" is next to the user name field. Below the login form is a list of services: "Add new enrollments or submit cancellations", "Order ID cards or print Temporary Proof of Coverage", "Update demographic changes for employees and dependents", "Verify your plan membership and download a complete roster", "View your monthly invoice and pay online, too", and "Review your plan benefits and print summaries on-demand". There are also instructions for new users to register and a link to a training guide. A "Quick Links" sidebar on the right contains "Register" and "Forgot Password?" links, and a note that "Password is case-sensitive."

BlueCross BlueShield of Vermont
An Independent Licensee of the Blue Cross and Blue Shield Association.

Customer Service: (800) 255-4550

Find a Plan Find a Doctor Health & Wellness Why Us

Log in

Employer Resource Center

User Name: [Click here to learn more about BCBSVT](#)

Password:

Login

- Add new enrollments or submit cancellations
- Order ID cards or print Temporary Proof of Coverage
- Update demographic changes for employees and dependents
- Verify your plan membership and download a complete roster
- View your monthly invoice and pay online, too
- Review your plan benefits and print summaries on-demand

New user? Please select the **Register** button and request access for the Employer Resource Center. We will forward your username and password to you.

Need Help? You can access the Employer Resource Center Training Guide [here](#).

[Pay your invoice on line](#) by using our online link to Chittenden Bank.

Quick Links:

- [Register](#)
- [Forgot Password?](#)

Password is case-sensitive.

Step 2: Click on My Accounts>Reports:

The screenshot displays the BlueCross BlueShield of Vermont portal interface. At the top left is the logo and name of the organization. To the right, there is a customer service phone number and a search bar. A navigation bar contains links for 'My Accounts', 'Portal Admin', 'My Profile', 'Reports', and 'FAQs'. A green arrow points from the 'Reports' link down to a secondary menu containing 'Quick Search', 'Add New Enrollment', 'View Transaction Log', and 'Reports'. The 'Quick Search' section is highlighted, showing a search form with fields for 'First Name' and 'Last Name', and a 'Search' button. Below this, there is a section for 'Search by Subscriber SSN' with a corresponding form and button.

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My Accounts Portal Admin My Profile Reports FAQs

Logout

Quick Search Add New Enrollment View Transaction Log Reports

Quick Search

Data Last Refreshed: September 19, 2013 7:00:44 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.

First Name:

and/or

Last Name:

Search

Search by Subscriber SSN

Search will return only the Subscriber with this Social Security Number.

Subscriber SSN:


Search

Step 3: Click on Hosted Files

Quick Search | Add New Enrollment | View Transaction Log | Reports

Quick Search > Reporting Data Last Refreshed: September 19, 2013
7:00:44 AM EST
[View All Groups](#)

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: Select either Group or Account from the Assign To drop-down and then select the Group and/or Account Number

Reporting

Multi-Group Census Hosted Files ASO Reporting

Hosted Files

Welcome to the Employer Report Upload Utility. You are authorized to upload reports for Employers to view with their Employer Resource Center login.

- Only authorized Employer Reports created from the Data Warehouse for monthly financial reporting may be uploaded through this utility.
- Make sure you assign the correct Group or Account Number by selecting from the filters below. It is critical that the assignment is accurate since it drives access to the report.
- The file sizes per upload are limited to 1MB.
- Reports are available for a period of 6 months.

Assign To:

Group:

Account:

File:

Step 5: Click on the Browse button and select the desired file

Step 6: Click on the Upload Report button.

Step 7: The group administrator will now be able to view the document on the ERC:

Reporting

Multi-Group Census Hosted Files ASO Reporting

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	T90025	Health Contract Documents.pdf	9/19/2013 8:29:33 AM	EGroupAdmin1	Open	Delete
Group	T90025	Cancellation Example 1.docx	2/20/2013 9:33:30 AM	EGroupAdmin1	Open	Delete

