

New! Employer Portal Access Now Streamlined for Brokers

YOU NOW HAVE DIRECT ACCESS TO EMPLOYER PORTALS FOR A FASTER BUSINESS PROCESS

Brokers now have easy access to Employer portals! This update ensures that you can make changes on behalf of your employer groups quickly and easily. Once the Employer has registered, you will have direct account access and control – making employer account maintenance a breeze.



How it works

New employer groups can now grant you access through the updated 2025 Application for Group Service Agreement (GSA). Once the employer registers online, Health Net will provide you with the ability to make changes on the employer group's behalf. A new section has been added to the GSA to highlight this feature as follows:

Authorization for Agent Access to Group Information

On behalf of the group applicant, I hereby authorize our designated agent, producer, broker, agency, brokerage, general agency, and their respective employees (Agent) currently on file with Health Net to automatically be granted access to our health plan information, including protected health information, through Health Net's Employer & Broker Access system (Portal) or any other access points Health Net may offer.

Our Agent is authorized to make changes to our information including but not limited to:

- Detail about members
- Plan selections and bills/invoices
- Adding/deleting plans and members
- Changing member demographic information

If our Agent on file changes, these authorizations will apply with respect to our successor Agent.

Only select this box if you, as the employer, **DO NOT** want Health Net to automatically authorize the Agent of Record to access and change the group's information on behalf of the group through the Health Net Employer & Broker Access System (Portal).

Please note the opt-out section at the bottom. **Employers have the choice to opt out of this process.** If they do not opt out, Health Net will grant you access to your Employer Group's portal.

Important: Even if the employer authorizes your access, **they will still need to register** for the portal for Broker access to be granted.

(continued)

What you can do in the portal

Once access is granted, available actions include:

- **Membership**
 - Enroll and delete members on the group's behalf
 - Perform enrollment tasks
 - Run enrollment reports, request rosters and more
- **Billing**
 - View full invoices
 - Research payment history
 - Find balance details

Existing cases

For your current Health Net cases, Health Net's Employer portal still allows groups to manage broker access to billing and enrollment tools through the **Manage Accounts & Reports tab**:

- 1 Select *Manage Broker Access* on the right side of the page
- 2 Click *Manage access & preferences* under the broker's name

Access privileges

This section is where the Group designates what access you have for billing functions.

- Only the Group Administrator can grant this access
- Changes are delivered in real time

Enrollment privileges

This section allows you to add or remove members on the employer's behalf.

More details

For step-by-step account access instructions, download the [Let Your Broker Help You Manage Your Account flyer](#).

