

eEnrollment Training Information

Register for a Live Training

<u>Register here</u> for a one-hour, live online training. (www.lablue.com/landing/esolutions-training)

This training covers how to use eEnrollment for benefit enrollment and maintenance, including initial enrollment, terminating employment, cancelling benefits and making changes due to life events.

Pending items on the employee's record will be displayed on the To-do list . These items may require your attention to maintain enrollment information.	♥ Ge	Additional tools
To-do list	Announcements	
Current Benefits	Please click this link to view the 2014 Release Extrancements	
1 Employee Needs to be Approved		
Benefits not started	_	
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Resources Tab

Log into eEnrollment to get to the Resources tab.

Here you will find short videos that walk you through specific actions to manage your employees' benefits.

The full **Benefits Administrator Role User Guide** is also available.

Resources			
Training Featured Videos			
 Benefits Administrator Role Training Videos Benefits Administrator Role User Guide 2019 eBilling User Guide 2015 Benefits Administrator Quick Tips 2019 			

*Online trainings hosted by Benefitfocus, an independent company providing electronic enrollment services to Blue Cross and Blue Shield of Louisiana and HMO Louisiana, Inc.

Quick Tip Sheet

Download and print a Quick Tip sheet that will help you with basic tasks in eEnrollment.



eEnrollment

Recorded Training Video

<u>View a 19-minute training video</u> that will cover your home page, managing benefits for employees, creating and exporting reports, and customizing your eEnrollment experience.

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If you have questions or need more training, please contact your Blue Cross and Blue Shield of Louisiana Regional Office Representative

Need additional technical or navigation support? Call 1-855-236-2885.