



Online Employer Guide

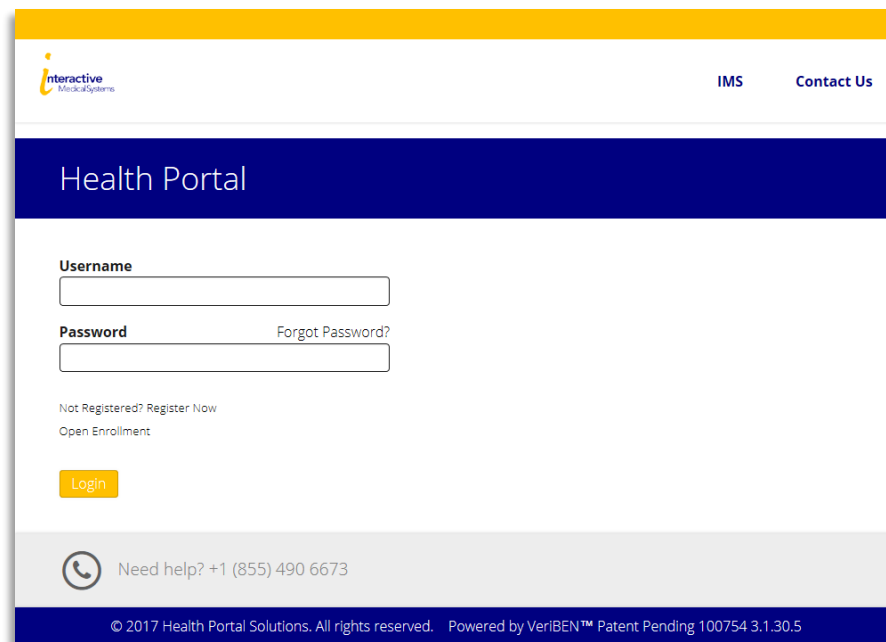
www.myhealthplanonline.com

The IMS Portal is available to:

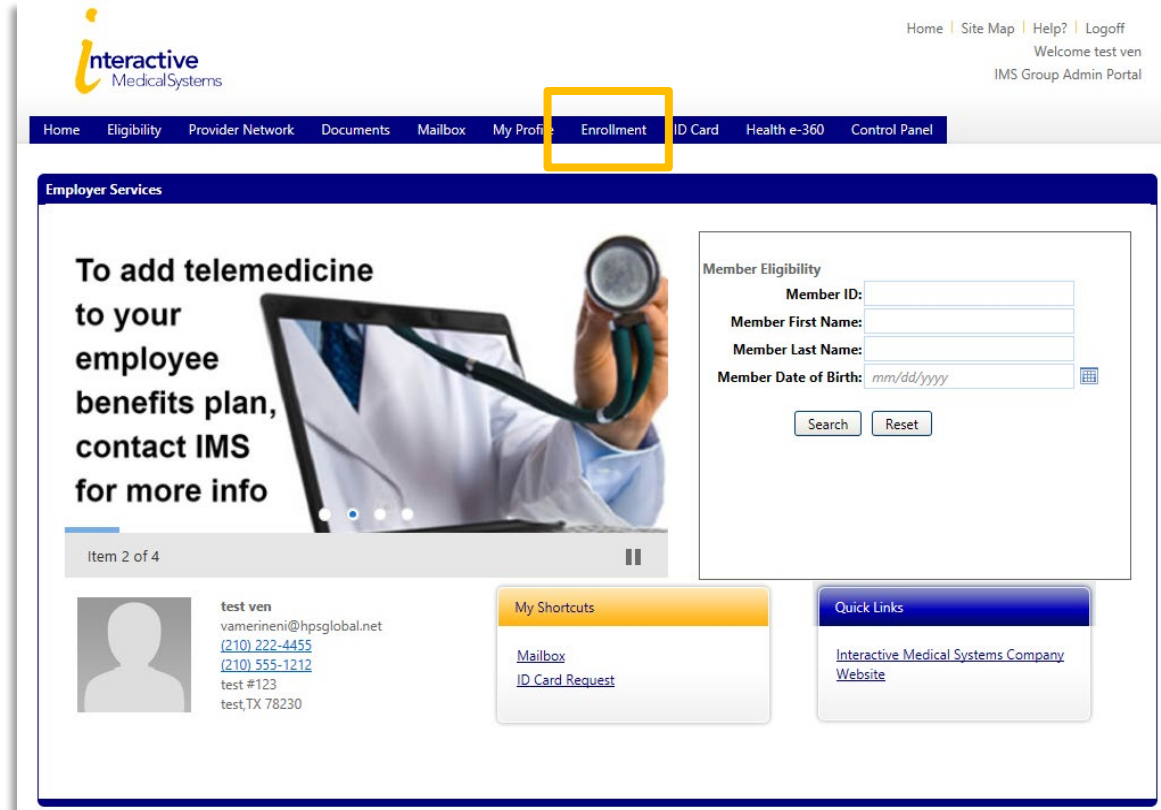
- Maintain Eligibility
- View Plan Documents
- Print or Order ID Cards

Login to

www.myhealthplanonline.com



The screenshot shows the IMS Health Portal login interface. At the top, there is a yellow header bar with the Interactive Medical Systems logo on the left and 'IMS' and 'Contact Us' links on the right. Below this is a dark blue banner with the text 'Health Portal'. The main content area contains a login form with two input fields: 'Username' and 'Password'. To the right of the password field is a link for 'Forgot Password?'. Below the password field, there are links for 'Not Registered? Register Now' and 'Open Enrollment'. A yellow 'Login' button is positioned below these links. At the bottom of the form area, there is a phone icon and the text 'Need help? +1 (855) 490 6673'. The footer of the page is dark blue and contains the copyright notice: '© 2017 Health Portal Solutions. All rights reserved. Powered by VeriBEN™ Patent Pending 100754 3.1.30.5'.



