

# Manage Your Business Online

SIMPLIFY YOUR BUSINESS WITH HEALTH NET'S BROKER PORTAL

## 1. Register



Signing up is easy! You must be actively contracted with Health Net to get started. Create an account on Health Net's [secure broker portal](#) with the following information:

- Your full name as it appears on your active Health Net broker agreement.
- Your National Producer Number (NPN).
- Your username (your username is your email address).

### Can't find your NPN or need a reminder?

Visit [National Insurance Producer Registry \(NIPR\) website](#) and look it up by your SSN, Broker License number or Agency Federal Employer ID Number (FEIN).

## 2. Get started



Our broker portal supports California IFP/Marketplace and as well as group business. Once you create your account you can:

- View your book of business
- View commission statements
- View your IFP clients' application status
- Perform quick eligibility checks
- View group enrollment rosters, billing & payment status (current balance, due dates and last payment made)

## 3. Manage your group business



Improve your productivity by gaining access to your Groups' membership and billing files. This tool will enable you to view and update enrollment and billing data on the Group's behalf. To take advantage of this tool, the Group must first have an active Employer Group Portal account on HealthNetOregon.com. Once they sign up, they can set you up with access to:

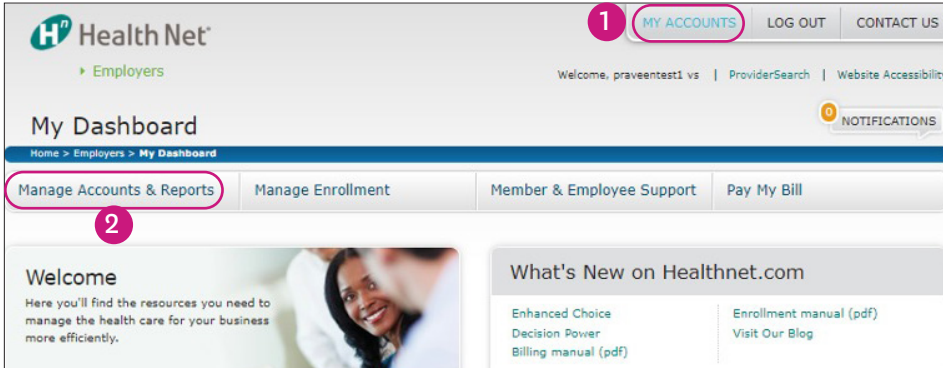
- Membership
  - Enroll and delete members on the group's behalf
  - Perform enrollment tasks
  - Run enrollment reports, request rosters and more
- Billing
  - View full invoices
  - Research payment history
  - Find balance details

(continued)

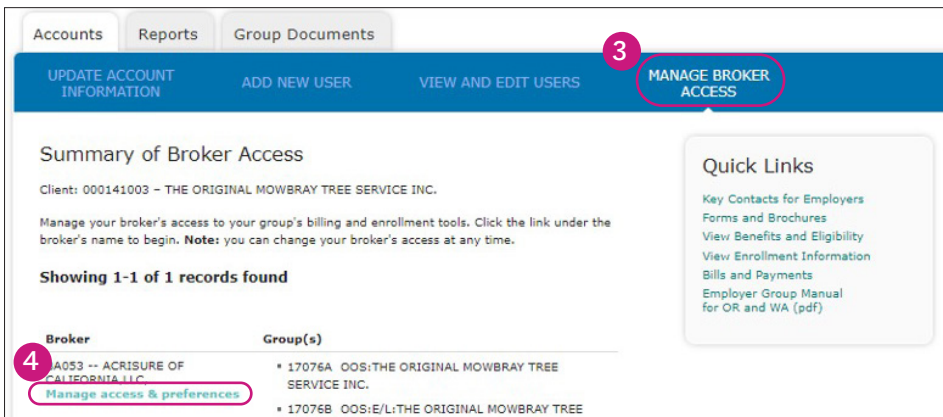
## To set broker up with access, the group needs to follow these simple steps:

**Step 1:** Log in to the Employer portal at [healthnetoregon.com](http://healthnetoregon.com).

**Step 2:** Click **1 My Accounts** (found on the top navigation bar) then click **2 Manage Accounts & Reports**.



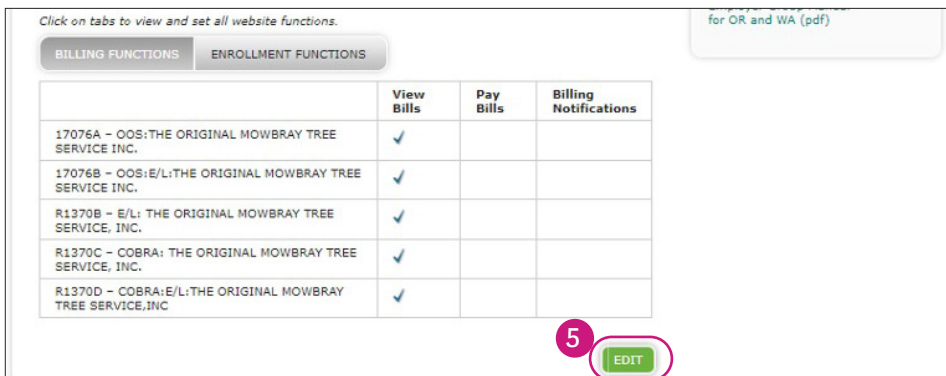
Select the **3 Manage Broker Access** option from the dropdown menu and click **4 Manage access & preferences** under the broker's name you wish to grant access. You will then be taken to the screen labeled **"Access Privileges"**.



