

Online Group Administration

Online Group Administration is an efficient way to manage the administration of your health plan. It gives you the flexibility and convenience of accessing your account information 24 hours a day, 7 days a week!

This innovative online service enables you to perform administrative transactions safely and with confidence, with all transactions encrypted to safeguard your information. You can also allow secondary users to perform the same functions, or limited functions, as the primary user. Certain requirements apply.

Online Group Administration enables you to:

- **Add or re-enroll members (available to select groups)**
(Allow up to 2 business days for the changes to be reflected online)
- **Terminate member coverage**
(Allow up to 2 business days for the changes to be reflected online)
- **Transfer an employee to a different division**
(Allow up to 2 business days for the changes to be reflected online)
 - Maintain all of your divisions and locations in one online account
- **View or modify member information**
(Allow up to 2 business days for the changes to be reflected online)
 - Update mailing addresses, names and other information
 - View member information for accuracy
- **View your group's:**
 - Schedule of Benefits
 - Employee coverage census
 - Premium bills (current and prior periods)
 - Request history – prior online submissions
- **Manage another group**
 - Applies to groups with multiple policy numbers
- **Print temporary member ID cards**
- **Request replacement member ID cards**
(Will be mailed to the member within 2 business days)

Minimum system requirements: Computer with 56.6 KBPS, DSL or Cable Modem connection, Internet Access, 128 MB RAM, Pentium III 500 MHz, Windows 2000/XP Operating System, Internet Explorer 6.0 or Netscape 4.7, Adobe Acrobat Reader version 6.0

For further information, please inquire with your agent, or contact our Customer Service Center at **(808) 941-4622**, toll-free at **(888) 941-4622** or via e-mail at CustomerService@hmaa.com.