

# How To Demo EmployerAccess

## Introduction

Welcome to the EmployerAccess Demo Guide!

The EmployerAccess demo is meant for internal sales representatives and brokers to showcase EmployerAccess to potential clients firsthand.

Use the demo to provide a view into how our digital resources, enrollment, billing tools, and more could streamline employer's day-to-day benefit management activities without the concerns for PHI or affecting true production systems.

## Important Things To Note

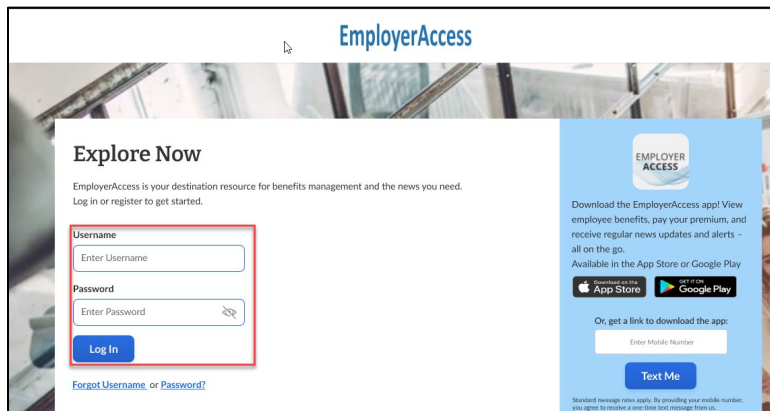
- Show the demo in Chrome on the web for optimal viewing.
- The demo is best used as a guided walkthrough by a salesperson or broker, versus sending the link to an external party.
- The demo is not specific to any market segment or state and is suitable for all lines of business.
- The content of the demo is meant to showcase the full scope of what potential clients/employers can do in EmployerAccess. Actual access to functionality per group/user/market will be determined once the group is set up.
- New features and enhancements to EmployerAccess are on-going. The demo and this guide will be updated periodically to reflect these changes.

## How To Access The Demo

Use this [EmployerAccess Demo](#) link. **Make sure to bookmark this link.**

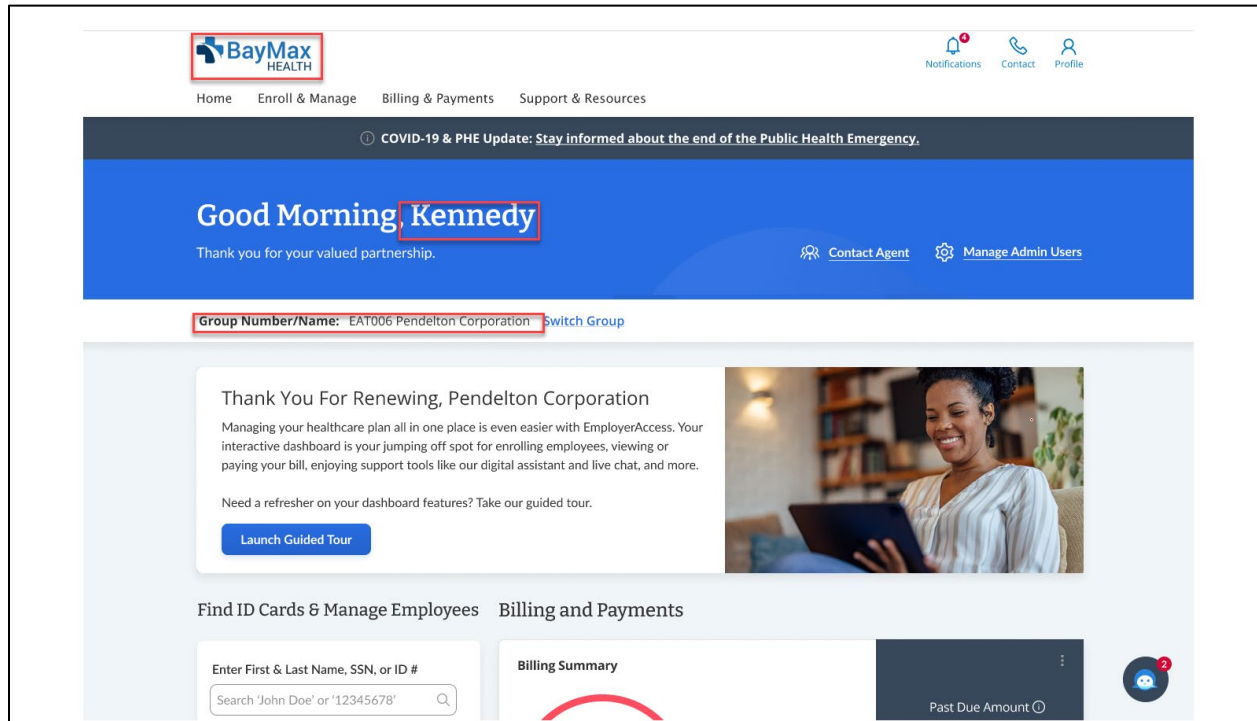
## Getting Started

Once you hit the **Start Demo** button on the first screen of the demo, you'll land on the EmployerAccess login screen. Click anywhere into the **Username** and **Password** fields and hit **Log In**.



