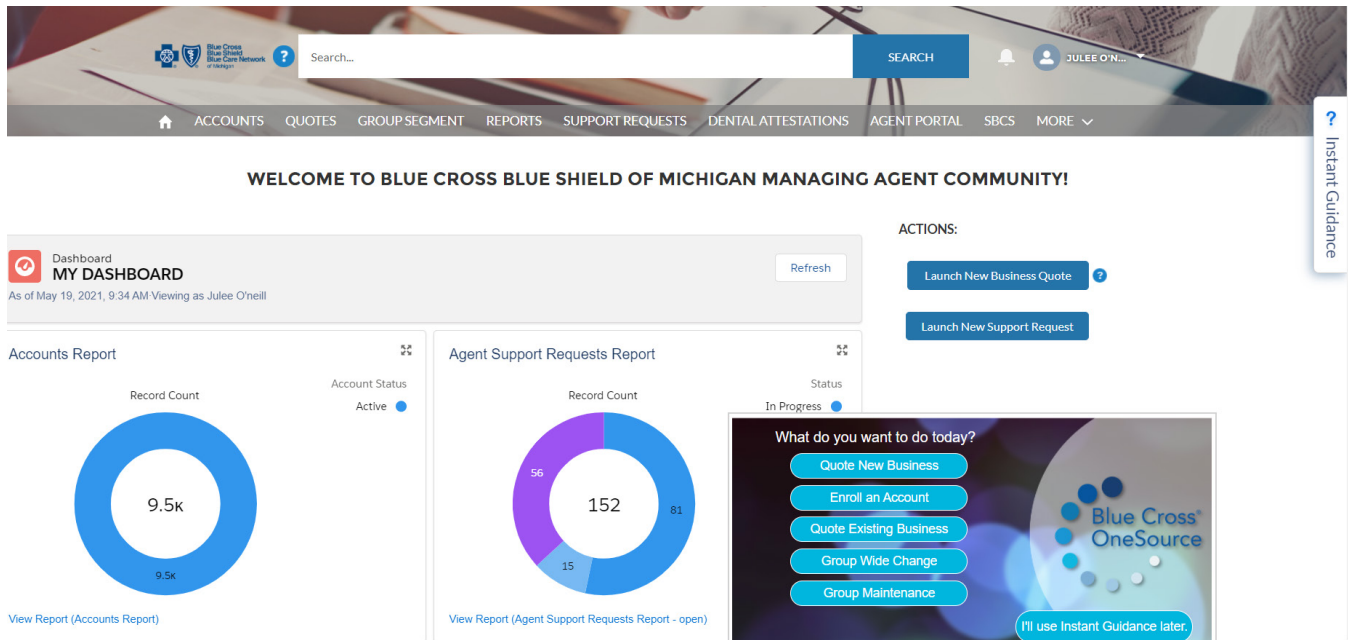


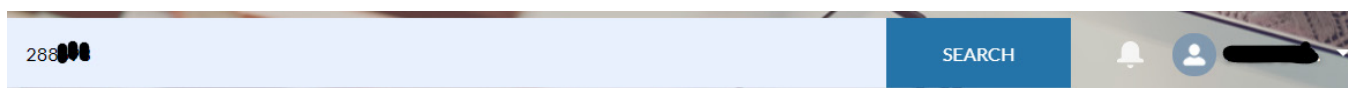


One Source: How to complete a benefit change

1. Login to the OneSource dashboard.



2. Enter the customer ID. Click “Search.”





One Source: How to complete a benefit change

3. Click on “Instant Guidance.”

Quote: MIDEASTERN MICHIGAN LIB-Quote-AQ

ACTIONS: Enrollment, Document Generation, Alternate Quote, Group Wide Changes

DETAILS RELATED

Quote Number: 00041766

Agent Name: HARVEY L LEE

Quote Status Information

Quote Status: Active

FTEs: 0

Expected Active Enrolling

Days from Effective Date: 68

Quote Name: MIDEASTERN MICHIGAN LIB-Quote-AQ

Account Name: MIDEASTERN MICHIGAN LIB

Requested Effective Date: 5/1/2021

Requested Renewal Month: May 1st

Requested Renewal Date: 5/1/2021

Contribution Type

4. Click “Help me with a GWC.”

Blue Cross Blue Shield of Michigan

How can we help you?