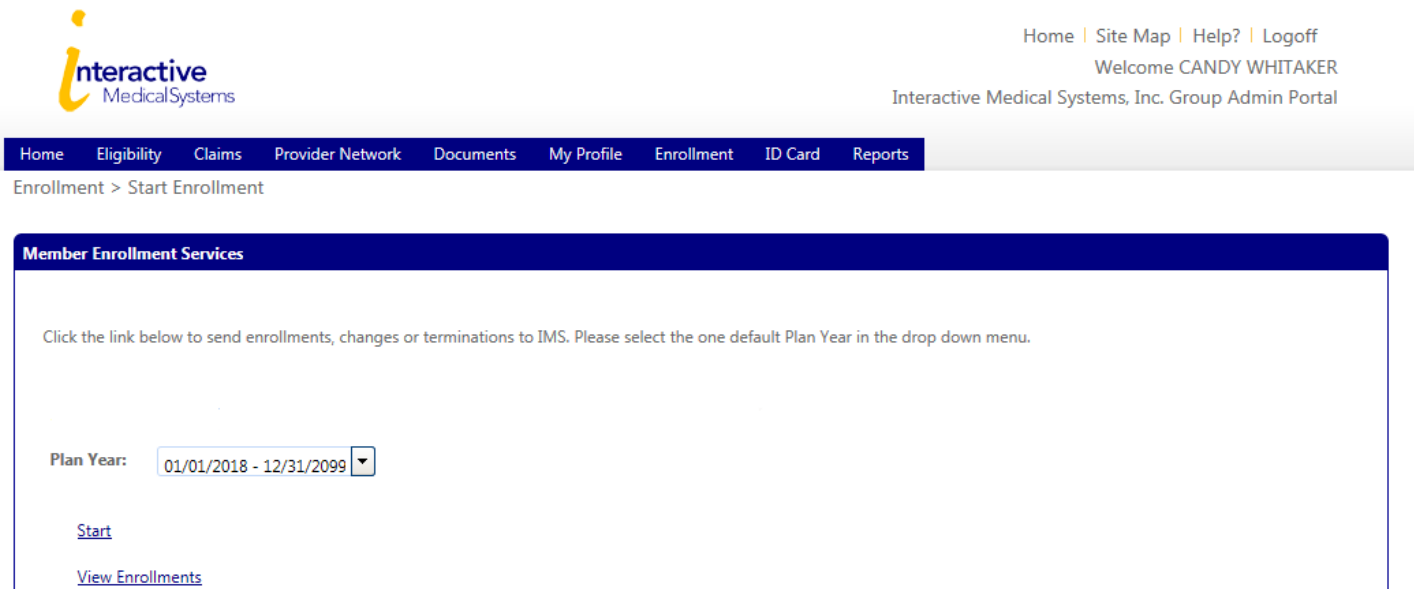
The screenshot shows the Employer Portal interface. At the top left is the Interactive Medical Systems logo. On the top right, there are links for Home, Site Map, Help?, and Logoff, along with a welcome message for 'test ven' and the text 'IMS Group Admin Portal'. A navigation bar below the logo contains links for Home, Eligibility, Provider Network, Documents, Mailbox, My Profile, Enrollment (highlighted with a yellow box), ID Card, Health e-360, and Control Panel. The main content area is titled 'Employer Services' and features a large banner with the text 'To add telemedicine to your employee benefits plan, contact IMS for more info' and an image of a doctor. Below the banner is a carousel indicator showing 'Item 2 of 4'. To the right of the banner is a 'Member Eligibility' form with fields for Member ID, Member First Name, Member Last Name, and Member Date of Birth (with a date picker icon), and Search and Reset buttons. Below the banner and form are three sections: a user profile for 'test ven' with contact information, a 'My Shortcuts' section with links for Mailbox and ID Card Request, and a 'Quick Links' section with a link to the Interactive Medical Systems Company Website.

New Enrollment

Click the “Enrollment” tab to get started.

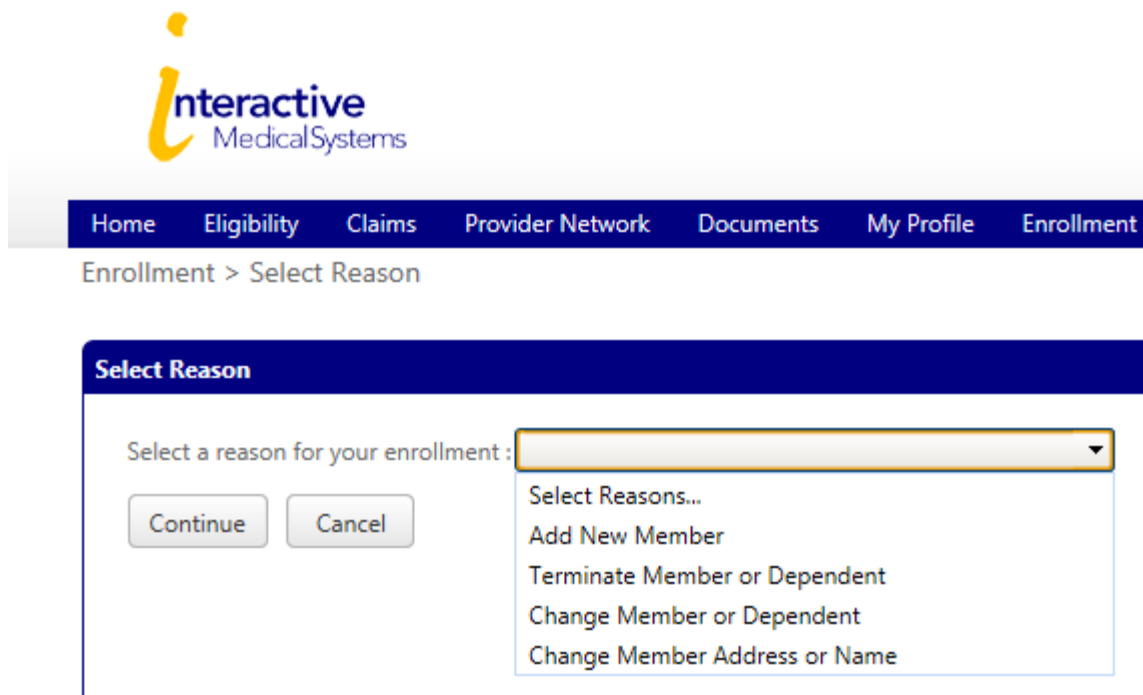
Plan Year

From the Enrollment Page, select the only plan year listed and click “Start ”.

