Subject: Delegate Group Billing and Enrollment Administrative Functions to Your Broker

Dear “enter name of the administrator or the Group”,

Did you know you could delegate group billing and enrollment administrative functions to your broker? With Health Net, you can grant your appointed broker access to your Group’s membership, billing and reports. Granting your appointed broker access would enable them to view and update enrollment and billing data as well as generate reports on behalf of your group.

To take advantage of this tool, you must ﬁrst register for a Group Portal account on HealthNet.com. Once you sign up, you can then grant your broker access.

To set the Broker up with access, you need to follow these simple steps.



At this point, you are done. You may advise your broker that they have been granted access to your account. Please note that **there are no notifications sent to brokers** **that they have been granted access**.

If you do not remember your login information, you can contact Employer Portal support team. An agent will assist with accessing your account.

Employer Portal Support can be reached at 1-800-547-2967, Option 5. Support is available Monday through Friday, 8 a.m. to 5 p.m. Paciﬁc time.