

Quick Start Guide

HMAA Online Group Administration

HMAA is pleased to make available to our groups a service that enables you to administer your company's Health Plan online. Features include:

- Enrolling Members (available to select groups)
- Terminating Member Coverage
- Viewing or Modifying Member Information
- Transferring an Employee to a New Division
- Printing Temporary ID Cards
- Requesting Replacement ID Cards
- Viewing Premium Bills
- Viewing Schedule of Benefits

Getting Started

To access HMAA's Online Group Administration (OGA), you will need your user ID and login password. If you do not have a user ID and login password, please request one through our Billing & Member Services Department (see Contact Information).

HMAA Online Group Administration is a secure Website. Your login ID and password must be protected and used only by the individual to whom it was assigned. It is your responsibility to maintain and protect your login ID and password, and to contact HMAA's Billing & Member Services Department if you forget or lose your password.

Logging In

The website address for Online Group Administration is <https://oga.hmaa.com/>. Or access the site from our homepage, www.hmaa.com; from the 'Online Login' section, select **Group Administration**. You will be directed to the **Online Group Administration Login Page** (Figure 1.1).

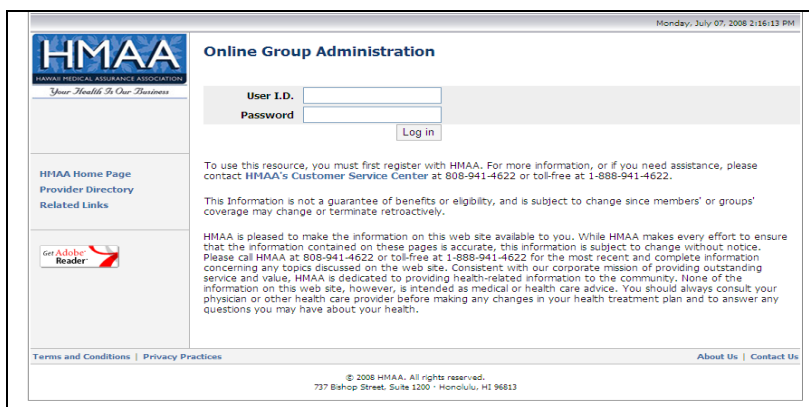


FIGURE 1.1: HMAA Online Group Administration Login Page.

Enter your User ID and password, then read and accept the Website Terms and Conditions.

All online requests submitted before 3 pm will be reflected in your group's records within two (2) business days.

Add/Re-Enroll Employee (available to select groups)

This option enables you to enroll Employees and their dependents (Figure 1.2) or add a Dependent to an already covered Employee (Figures 1.3 and 1.4).

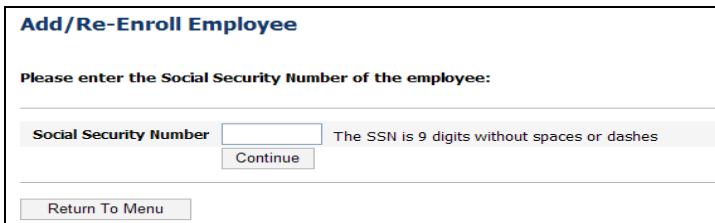


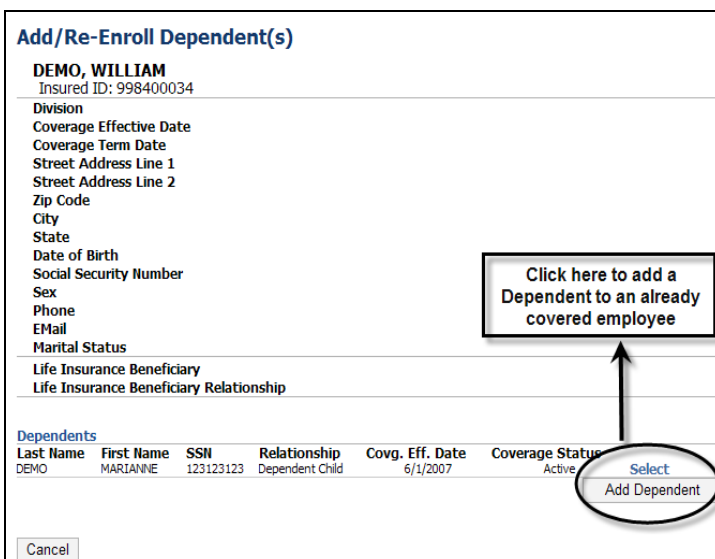
FIGURE 1.2: Add/Re-Enroll Employee

When entering information on the online form, all fields designated with an asterisk (*) are required.

To add coverage for an Employee's dependent, enter the Employee's Member ID or Social Security Number and indicate the ID type in the drop-down box (Figure 1.3).



FIGURE 1.3: Add/Re-Enroll Dependent.