A screenshot of the Interactive Medical Systems Group Admin Portal. The page features the company logo in the top left, navigation links (Home, Site Map, Help?, Logoff) and a welcome message for 'CANDY WHITAKER' in the top right. A dark blue navigation bar contains links for Home, Eligibility, Claims, Provider Network, Documents, My Profile, Enrollment, ID Card, and Reports. Below this, a breadcrumb trail shows 'Enrollment > Start Enrollment'. The main content area is titled 'Member Enrollment Services' and contains instructions: 'Click the link below to send enrollments, changes or terminations to IMS. Please select the one default Plan Year in the drop down menu.' A 'Plan Year' dropdown menu is set to '01/01/2018 - 12/31/2099'. Below the dropdown are two links: 'Start' and 'View Enrollments'.

Enrollment Reason

Select a Reason and
select “Continue”



The screenshot shows the Interactive Medical Systems interface for selecting an enrollment reason. At the top is the company logo. Below it is a dark blue navigation bar with links for Home, Eligibility, Claims, Provider Network, Documents, My Profile, and Enrollment. The current page is 'Enrollment > Select Reason'. The main content area is titled 'Select Reason' and contains a label 'Select a reason for your enrollment:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Select Reasons...', 'Add New Member', 'Terminate Member or Dependent', 'Change Member or Dependent', and 'Change Member Address or Name'. Below the dropdown are two buttons: 'Continue' and 'Cancel'.

Enrollment > Member Information




Member Information

Complete the online enrollment form with the employee information.

Then click “Continue”.

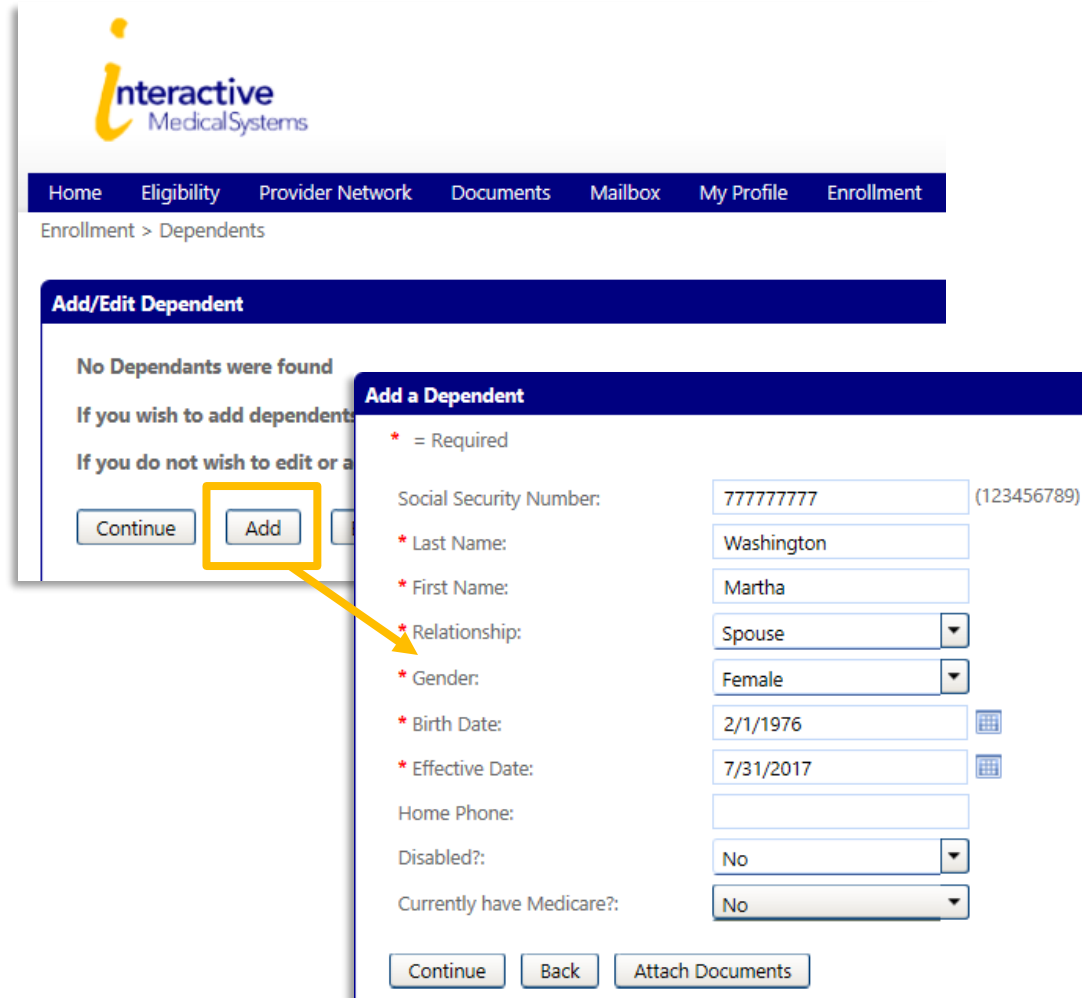
Member Information

* = Required

* Social Security Number:	111111111	(123456789)
* Last Name:	O'honey	
* First Name:	Bit	
Middle Initial:		
Address	<input type="checkbox"/> Outside United States	
* Address1:	123 Butterscotch Way	
Address2:		
* City:	Hershey	
* State:	North Carolina	
* Zip Code:	25708	
Phone:	555-555-0102	
Email:		
* Gender:	Female	
Marital Status:	Single	
* Birth Date:	1/1/2000	
* Employment Date:	10/1/2019	
* Effective Date:	11/1/2019	
Division:		
* Enrollment Reason:	New Hire	
Note1:	<input type="text"/>	

Add Dependents

To add dependents, click the “Add” button and fill out the dependent details. This should be done for each dependent. Otherwise, select “Continue”



interactive
Medical Systems

Home Eligibility Provider Network Documents Mailbox My Profile Enrollment

Enrollment > Dependents

Add/Edit Dependent

No Dependents were found

If you wish to add dependents

If you do not wish to edit or add

Continue Add

Add a Dependent

* = Required

Social Security Number: 77777777 (123456789)

* Last Name: Washington

* First Name: Martha

* Relationship: Spouse

* Gender: Female

* Birth Date: 2/1/1976

* Effective Date: 7/31/2017

Home Phone:

Disabled?: No

Currently have Medicare?: No

Continue Back Attach Documents

Add Dependents

Once dependents have been added, click “Continue”.

