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