? Help Things to do

Type in your question...

Help me Enroll

Help me Quote

Help Me Quote Existing Business

Help me with a GWC

Help me with a Maintenance Change

Open the Underwriting Rules

powered by walk



One Source: How to complete a benefit change

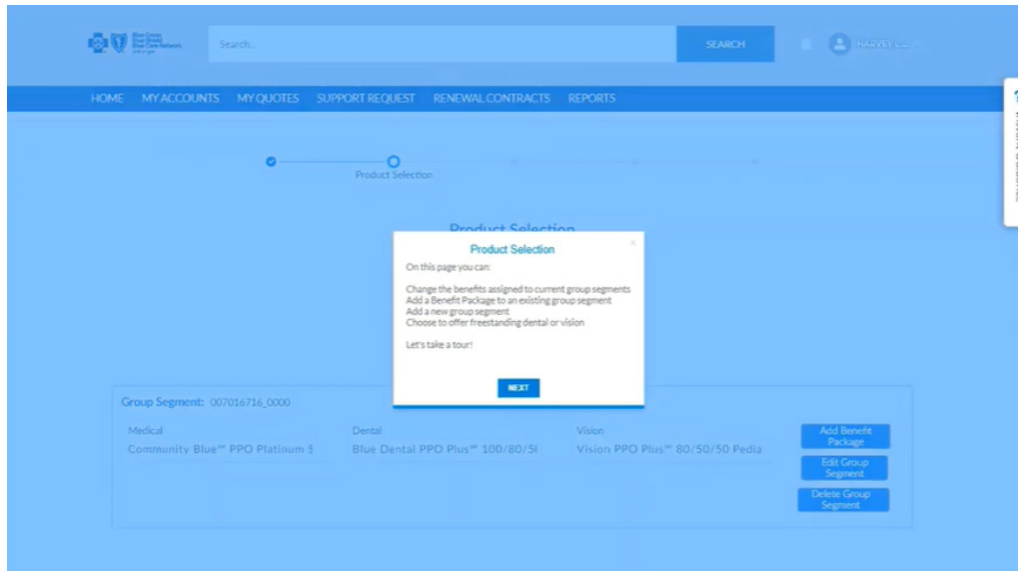
5. Click on “Group Wide Change.”