Home Eligibility Claims Provider Network Documents My Profile Enrollment ID Card

Enrollment > Dependents

Add/Edit Dependent

<input type="button" value="Edit"/>	<input type="button" value="Terminate"/>
Social Security Number	: 111111111
Last Name	: O'Henry
First Name	: Chuckles
Relationship	: Spouse
Gender	: Male
Birth Date	: 1/1/2000
Effective Date	: 11/1/2019
Phone	:

If you do not wish to edit or add any dependents, please click "Continue".

Select Coverage

Select the desired coverage and effective date.

Home Eligibility Claims Provider Network Documents My Profile Enrollment ID Card

Enrollment > Select Coverage

Select Coverage

IMS Dental Plan

Dental Plan

- Employee Only
- Employee + Spouse

Active

Bit O'honey (MEMBER)

Effective Date: 11/1/2019



Active

Chuckles O'Henry (Spouse)

Effective Date: 11/1/2019



- Employee + Children
- Family

Waive IMS Dental Plan

Continue

Back

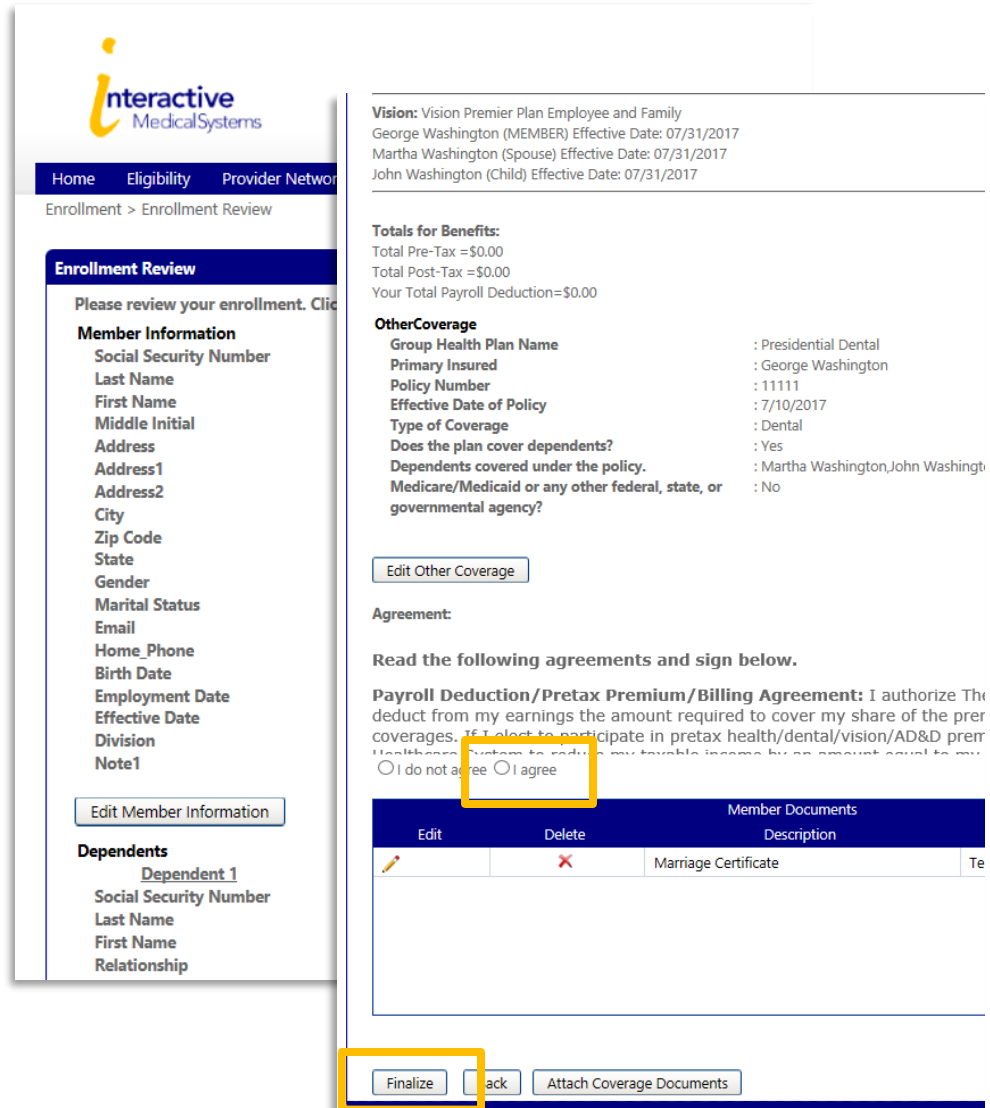
Cancel

Enrollment Review

Do a final review of the enrollee details, coverage selections, and agreement.

You can go back and make edits.

When finished, click “Finalize”.



interactive Medical Systems

Home Eligibility Provider Network

Enrollment > Enrollment Review

Enrollment Review

Please review your enrollment. Click here to go back to the previous step.

Member Information

Social Security Number
Last Name
First Name
Middle Initial
Address
Address1
Address2
City
Zip Code
State
Gender
Marital Status
Email
Home Phone
Birth Date
Employment Date
Effective Date
Division
Note1

Edit Member Information

Dependents

Dependent 1
Social Security Number
Last Name
First Name
Relationship

Vision: Vision Premier Plan Employee and Family
George Washington (MEMBER) Effective Date: 07/31/2017
Martha Washington (Spouse) Effective Date: 07/31/2017
John Washington (Child) Effective Date: 07/31/2017

Totals for Benefits:
Total Pre-Tax = \$0.00
Total Post-Tax = \$0.00
Your Total Payroll Deduction = \$0.00

Other Coverage

Group Health Plan Name : Presidential Dental
Primary Insured : George Washington
Policy Number : 11111
Effective Date of Policy : 7/10/2017
Type of Coverage : Dental
Does the plan cover dependents? : Yes
Dependents covered under the policy. : Martha Washington, John Washington
Medicare/Medicaid or any other federal, state, or governmental agency? : No

Edit Other Coverage

Agreement:

Read the following agreements and sign below.

