GBS*ACCESS*™ WEBSITE FEATURES

https://secure.g-b-s.com/gbsaccess/clientaccess.asp

ACCOUNT INFORMATION

The Account Information screen provides you with demographic information, contact names and phone numbers as well as account status information such as number of employees enrolled and whether GBS is administering your COBRA/State Extension benefits.

ONLINE ENROLLMENT
(AVAILABLE UPON REQUEST)

Allows you and/or your employees to update enrollment for new hires and process subscriber or dependent additions, changes or terminations for all carriers and plans administered by GBS. You can also view all online enrollment activity in the Transaction History screen to verify completion of the enrollment request.

ENROLLMENT SUMMARY & CUSTOM CENSUS

The Enrollment Summary screen provides you with a listing of your employees (active, terminated and COBRA/State Extendee) that are/were enrolled in your benefit program. You can also produce a custom census report or Excel spreadsheet from the Custom Census tool.

COBRA/STATE EXTENSION SERVICES (OPTIONAL)

If GBS provides COBRA/State Extension administrative services to your firm (letters and notices, billing and collection, reconciliation and payment to carriers), you are able to view a report that reflects all letters as well as a report that reflects all current COBRA/State Extendees and their billing and payment history.

EMPLOYEE AND DEPENDENT COVERAGE

From the Enrollment Summary screen, click on an employee name and you can view demographic information (home address, phone, last billed premium), coverage history and dependents. By clicking on a dependent, you can view the dependent's coverage history.
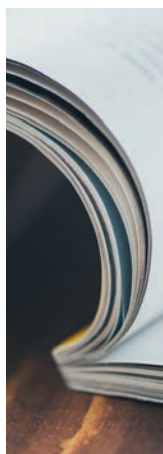
DOCUMENT LIBRARY/ HELP REQUEST

Provides you access to Carrier Benefit Summaries, links to Carrier Provider Directories as well as Carrier and GBS forms. You also have access to important industry and legislative updates that impact your employee benefit program. You can also request assistance from your dedicated GBS Account Administrator.

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ISSUE TRACKING

You will have access to view outstanding issues applicable to your account. You may respond to an issue or contact your Account Administrator by accessing the link next to a specific issue. Issues may also be exported to an Excel spreadsheet for review.

ELECTION FORM POPULATION

Allows you to produce a completed GBS Employee Election form for a single employee or for all enrolled employees. You can populate demographic information only or include current plan information. These forms come in handy during an open enrollment period to assist your employees with their enrollment and reduces time consuming follow-up for completed forms!
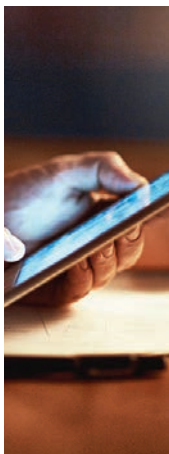
INVOICES & PAY ONLINE

Provides you with a list of up to 18 months of premium invoices and you may view a PDF copy of each month or export to Excel for analysis. You may choose to receive a paper invoice or e-bill and pay your premium via check or electronic ACH Auto Debit or Single Payment methods. Your most recent ACH payments will be stored. NOTE: Credit card payments are not accepted.

TEMPORARY ID INFORMATION

This feature allows you to print temporary ID information sheets for one or all of your employees. This is an excellent tool when you add an employee to your plan or you change plans at open enrollment and have not yet received your new ID cards from the carrier. The temporary ID information offers a provider or pharmacy the necessary information to provide treatment or fill your prescription.

PLANS AND RATES

Provides a listing of all plans administered by GBS and includes the carrier group number, rates for each coverage type (i.e. single, family, etc.) and plan eligibility.

FINANCIAL TRANSACTION HISTORY

Displays all financial transactions for the last three invoice cycles. This includes all enrollment activity (i.e. adds, terms or changes) as well as invoices and premium payments.

A DETAILED MANUAL OF OUR GBS**ACCESS**™ TECHNOLOGY IS AVAILABLE UPON REQUEST!

Call 1.800.638.6085 to speak to your Account Administrator!

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