6. Enter the requested effective date.

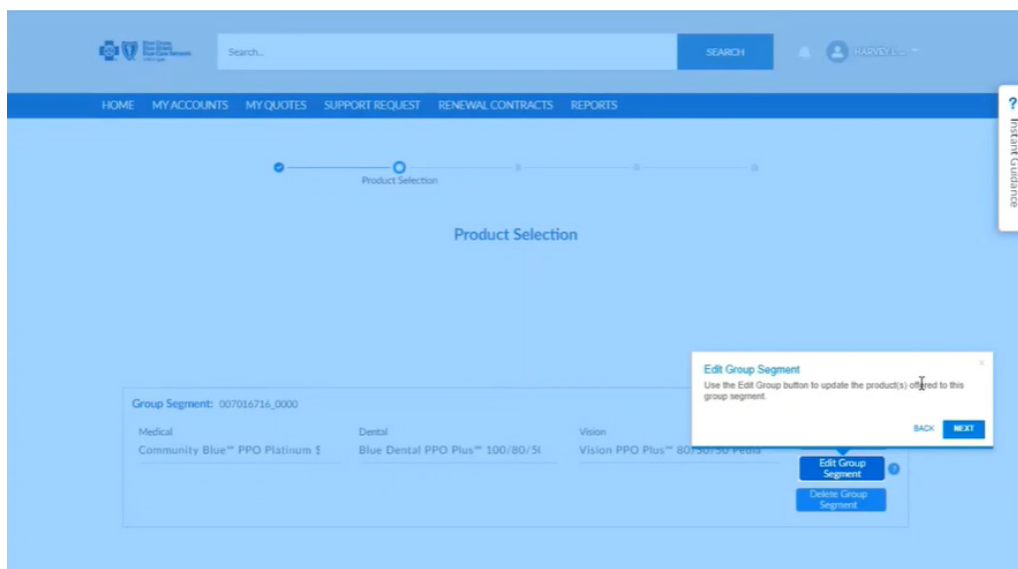


One Source: How to complete a benefit change

7. Select products and click on “Next” to begin.



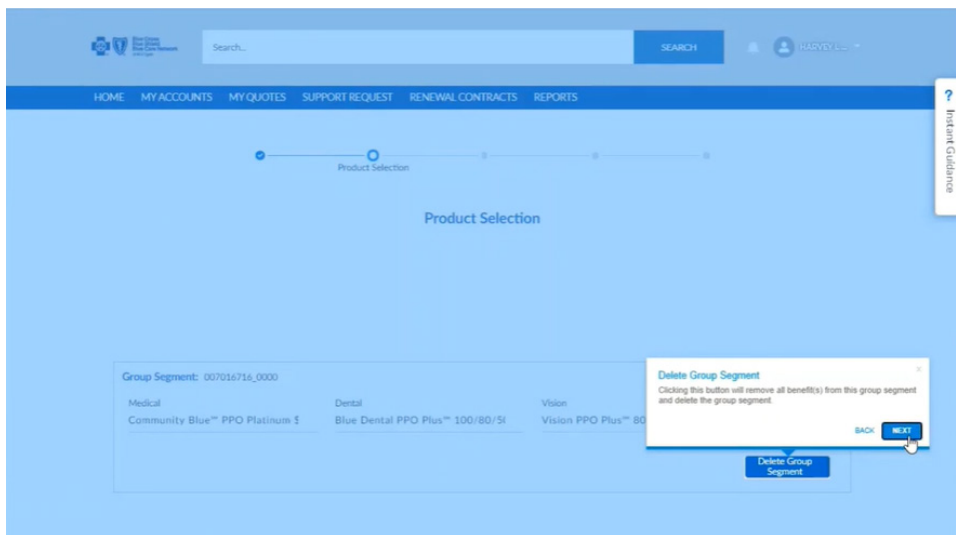
8. Use the “Edit Group” button to update the new products for the group. Click “Next” to proceed.



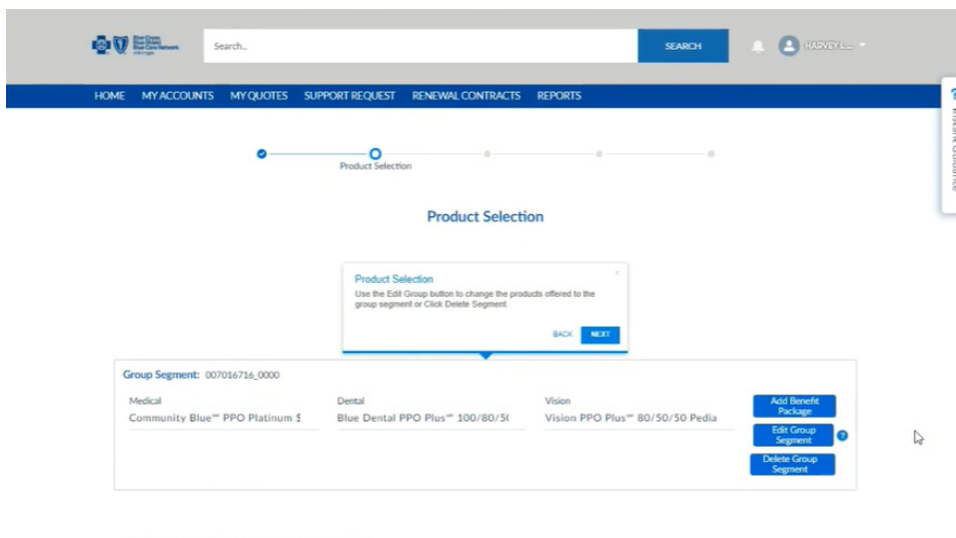


One Source: How to complete a benefit change

9. The “Delete” button will remove all benefits as well as group segment. Only click this if the intention is to delete the segment from the group.