Payroll Deduction/Pretax Premium/Billing Agreement: I authorize The deduct from my earnings the amount required to cover my share of the pre coverages. **If I elect to participate in pretax health/dental/vision/AD&D pre Health Savings Accounts to reduce my taxable income by an amount equal to my**

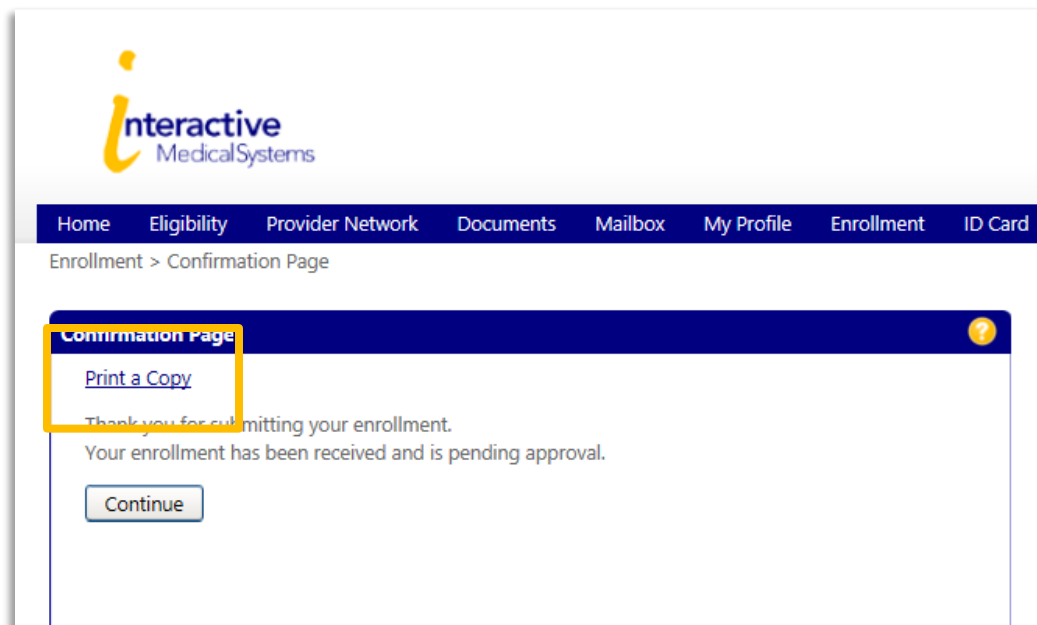
I do not agree I agree

		Member Documents	
Edit	Delete	Description	
		Marriage Certificate	

Finalize Back Attach Coverage Documents

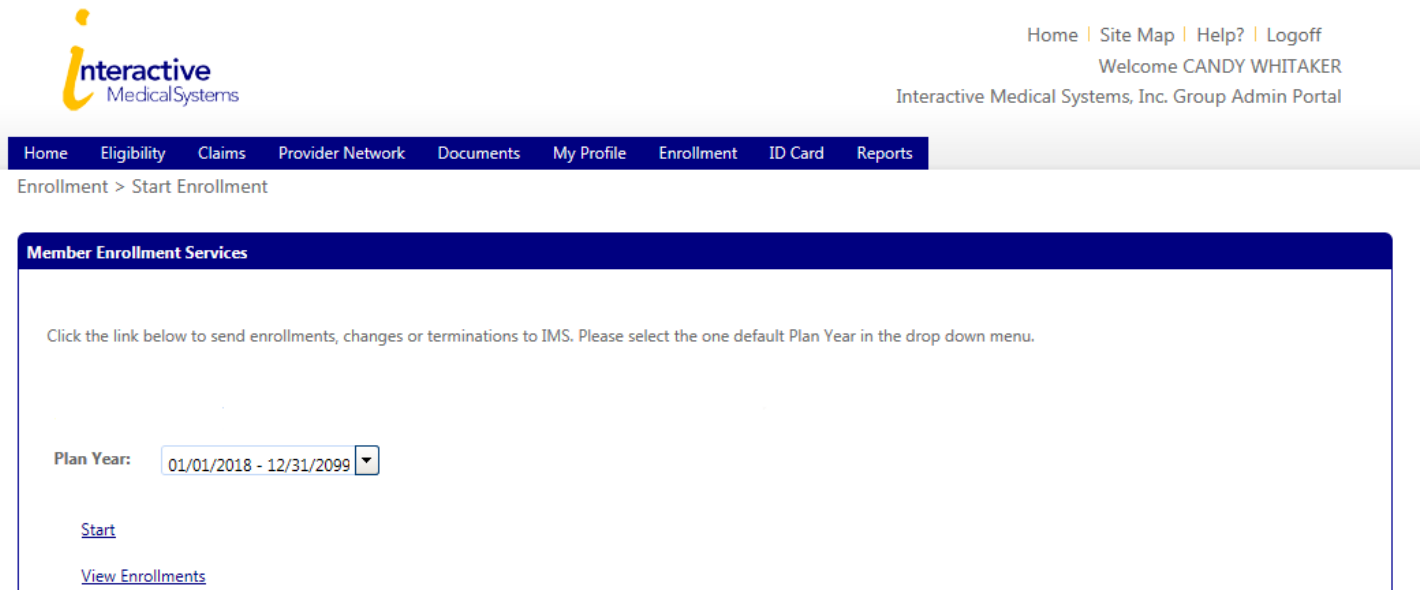
Print Enrollment

The enrollment has now been submitted to IMS for review. IMS reviews every enrollment and will contact you with questions. You can print a copy of the enrollment application for your records.



Enrollment Status

To check the status of a submitted enrollment, go to the Enrollment Page and click “View Enrollments”

A screenshot of the Interactive Medical Systems Group Admin Portal. The page features a dark blue navigation bar with links for Home, Eligibility, Claims, Provider Network, Documents, My Profile, Enrollment, ID Card, and Reports. Below the navigation bar is a breadcrumb trail: Enrollment > Start Enrollment. The main content area is titled 'Member Enrollment Services' and contains a message: 'Click the link below to send enrollments, changes or terminations to IMS. Please select the one default Plan Year in the drop down menu.' Below this message is a 'Plan Year' dropdown menu with the selected value '01/01/2018 - 12/31/2099'. At the bottom of the content area are two links: 'Start' and 'View Enrollments'. The Interactive Medical Systems logo is visible in the top left corner of the page content, and the user's name 'Welcome CANDY WHITAKER' and the portal name 'Interactive Medical Systems, Inc. Group Admin Portal' are in the top right corner.

