

Online Group Administration

This online service is an efficient way to administer your health plan, giving you the flexibility and convenience of accessing your account information 24 hours a day, 7 days a week.

Online Group Administration at <https://oga.hmaa.com> 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 all or limited functions. Certain requirements apply.

Highlights Include

- Enroll or re-enroll members** (available to select groups)
- Terminate member coverage**
- Transfer an employee to a different division**
 - Maintain all of your divisions and locations in one online account
- View or modify member information**
 - Update mailing addresses, name, and other information
 - View member information for accuracy
- View your group's:**
 - Employee coverage census
 - Premium bills for current and prior periods (not applicable for Excel bills)
 - View history of prior online submissions
- Manage another group**
 - Applies to groups with multiple policy numbers
- Print temporary member ID cards**
- Request replacement ID cards**



Allow up to 2 business days for enrollments, changes, transfers, and coverage terminations to be reflected online.

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 Account Management Team at **(808) 791-7654**, toll-free at **(800) 621-6998 ext. 301**, or AccountManager@hmaa.com.