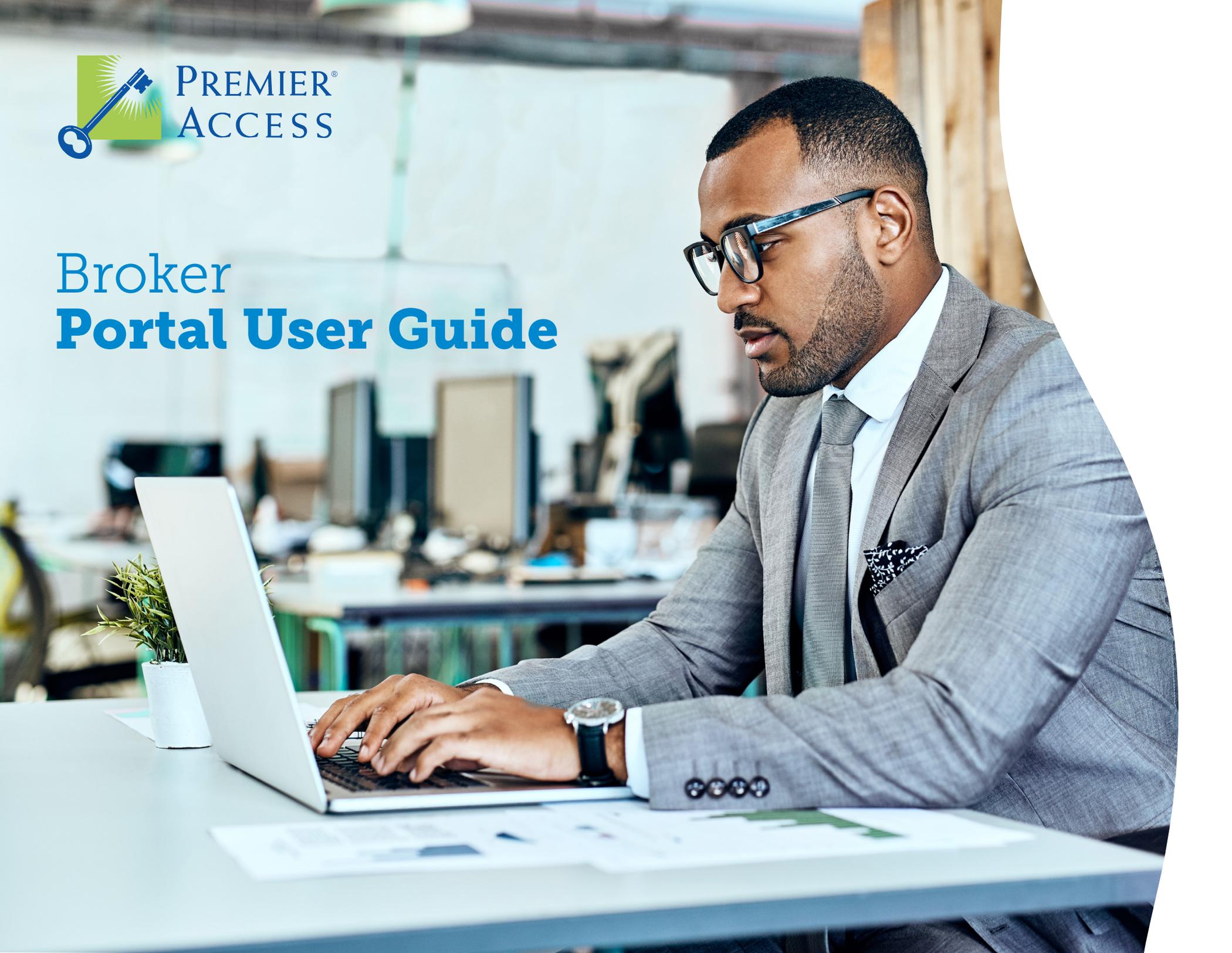




Broker **Portal User Guide**



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Introduction

Welcome to Premier Access and this guide, which explains how to use the broker portal at www.premierlife.com. While the website was designed to be intuitive, having this guide by your side will make it even easier to manage your dental groups. Screen shots will show you the way everything appears online to eliminate any doubt. Let's get started!