Home | Site Map | Help? | Logoff
Welcome CANDY WHITAKER
Interactive Medical Systems, Inc. Group Admin Portal

Home Eligibility Claims Provider Network Documents My Profile Enrollment ID Card Reports

Enrollment > Start Enrollment

Member Enrollment Services

Click the link below to send enrollments, changes or terminations to IMS. Please select the one default Plan Year in the drop down menu.

Plan Year: 01/01/2018 - 12/31/2099 ▼

[Start](#)

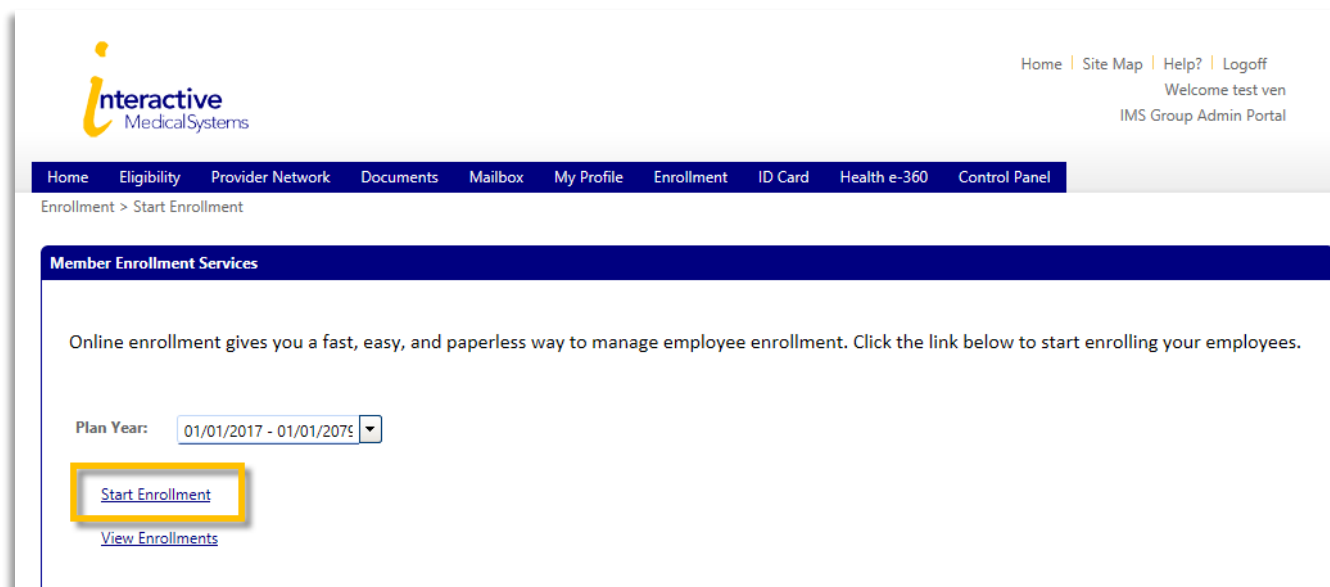
[View Enrollments](#)

Change / Terminate Enrollment

Click the “Enrollment” tab to get started.

Plan Year

From the Enrollment Page, select the only plan year listed and click “Start”.

A screenshot of the Interactive Medical Systems web application. The page has a white header with the logo on the left and navigation links (Home, Site Map, Help?, Logoff) on the right. Below the header is a dark blue navigation bar with white text for various menu items: Home, Eligibility, Provider Network, Documents, Mailbox, My Profile, Enrollment, ID Card, Health e-360, and Control Panel. The main content area has a breadcrumb trail 'Enrollment > Start Enrollment'. A dark blue banner reads 'Member Enrollment Services'. Below this, a text block says 'Online enrollment gives you a fast, easy, and paperless way to manage employee enrollment. Click the link below to start enrolling your employees.' There is a 'Plan Year:' label followed by a dropdown menu showing '01/01/2017 - 01/01/2075'. A yellow box highlights a 'Start Enrollment' button. Below the button is a link for 'View Enrollments'.

Enrollment Reason

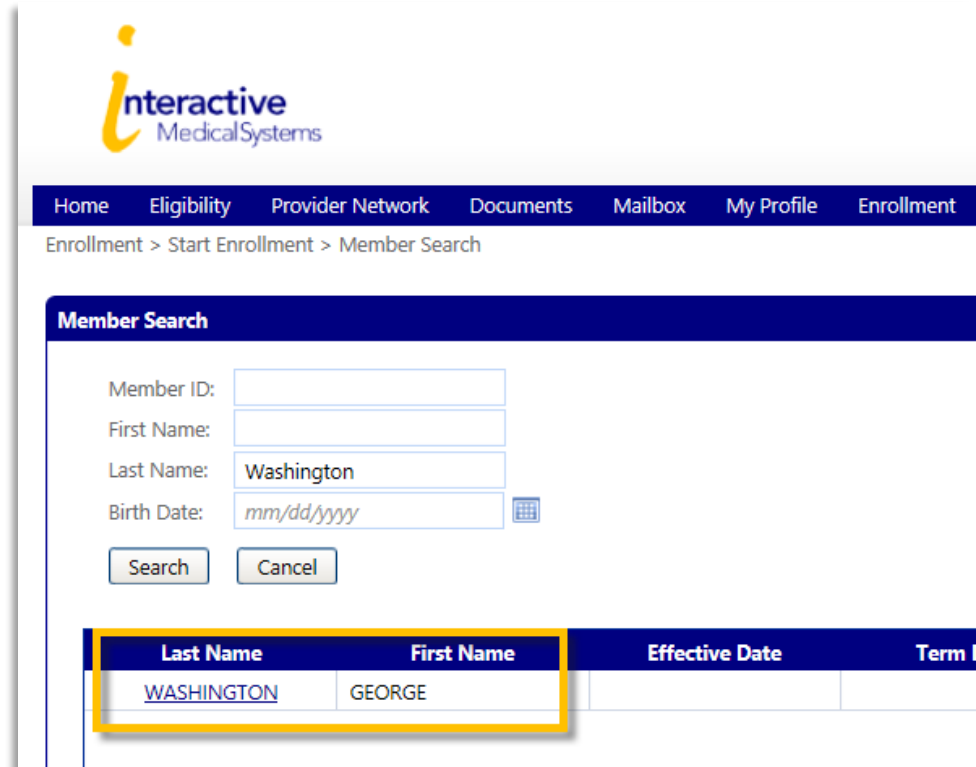
Select the reason that best matches the change and continue to the next page.

