



COVERED CALIFORNIA
SMALL BUSINESS

MyCCSB.com feature update guide

Subscriber ID Display on Employee Dashboard Feature

OVERVIEW

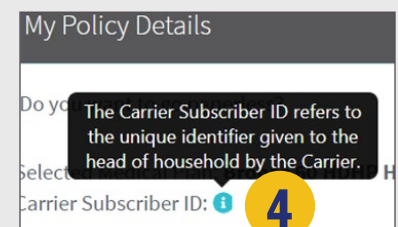
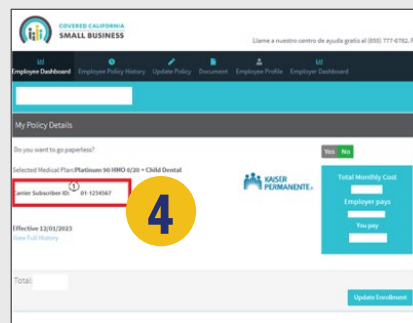
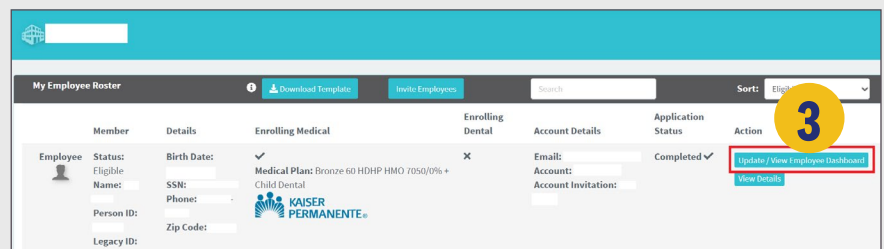
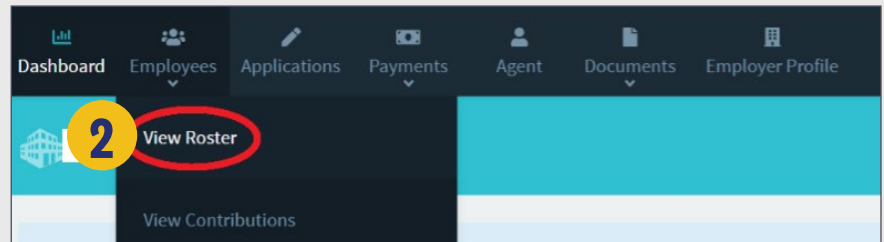
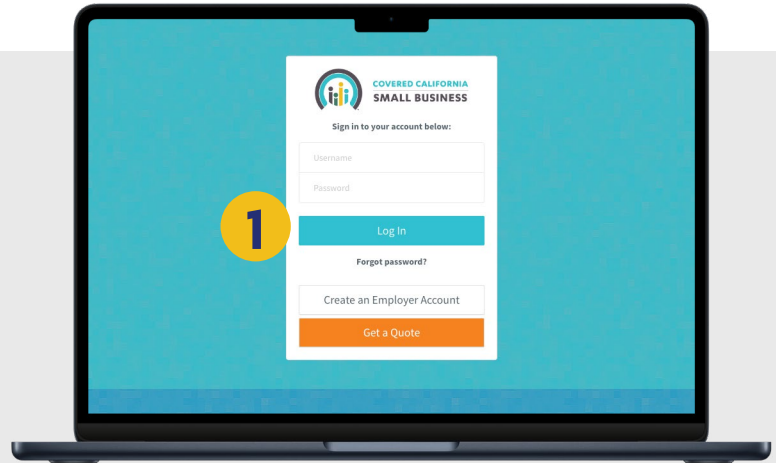
On the Employee Dashboard, the system now displays the unique carrier Subscriber ID number. Only the Subscriber ID for the employee is displayed, not each individual carrier member ID.

ROLES

This feature is available to Agents, General Agents, Employers, and Employees.

FUNCTIONALITY

- 1 Log into the **MyCCSB.com** portal.
- 2 Under the Employees tab, select **View Roster**
- 3 Select **“Update/View Employee Dashboard”** for the selected employee.
- 4 Subscriber ID is now listed under **My Policy Details**.





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Employer Census Export Feature

OVERVIEW

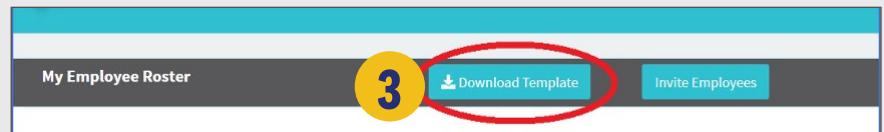
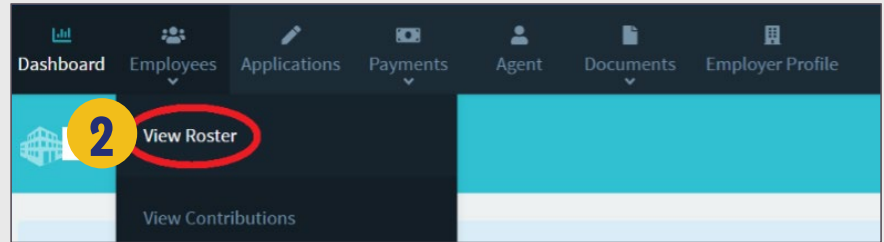
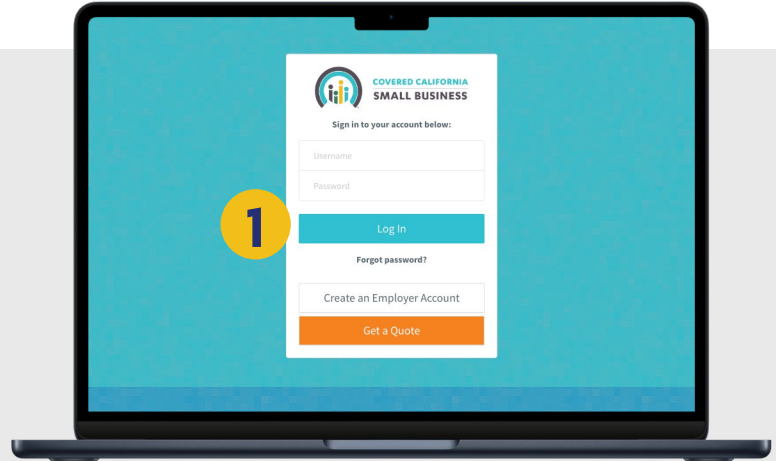
The employer has the ability to export the Employee Census that contains the carrier details.

ROLES

This feature is available to Agents, General Agents, and Employers.

FUNCTIONALITY

- 1 Log into the **MyCCSB.com** portal.
- 2 Under the Employees tab, select **View Roster**
- 3 Click on **Download Template**.
- 4 The downloaded Employee Roster now includes **“Current Medical Carrier”** and **“Current Dental Carrier.”**



	Name	Person ID	Legacy ID if available	Is this member on COBRA?	Current Medical Carrier	Current Medical Plan	Current Dental Carrier	Current Dental Plan
1								
2								
3								
4								
5								
6								
7								