

Cignaclientresources.com

Whether you're enrolling new employees, checking banking reports or filling an ID card request, you'll appreciate the easy-to-use format and wealth of information found on **CignaClientResources.com**.

Visit your administration resource site to get personalized information about your company's health plan – information that can help you make strategic decisions and simplify plan administration.

The more you use, the less you stress

CignaClientResources.com has the tools that companies with 250 or fewer employees* need to easily manage their health plan benefits. Once you register, you'll have access to:

- **Plan administration** to review all enrollment activity for your company – new, updated, pending, incomplete and recently approved.
- **Member administration** to view and update all existing employee and dependent benefit records, including current claims status and history. You can also request a replacement ID card and view claim status online.
- **Reports** with real-time information about banking, billing, eligibility and expenses. All reports can be downloaded in a pdf. format and, in some cases, are available as Excel spreadsheets.

- **Plan support** through a variety of marketing materials and communication resources. From newsletters and online plan descriptions to claim forms and drug lists, you'll find everything you need to keep your employees informed about and active in their health and well-being.
- **Website tutorial** to get familiar with all the features of our site.

One resource,
many tools to
help you make
sure your
employees get
the most out of
their Cigna
benefits

Member Administration

Member Administration Overview

Visit the pages described below to view and update records of existing Members and Dependents. To enroll new members into a plan, enter the Member Enrollment Wizard. Visit the Plan Administration section to view, approve or deny submitted enrollments.

Plan Administration

Review Enrollments

Enrollment Summary

Review enrollments or conduct a member enrollment search below. For additional details on the review process, access the online tutorial.

Enrollment Status

To begin the review process, click on the applicable enrollment status link. Each link provides different functionality based on the status.

- Applications) Needing Review by Plan Admin
- Applications) Approved
- Applications) Declined by Plan Admin
- Applications) Pending Member Modification
- Applications) Incomplete
- Applications) Failed

Member Search

Populate the below search fields to locate an enrollment for a specific member in a given enrollment status category and select the Find Enrollments button.

Enrollment Status: All

Member First Name: _____

Member Last Name: _____

Member Social Security Number: _____

Member ID: _____

FIND ENROLLMENTS

GO YOUSM



Enrollment made easy – really!

Managing a benefits plan is a yearlong commitment, but your enrollment period can bring its own unique challenges. **CignaClientResources.com** is there to help. We can reduce the number of hours you spend entering enrollment elections into multiple online tools – we even offer a single sign-on for looking up current employee elections. Use our plan support tools to:

- Hold open enrollment for your employees and their dependents.
- Enroll new hires throughout the year, and update enrollment information for current employees and dependents due to life-event changes.
- Manage enrollment elections for all the Cigna products you offer, including medical, dental, vision, term life, accident and disability.

Visit **CignaClientResources.com** today.

Let us take the hassle out of your benefit plan administration so you can focus on what matters most – managing and growing your company.

* Cigna offers group insurance coverage to employers with 51-250 employees, as well as administrative services for self-funded plans. In most states, Cigna administers self-funded plans for employers with as few as 25 employees. In New Hampshire, New York, North Carolina, Oregon and Utah, Cigna offers self-funded plans only for employers with more than 50 employees.

**For more information, contact your
Cigna sales representative.**



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