Select a reason for your enrollment :

- Select Reasons...
- Add New Member
- Terminate Member (Including Dependents)
- Other Change(s) Member or Dependent
- Change Member Address or Name
- Terminate Dependent(s) Only
- Add Dependent to Existing Member's Coverage

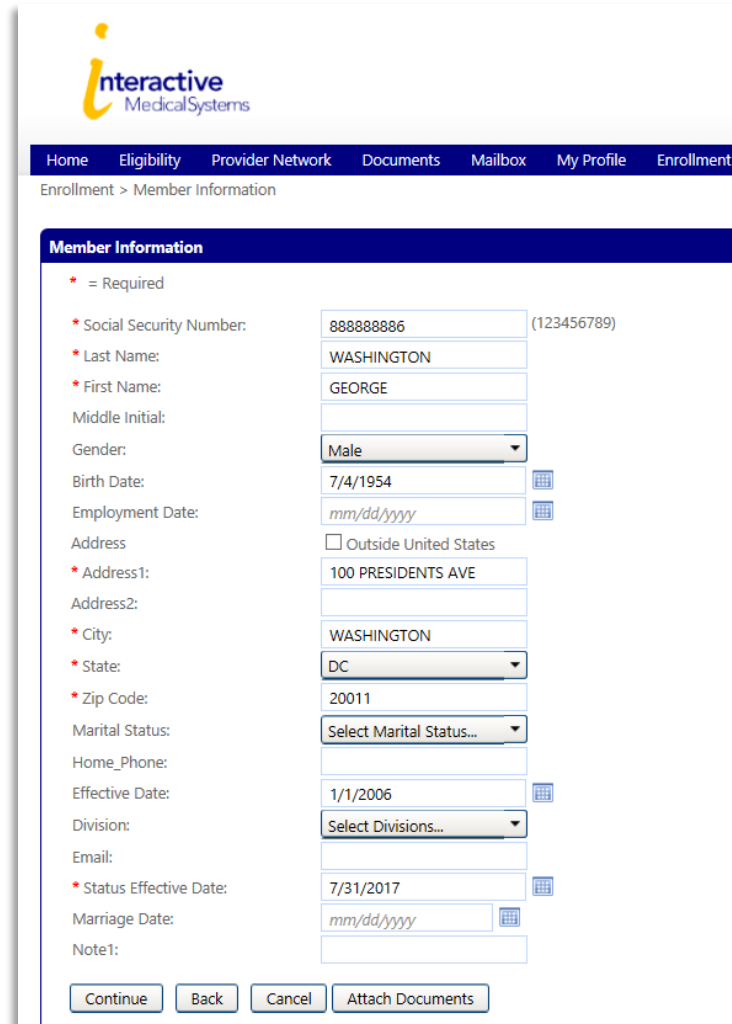
Member Search

Search for your member and then select from the search results.

A screenshot of the 'Member Search' web interface. At the top is the 'Interactive Medical Systems' logo. Below it is a navigation bar with links: Home, Eligibility, Provider Network, Documents, Mailbox, My Profile, and Enrollment. The current path is 'Enrollment > Start Enrollment > Member Search'. The main section is titled 'Member Search' and contains four input fields: 'Member ID' (empty), 'First Name' (empty), 'Last Name' (filled with 'Washington'), and 'Birth Date' (filled with 'mm/dd/yyyy' and a calendar icon). Below the fields are 'Search' and 'Cancel' buttons. At the bottom, a table shows search results with columns 'Last Name', 'First Name', 'Effective Date', and 'Term'. The first row is highlighted with a yellow border and contains the values 'WASHINGTON' and 'GEORGE'.

Member Information

Make any necessary changes on the enrollment form, click “Continue”, and follow through the applicable steps.



The screenshot shows the 'Member Information' form in the Interactive Medical Systems web application. The form is titled 'Member Information' and includes a legend indicating that an asterisk (*) denotes required fields. The form contains the following fields and values:

- Social Security Number:** 888888886 (123456789)
- Last Name:** WASHINGTON
- First Name:** GEORGE
- Middle Initial:** (empty)
- Gender:** Male
- Birth Date:** 7/4/1954
- Employment Date:** mm/dd/yyyy
- Address:** Outside United States
- Address1:** 100 PRESIDENTS AVE
- Address2:** (empty)
- City:** WASHINGTON
- State:** DC
- Zip Code:** 20011
- Marital Status:** Select Marital Status...
- Home Phone:** (empty)
- Effective Date:** 1/1/2006
- Division:** Select Divisions...
- Email:** (empty)
- Status Effective Date:** 7/31/2017
- Marriage Date:** mm/dd/yyyy
- Note1:** (empty)

At the bottom of the form, there are four buttons: Continue, Back, Cancel, and Attach Documents.