Last Name	First Name	SSN	Relationship	Covg. Eff. Date	Coverage Status
DEMO	MARIANNE	123123123	Dependent Child	6/1/2007	Active

FIGURE 1.4: Add/Re-Enroll Dependent.

Terminate Member Coverage

You can also terminate an employee's or dependent's coverage. Enter the member's ID or Social Security Number (Figure 1.5), then enter the termination information (Figure 1.6).

The screenshot shows a web form titled "Terminate Employee Coverage". It features a text input field for "Insured ID", a dropdown menu for "ID Type" with "Member ID" selected, and a "Continue" button. At the bottom, there is a "Return To Menu" button.

FIGURE 1.5: Terminate Employee Coverage

The screenshot shows a web form titled "Enter Termination Date and Reason". It displays the name "JANE DOE" and "Insured ID". The "Effective Date of Coverage" is set to "4/1/2007". There is a text input field for "Coverage End Date" with a calendar icon. Below it is a dropdown menu for "Reason" with the text "-- choose a reason --". A table of dependents is shown below, with columns for Last Name, First Name, SSN, Relationship, Covg. Eff. Date, and Covg. Term Date. The table lists three dependents: JOHN (Spouse), CHILD2 (Dependent Child), and CHILD1 (Dependent Child). There are "Continue" and "Cancel" buttons at the bottom.

Last Name	First Name	SSN	Relationship	Covg. Eff. Date	Covg. Term Date
DOE	JOHN		Spouse	4/1/2007	Active
DOE	CHILD2		Dependent Child	4/1/2007	Active
DOE	CHILD1		Dependent Child	4/1/2007	1/31/2007

FIGURE 1.6: Termination Date and Reason

View/Modify Member Information

You can view or modify information for any employee or dependent. Enter the member's Member ID or Social Security Number (Figure 1.7), then view or make any modifications to the information (Figure 1.8).

The screenshot shows a web form titled "View/Modify Employee Information". It features a text input field for "Insured ID", a dropdown menu for "ID Type" with "Member ID" selected, and a "Continue" button. At the bottom, there is a "Return To Menu" button.

FIGURE 1.7: View/Modify Employee Information

View/Modify Employee or Dependent Information

DOE SR, JOHN A
Insured ID: 998400128

Division	1
Coverage Effective Date	5/1/2008
Coverage Term Date	Active
Street Address Line 1	123 TEST STREET
Street Address Line 2	
Zip Code	96818
City	HONOLULU
State	HI
Date of Birth	4/17/1970
Social Security Number	998877555
Sex	M
Phone	
EMail	
Marital Status	Married
Life Insurance Beneficiary	JANE DOE
Life Insurance Beneficiary Relationship	WIFE

Dependents

Last Name	First Name	SSN	Relationship	Covg. Eff. Date	Covg. Term Date	
DOE	JANE		Spouse	5/1/2008	Active	Select

CAUTION: You are about to modify the coverage of an employee and/or their dependents. To continue click "Submit Request".

FIGURE 1.8: View/Modify Employee or Dependent Information

Print Temporary ID Card

You can print a temporary ID card for a member at your convenience by selecting this option from the Main Menu.

Request Replacement ID Card

You can also request a replacement ID card for a member by selecting this option from the Main Menu. Replacement ID cards will be mailed within 2 business days from the date of your request.

View Premium Bill

A copy of your Monthly Premium Bill can be viewed by selecting the desired month (Figure 1.9). Bills for the past 12 months are available.

Select the premium bill you'd like to view:

2328-1, March 2006	<input type="button" value="View"/>
-- choose a premium bill --	
2328-1, March 2006	
2328-1, March 2007	
2328-1, April 2007	
2328-1, May 2006	
2328-2, December 2006	

FIGURE 1.9: View Premium Bill

View Schedule of Benefits

A copy of your group's Schedule of Benefits which summarizes your benefits, co-pays and co-insurances, can be accessed by selecting the desired line of coverage and division in the drop-down box (Figure 1.10).

Select the schedule of benefits you'd like to view:

HWDEMO-1: MED

Figure 1.10 View Schedule of Benefits

View Request History

You may access a list of all your submitted online requests by selecting the desired date range (Figure 1.11).

View Request History

Find Requests:

Insured ID

Insured SSN

Request Date Range

Requests:

Figure 1.11 View Request History

Manage Another Group

If you administer multiple groups or divisions, you can access them by selecting the desired group in the drop-down box (Figure 1.11).



Manage Another Group

Please select your working group:

Group: DEMO GROUP

Continue

Cancel

FIGURE 1.11: Manage Another Group

Contact Information

HMAA Online Group Administration:

<https://oga.hmaa.com/>

or from our homepage under 'Online Login':

www.hmaa.com

Billing & Member Services Department:

On Oahu: (808) 591-0088, ext. 309

Toll-Free: (800) 621-6998, ext. 309

E-Mail: OGAHelpdesk@hmaa.com