**Result: The Broker Access screen will be displayed including the Billing and Enrollment functions the broker has access to.**

To grant **broker viewing privilege to group's invoice** (Billing Functions) take the following steps:

**Step 3:** Click on the below-demonstrated **5 Edit** button (located on the lower right of the screen).



(continued)

Then click the 6 billing function you would like to edit. 7 Each checked box represents the broker has access to that function. Click the 8 Save button (located on the lower right of the screen) to save your selections.

Click on tabs to view and set all website functions.

Employer Group Manual for OR and WA (pdf)

	View Bills	Pay Bills	Billing Notifications
17076A - OOS:THE ORIGINAL MOWBRAY TREE SERVICE INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17076B - OOS:E/L:THE ORIGINAL MOWBRAY TREE SERVICE INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R1370B - E/L: THE ORIGINAL MOWBRAY TREE SERVICE, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R1370C - COBRA: THE ORIGINAL MOWBRAY TREE SERVICE, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R1370D - COBRA:E/L:THE ORIGINAL MOWBRAY TREE SERVICE,INC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CANCEL SAVE

**Step 4:** Check the box (v) "I accept the terms and conditions", then click on 9 Submit located on the bottom right. The screen will go back to "Access Privileges."

Please read and accept the following terms and conditions.

This Terms and Conditions of Use Agreement ("Agreement") is a legal agreement between you and Health Net, Inc. ("Health Net") governing your use of this Web site (the "site").

YOUR USE OF THIS SITE IS SUBJECT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. BY ACCESSING, USING AND/OR VIEWING OUR SITE, YOU HEREBY AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, YOU MUST EXIT THIS SITE. PLEASE NOTE THAT CHILDREN UNDER THE AGE OF THIRTEEN (13) ARE PROHIBITED FROM USING ANY HEALTH NET SITE, INCLUDING THE TEEN HEALTH SITE.

Occasionally, the terms of this Agreement may change. If you access our site at any time after such a change in terms of the Agreement is posted, then you are deemed to have accepted and agreed to all of the revisions.

I accept the terms and conditions.

CANCEL SUBMIT

To grant **broker enrollment privilege to administer group's account:** (Perform enrollments and receive enrollment notifications) take the following steps:

**Step 5:** Click 10 Enrollment Functions and then on the 11 Edit button (located on the lower right of the screen). Then click Enrollment Functions again. \*\*The screen will change back to Billing Functions after you click Edit.

Access Privileges

Client: 000141003 - THE ORIGINAL MOWBRAY TREE SERVICE INC.

BA053 -- ACRISURE OF CALIFORNIA,LLC

View/Edit Notification Preferences

Click on tabs to view and set all website functions.

Quick Links

- Key Contacts for Employers
- Forms and Brochures
- View Benefits and Eligibility
- View Enrollment Information
- Bills and Payments
- Employer Group Manual for OR and WA (pdf)

	View Enrollment	Perform Enrollment	Enrollment Notifications
17076A - OOS:THE ORIGINAL MOWBRAY TREE SERVICE INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17076B - OOS:E/L:THE ORIGINAL MOWBRAY TREE SERVICE INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R1370B - E/L: THE ORIGINAL MOWBRAY TREE SERVICE, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R1370C - COBRA: THE ORIGINAL MOWBRAY TREE SERVICE, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R1370D - COBRA:E/L:THE ORIGINAL MOWBRAY TREE SERVICE,INC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDIT

(continued)

**Step 6:** Click on the **12 Enrollment Functions** you would like to edit.  
**13** Each checked box represents the broker has access to that function.  
 Click the **14 Save** button (located on the lower right of the screen) to save your selections. Check the boxes (✓) under **Perform Enrollment & Enrollment Notifications** and click **Save**.

Client: 000141003 - THE ORIGINAL MOWBRAY TREE SERVICE INC.  
**BA053 -- ACRISURE OF CALIFORNIA,LLC**  
 View/Edit Notification Preferences  
 Click on tabs to view and set all website functions.

	View Enrollment	Perform Enrollment	Enrollment Notifications
17076A - OOS:THE ORIGINAL MOWBRAY TREE SERVICE INC.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17076B - OOS:E/L:THE ORIGINAL MOWBRAY TREE SERVICE INC.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
69728A - THE ORIGINAL MOWBRAY TREE SERVICE, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69728B - E/L: THE ORIGINAL MOWBRAY TREE SERVICE, INC.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
R1370C - COBRA: THE ORIGINAL MOWBRAY TREE SERVICE, INC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R1370D - COBRA:E/L:THE ORIGINAL MOWBRAY TREE SERVICE,INC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CANCEL SAVE

For information, email [ORBrokerRelations@healthnet.com](mailto:ORBrokerRelations@healthnet.com).

\*\*Please note that “view” is a default setting.\*\*

**Step 7:** Check the box (✓) **“I accept the terms and conditions”**, then click **Submit** located on the bottom right. \*\*The screen will go back to **“Access Privileges.”**

At this point you are done. You may advise your broker that they have been granted access to your account.

**Please note: There are no notifications sent to brokers alerting them that they have been granted access.**

Request to be set up with an access to your groups’ Membership and Billing files today by forwarding the following **E-mail template** with the step-by-step guide directly to them. Please save the **enclosed step-by-step guide** to your files and attach it to your e-mail to the group.

**To access the referenced E-mail Template and the enclosed step-by-step guide**, please make sure that you open this (**Manage Your Business Online**) document with Adobe Acrobat and:

- Either have Adobe Acrobat set as the default PDF viewer on your PC, or
- Save a copy of **Manage Your Business Online** document on your PC as a PDF.