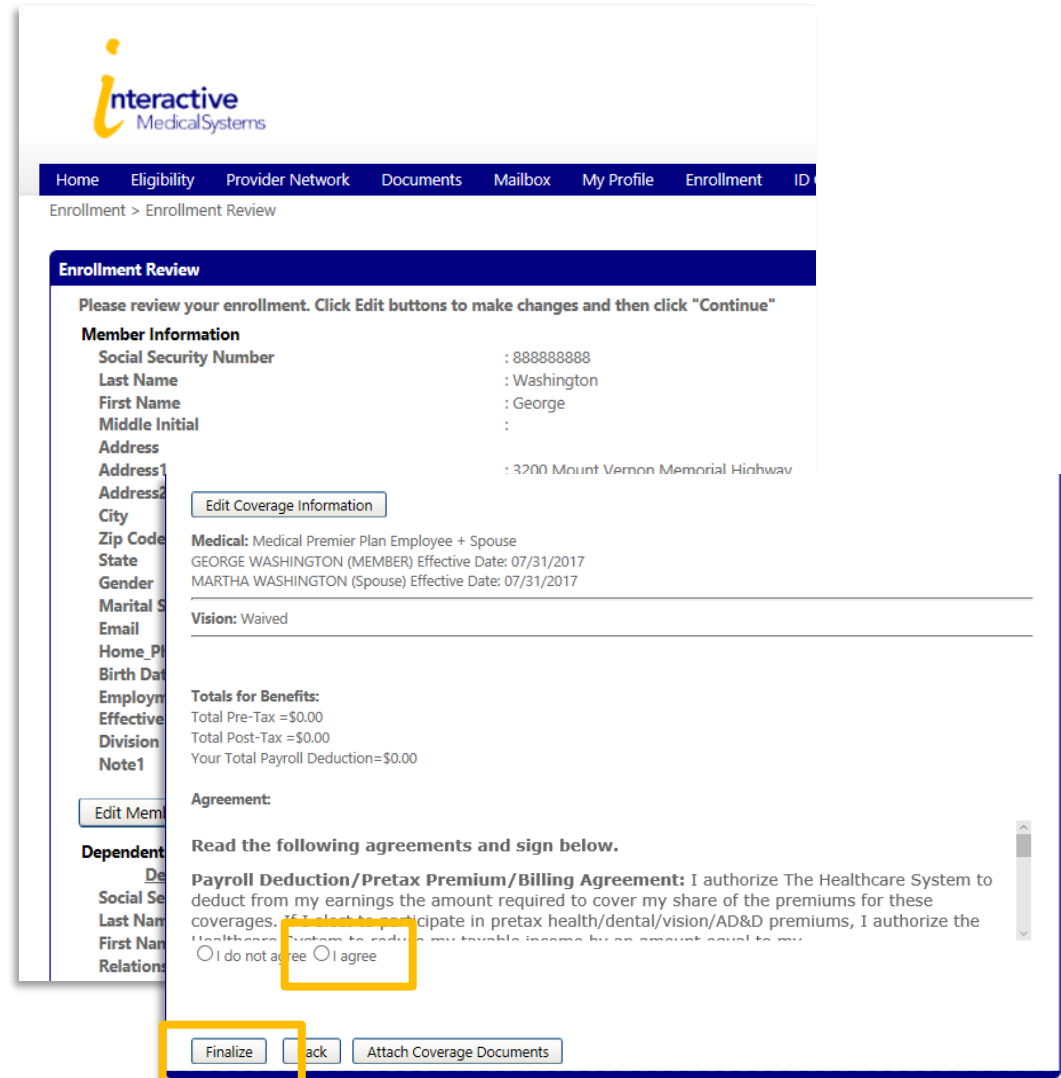
Enrollment Review

Do a final review.

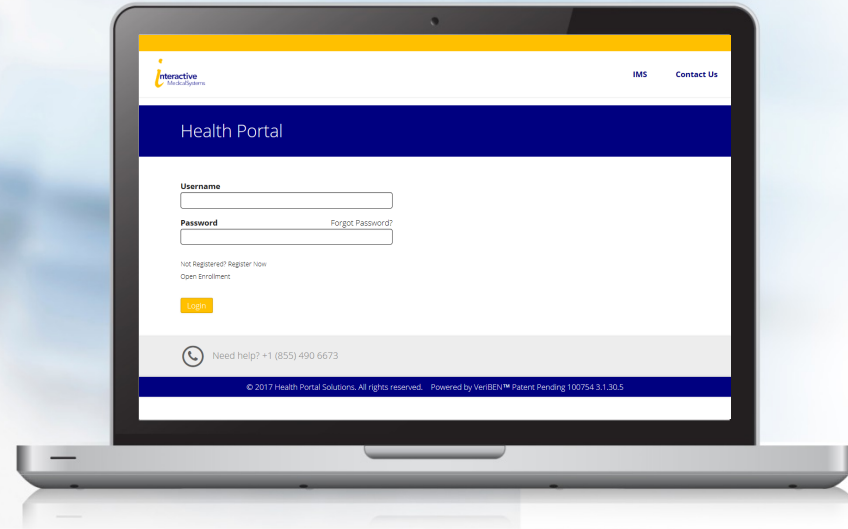
You can go back and make edits or attach more documents.

When finished, click “Finalize”.

You can print a copy of the enrollment application for your records.



The screenshot shows the 'Enrollment Review' page in the Interactive Medical Systems portal. The page has a blue header with the company logo and a navigation menu with links for Home, Eligibility, Provider Network, Documents, Mailbox, My Profile, Enrollment, and ID. Below the navigation is a breadcrumb trail: Enrollment > Enrollment Review. The main content area is titled 'Enrollment Review' and contains a message: 'Please review your enrollment. Click Edit buttons to make changes and then click "Continue"'. The page is divided into sections: 'Member Information' (Social Security Number, Last Name, First Name, Middle Initial, Address, City, Zip Code, State, Gender, Marital Status, Email, Home Phone, Birth Date, Employment Effective Date, Division, Note 1), 'Medical' (Medical Premier Plan Employee + Spouse, GEORGE WASHINGTON (MEMBER) Effective Date: 07/31/2017, MARTHA WASHINGTON (Spouse) Effective Date: 07/31/2017), 'Vision' (Waived), 'Totals for Benefits' (Total Pre-Tax = \$0.00, Total Post-Tax = \$0.00, Your Total Payroll Deduction = \$0.00), 'Agreement' (Read the following agreements and sign below), and 'Payroll Deduction/Pretax Premium/Billing Agreement' (I authorize The Healthcare System to deduct from my earnings the amount required to cover my share of the premiums for these coverages. If I elect to participate in pretax health/dental/vision/AD&D premiums, I authorize the Healthcare System to reduce my taxable income by an amount equal to my... I do not agree I agree). At the bottom of the page, there are three buttons: 'Finalize', 'Back', and 'Attach Coverage Documents'. The 'Finalize' button is highlighted with a yellow box.



For more information, contact IMS.