



How to Access Online Health Plan Services Group Administrators, Ltd.

LOCATE A PROVIDER

Step-1: go to www.groupadministrators.com

Step-2: click on the "Networks" icon on the upper right-hand corner to check if a provider is participating in the network. Scroll down to find your network then click on the network icon to be linked to their website.

LOG-IN INSTRUCTIONS

Step-1: go to www.groupadministrators.com

Step-2: click on "LOG IN" in the upper right-hand corner, and then select "EMPLOYEE" in the middle of the page.

Step-3: enter your Insured ID number from your [health plan ID card](#)

Step-4: enter your Password (**IMPORTANT - for initial log-in enter the last 4 digits of your ID number**)

Step-5: read the Privacy Statement and click on "I Accept" to continue

ELIGIBILITY INFORMATION

- after logging in select the person you want to inquire about
- coverage information is available along with an optional summary of your health benefits

CLAIM INFORMATION

- click on the "Claim Information" icon on the left navigation bar to display the claims for the selected person
- select the claim number you want to view and click on it to display greater detail. You can also print an Explanation of Benefits (EOB)

MEMBER SERVICES (*Found on the Navigation Bar to the Left after Logging in*)

- click on the "Password Maintenance" icon to change your password
- click on the "Request ID cards" icon to request a new ID card
- click on the "Email Profile/Notifications" icon to receive email notifications regarding account issues or to be notified when Explanation of Benefits (EOB) are available. Enter your email address and select what notices you wish to receive.

IMPORTANT: You will receive an email asking to verify your email address. You must click on the link or copy the link to your browser to complete the registration process.

FOR ASSISTANCE - Call Group Administrators at 1-800-323-1683

The screenshot shows the Group Administrators, Ltd. website interface. At the top, there is a navigation bar with links for Employee, Human Resources, Provider, and Reports. Below this, the 'Member Login' section is visible, featuring input fields for Insured ID and Password, and a 'Log In' button. To the left of the login form is a vertical navigation bar with various links. One link, 'Email Profile/Notifications', is circled in red. An arrow points from this link to a box labeled 'Left Navigation Bar' at the bottom of the page.

Below the login section, the 'Select Family Member' page is shown. It displays a table with columns for Insured ID Name, Insured Address, and Group ID Name. The table contains the following data:

Insured ID Name	Insured Address	Group ID Name
123456789	915 NATIONAL PARKWAY DEMO	SAMPLE EMPLOYEE
	SCHAUMBURG, IL 60173	YOUR COMPANY NAME

Below the table, there is a section for selecting a dependent to review, with a table showing the following data:

Action	Name	DOB	Relationship
Select	SAMPLE EMPLOYEE	01/01/1950	INSURED
Select	SAMPLE DEPENDENT	03/24/1951	Spouse
Select	CHILD EMPLOYEE	05/27/1990	Child