



**BlueCross BlueShield  
of Texas**

# ACA Small Group Enrollment Tool Job Aid



For General Agents and Producers  
**Effective August 2016**

## Document Purpose

This job aid will provide a quick overview of the eSales ACA Small Group Enrollment tool process. These enhancements are effective August 26, 2016.

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## Other Reference Materials

Below is a listing of other relevant reference materials:

- eSales ACA Small Group Enrollment User Guide

## Resources/Contacts

- For technical issues with the eSales enrollment tool, please contact our ITG Service Center at **888-706-0583**.
- For questions or concerns regarding the eSales Enrollment tool, send inquiries to:  
[ACASmallGroupEnrollmentSupport@bcbsil.com](mailto:ACASmallGroupEnrollmentSupport@bcbsil.com)

## ACA Small Group Enrollment Process Overview

The eSales ACA Small Group Enrollment online tool enables Producers and General Agents to enroll small groups online in a user-friendly, efficient step-by-step process. You can enter the required information and upload the necessary documents to release your group for enrollment, initiating underwriter review.

Within this tool, you can enter account and additional group information; select medical, dental and life plans; enter the member census; view rates; review the account summary, print and verify all information with your client; upload all required documentation to release the case for enrollment review; view reports; and track the status of the enrollment.

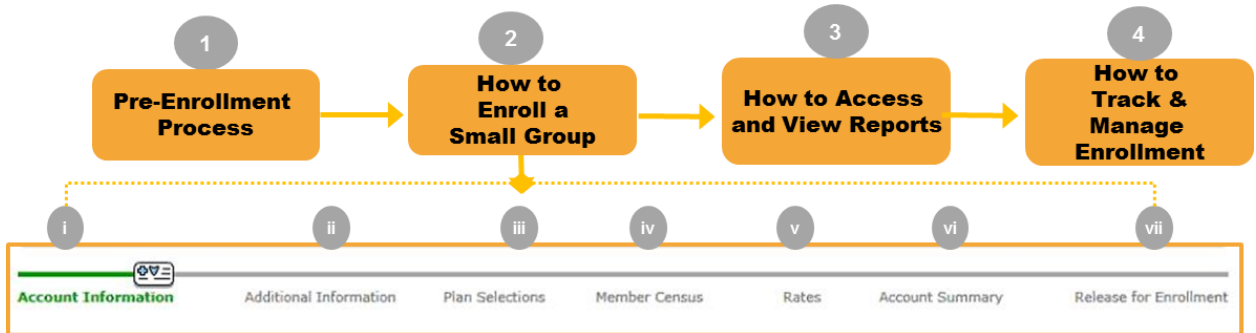
This online tool has been adopted to streamline and automate the enrollment process. It provides faster turnaround time for an enrollment from request to review and final decision. You can track the status of the request online and accordingly inform your clients.



***Important:*** We encourage Producers and General Agents to use the ACA Small Group Enrollment tool. Enrolling groups through this tool and submitting clean cases eliminates some internal processing steps thus improving the turnaround time from quote to approval.

# ACA Small Group Enrollment Process

In this job aid we will discuss the enhancements that have made to the enrollment process.



## Steps to Enroll a Small Group:

1. Pre-Enrollment Process
2. How to Enroll a Small Group
  - i. Account Information
  - ii. Additional Information
  - iii. Plan Selections
  - iv. Member Census
  - v. Rates
  - vi. Account Summary
  - vii. Release for Enrollment
3. How to Access and View Reports
4. How to Track and Manage Enrollment
  - i. Enrollment Status
  - ii. More Information Required
  - iii. Underwriting Approval Received
  - iv. My Enrollments

## Steps to Enroll a Small Group Online

The steps mentioned below outline how you can quickly enroll your small group using the eSales Enrollment tool.

- 1 Logon to the eSales ACA Small Group Enrollment tool.
- 2 Click the ACA Small Group Enrollment link.
- 3 Find a quote and click **Start Enrollment** or **Start Enrollment** without a quote.
- 4 Enter the account information for your group.
- 5 Enter the additional information for your group.
- 6 Select the Health, Dental, and Life plans.
- 7 Enter the group's member census via manual entry or file import.
- 8 View rates for your group.
- 9 View the Account Summary and make any changes necessary before releasing for enrollment.
- 10 Release the group for enrollment, initiating Underwriting review.



**Best Practice:** Review the Account Summary Report with your client and obtain their approval to ensure that all plans, rates and census information are accurate **BEFORE** the case is released.