



STEP-BY-STEP GUIDE

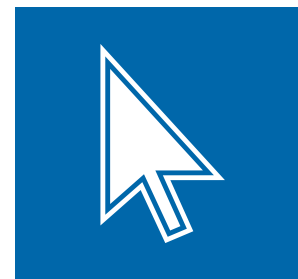
Blue e-Bill

- Log in to Blue e-Bill at <https://scplan-group.secureebilling.com>.
- Access your current invoice on the home page by using the Print Now selection. A PDF bill will be available for viewing, printing and/or saving.
- Access your home page to view the Pay Now feature and make a payment by bank draft or credit card. The Pay Now feature allows you to set up recurring payments or print the payment stub to send a payment through the mail.
- We will send electronic reminder notifications to ensure your payment is made in a timely manner and there are no interruptions of coverage.
- If you have logged in before and want to reset your password, you can use the Forgot Password link and answer the security questions. You also can contact Customer Service by emailing group.membership@bcbssc.com or calling 800-868-2500, ext. 41010.
- A group user can add other users to the Blue e-Bill account by using the Manage User Account link on the home page. This step will allow you to designate certain restrictions for each user.
- Once logged into Blue e-Bill, use the Ask A Question feature on the home page for additional questions or information about your billing invoice.



BluesEnroll

- Log in to BluesEnroll at www.bluesenroll.com.
- The group's home page appears with a task bar on the left showing four other tabs:
 - Employees
 - Data & Reporting
 - Content Manager
 - Resources
- The home page shows any Pending Tasks and the number of members enrolled in the current benefit period in the form of a grid.
- The Employees page allows you to search for a member by typing in the member's name or Social Security number to assist with processing member changes.
- The Data & Reporting page allows you to run specific reports, such as Employee Census, Employee Participation, Benefit Detail and more. You can use these reports to keep track of which employees are enrolled or terminated.
- On the Content Manager page, you can customize your group's account when logging in to BluesEnroll.
- The Resources page provides you with Training videos on BluesEnroll. Also under the Training tab is a User Guide showing how to navigate through adding, terminating and changing employees.



South Carolina