10. Click “Edit Group Segment” to change the products offered in this segment. Click “Next.”





One Source: How to complete a benefit change

11. A drop down medical box will appear. Use this to change the group's medical package or remove medical from the group. Continue to do this for dental and vision. Once all lines of coverage match the Part C agreement, click "Save Changes" and then "Next."

12. Answer all questions and click "Next."



One Source: How to complete a benefit change

13. Confirm the selections are correct on the Summary of Groupings page. Click “Next.” The product package will appear at the top of the screen for reference. Click “Next.” Note: Current products are listed in black font, the new products will display in blue font.

14. Click on “Add Employees” to add any new employees to the plan. Click “Next.”



One Source: How to complete a benefit change

15. Confirm all employee fields are complete. Click “Next.” Verify the employee is in the correct group segment. Click “Next.” Once all lines of coverage have been verified for the employee, click “Save.”

Employee Census

Medical Plan **Dental Plan** **Vision Plan**

10-Pack-up
Simply Blue™ HRA PPO Gold \$1500 (\$50)
Blue Dental™ PPO SG 80/50/50 (50/50/50)
Vision PPO Plus™ 80/50/50 Pediatric SG

LEGEND
Current Product
Newly Quoted Product

Add Employee

| Last Name | First Name | Gender | Birth Date | Relationship | Member Type | Status | Package | CDH Selection | Medical | Dental | Vision |
|------------|------------|--------|------------|--------------|-------------|-----------|------------|---------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Employee 1 | | | | | | | | | | | |
| ✓ | lastname | IRENE | 8/13/1959 | Employee | Regular | Enrolling | GS-Package | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Employee 2 | | | | | | | | | | | |
| ✓ | lastname | ERIC | 11/16/1962 | Employee | Regular | Enrolling | GS-Package | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

16. To process the documents, select the type of signature (eSignature or wet signature) and click “Next.”

Signature Method

Would you like to eSignature or Wet-Sign?

☒ eSign ☐ Wet Signature

Next

Click Next

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17. Complete the group representative section and click “Next.”

Search...

HOME MY ACCOUNTS MY QUOTES SUPPORT REQUEST RENEWAL CONTRACTS REPORTS

Instant Guidance

Group/Agent Contact

Please enter the email addresses of the group's representative and agent the required documents / agreements.

Group Representative Name & Position *

Group Rep Email

Agent Name

Agent Email

Save for later

Next

Previous

18. Click “Sign All Documents.” Click “Next.”

Search...

HOME MY ACCOUNTS MY QUOTES SUPPORT REQUEST RENEWAL CONTRACTS REPORTS

Instant Guidance

Document eSignature

✓ E - Sign Group Enrollment Documents
Following Documents will be sent for DocuSign

- Coverage Agreement

Sign All Documents

Click Sign All Documents
This step may take a moment.

