1. To find a policy for an individual or a group, click “Policies”
2. If you’re searching for a specific person, type their information in, here. Otherwise, press Search to populate all of your members’ policies.

3. Select the Small Group Policy you want to view by clicking “View/Edit”

4. The Small Group dashboard will appear. To make changes to specific employees within the group, click on employee roster, then “view roster”
5. Click on the employee’s name that you wish to edit.

6. The employee’s profile will then be available for editing when you click “edit profile.”

From here, you can change all demographic information including address and coverage status. You can also add or remove dependents from this screen.

When you are finished, click “submit”