You'll land on the dashboard for an imaginary group called Pendelton Corporation with user Kennedy. The demo also uses generic health plan branding called BayMax Health.

These elements will be repeated throughout the demo to give it a more realistic feel for what the employer will see.



## Functionality In the Demo

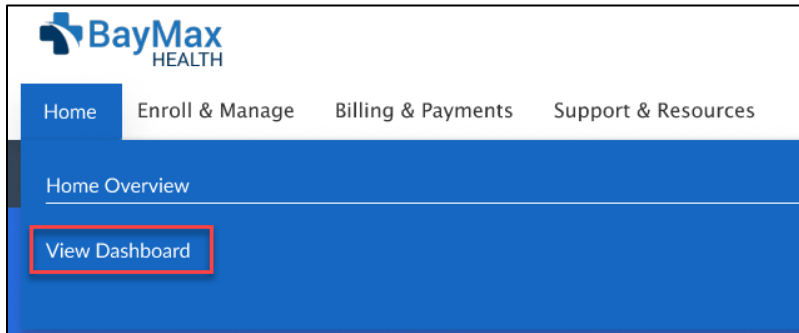
The demo includes the functionality for the following areas of EmployerAccess—you can access these areas by going to the main **Enroll & Manage**, **Billing & Payments**, and **Support & Resources** menus.

- Under the **Enroll & Manage** menu, you can demo these menu items:
  - Enroll An Employee (with Dependents)
  - Find ID Cards & Manage Employees
  - Group Information
  - Group Benefits
- Under the **Billing & Payments** menu, you can demo all menu items:
  - Make A Payment
  - Schedule Auto Pay
  - Billing Activity
  - Payment Activity (Cancel Payment)
  - Manage Payment Information (Edit and Remove Bank Ac)
- Under the **Support & Resources** menu, you can demo these menu items:
  - Contact Us
  - FAQs
  - Tutorials
  - Legislative & Regulatory Updates
  - Tools & Resources

- Reports
- Manage Admin Users (Add User)

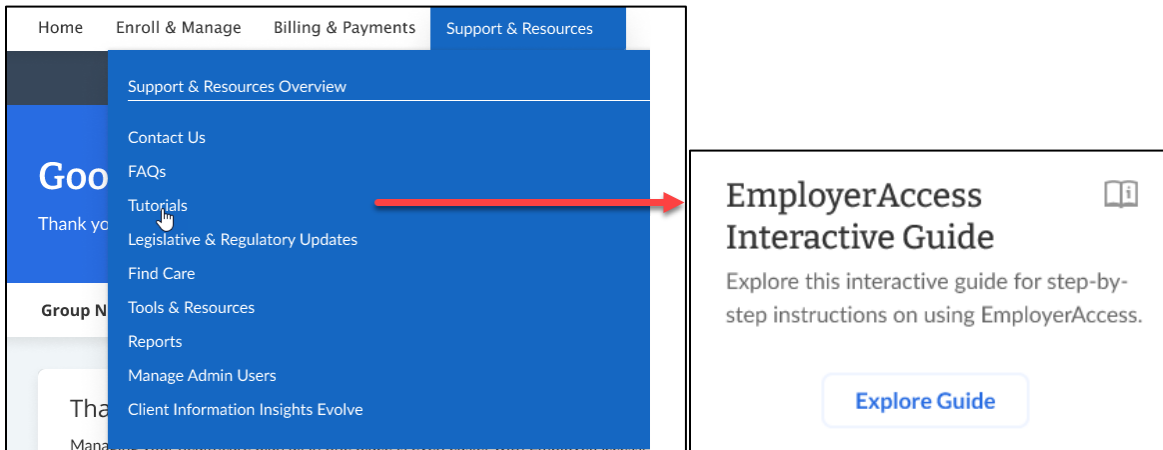
**Helpful Tip:** When you click on any portion of the screen in the demo, active areas show up in a lighter blue overlay. These “click hints” give you a quick way to explore each screen without needing to memorize or document each scenario.

Just play around! If you get stuck at any point in time, you can use your browser’s back arrow key, or, you can always return to the **Dashboard** from the **Home** menu to start over.



### Additional Help

If you need a refresher on how any area you’re demo-ing works, you can find instructions on how to use EmployerAccess by going to **Tutorials** in the **Support & Resources** menu. Then select first tutorial on the page:



Good luck and happy demo-ing!