Save for later

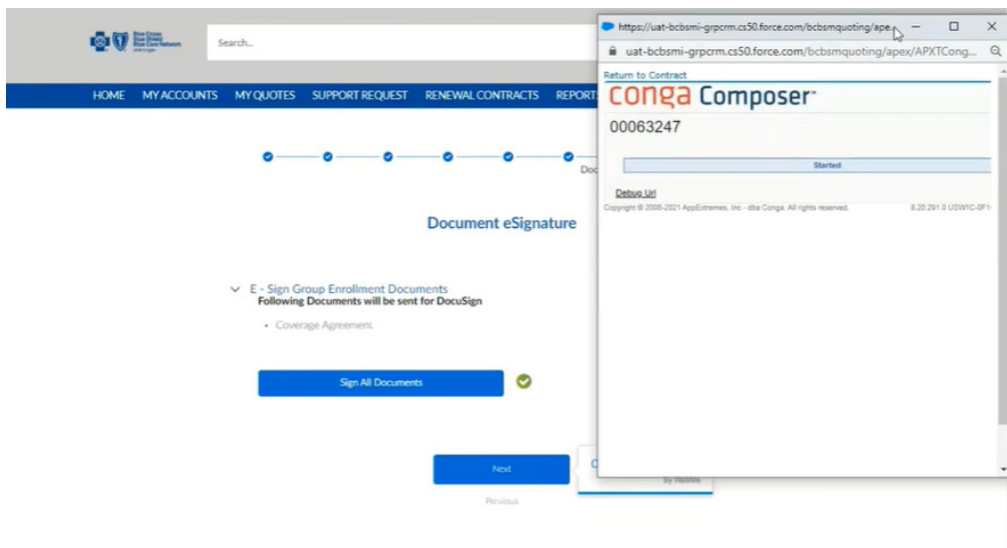
Next

Previous

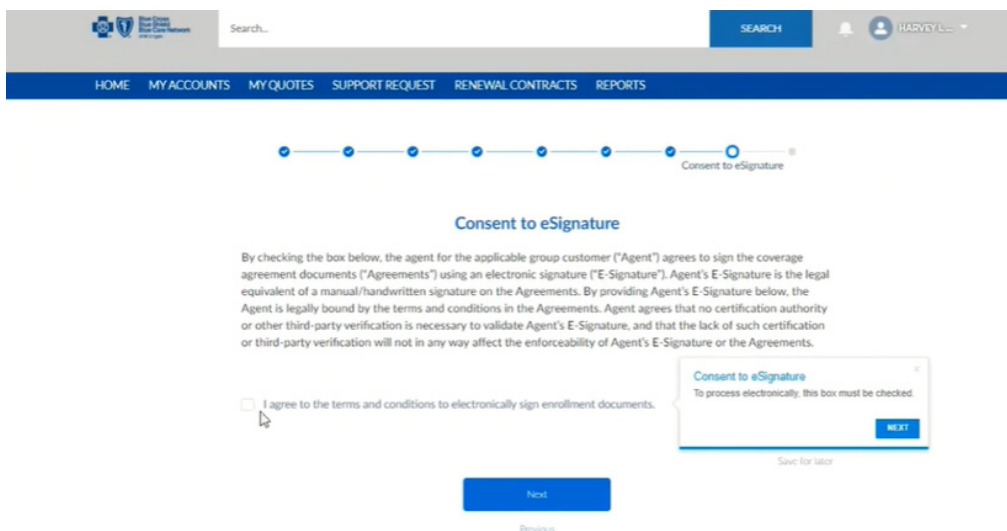


One Source: How to complete a benefit change

19. Cogna Composer will load the eSignature documents. Once the documents have been uploaded the Cogna Composer box will disappear. Click “Next.”



20. The Consent to eSignature page will open. Check the box to agree to the terms and conditions and click “Next.”



TGG Solutions is now Nexben. This strengthens our dedication to providing excellent customer service and business solutions. Nexben will remain a general agent for Blue Cross® Blue Shield® of Michigan and Blue Care Network, providing agents in Michigan with the tools and support needed to best serve your clients. Blue Cross Blue Shield of Michigan and Blue Care Network are nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association. 9.22.



One Source: How to complete a benefit change

21. The Document Upload Checklist box will appear. Upload any required documents. Note: required documents are indicated with a red asterisk. Click “Next.”

22. If any new members need to be added, click “Next” in the “Member ECOS forms” box.



One Source: How to complete a benefit change

23. A box “Additional Documents” will pop up. Load any additional documents at this time. Click “Next.”

24. Confirm and submit, click “Next.”

25. Click on the paperclip to upload files. Double click on the appropriate files to upload.

26. Check the box to confirm and click "Submit." The group wide change is complete.

TGG Solutions is now Nexben. This strengthens our dedication to providing excellent customer service and business solutions. Nexben will remain a general agent for Blue Cross® Blue Shield® of Michigan and Blue Care Network, providing agents in Michigan with the tools and support needed to best serve your clients. Blue Cross Blue Shield of Michigan and Blue Care Network are nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association. 9.22.