Welcome Page

As a broker, you'll be able to access login and useful links through the welcome page.

The screenshot shows the top navigation bar of the Premier Access Access Dental website. On the left, there are logos for Premier Access and Access Dental. On the right, there are links for Registration, Login, and Español. Below these are buttons for Need Help?, Email, and Find a Dentist. A main navigation menu contains links for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. The main content area features a large image of a dentist examining a child's teeth. To the right of the image is a 'Broker Login' section with a text description, input fields for Username and Password, and buttons for Login, Register Here, and links for Reset Password? and Forgot Username? Below the image is a series of five dots, with the first one filled, indicating the current slide in a carousel.

Registration Login Español

Need Help? Email Find a Dentist

MEMBERS EMPLOYERS PROVIDERS BROKERS PROSPECTIVE MEMBERS ABOUT US CONTACT US

Flexible & Affordable Products

Your Essential Benefits Since 1989.

Broker Login

View your commission statements...audit your groups statements and much more. The information you need, when you need it.

Username Password

Reset Password? Forgot Username? Login

Need to Register? Register Here

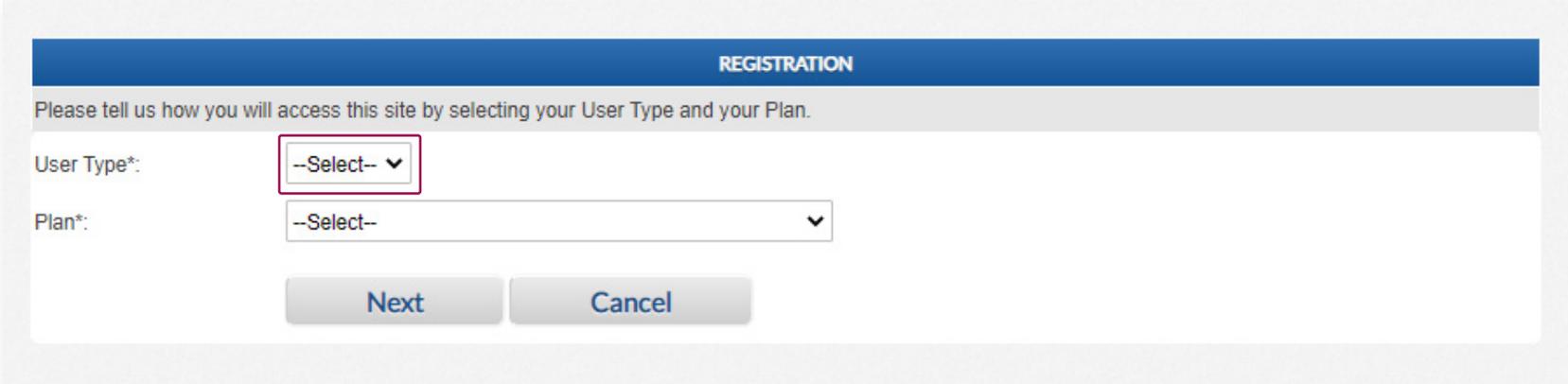
Registration

1. If you are registering as an agency administrator, click **Register Here** on the Broker Login page. If you are registering as an individual broker, please contact your agency for a login request.

The screenshot displays the Premier Access website interface. At the top left, the logos for Premier Access and Access Dental are visible. On the top right, there are links for 'Registration' (highlighted with a red box), 'Login', and 'Español'. Below these are links for 'Need Help?', 'Email', and 'Find a Dentist'. A navigation bar contains links for 'MEMBERS', 'EMPLOYERS', 'PROVIDERS', 'BROKERS', 'PROSPECTIVE MEMBERS', 'ABOUT US', and 'CONTACT US'. The main content area features a banner image of a dentist examining a child's teeth. To the right of the image, the text reads 'Flexible & Affordable Products' and 'Your Essential Benefits Since 1989.' Below this is a 'Broker Login' section with input fields for 'Username' and 'Password', and a 'Login' button. There are also links for 'Reset Password?' and 'Forgot Username?'. At the bottom of the login section, there is a 'Need to Register?' link and a 'Register Here' button (highlighted with a red box). A series of five dots at the bottom indicates the current slide in a carousel.

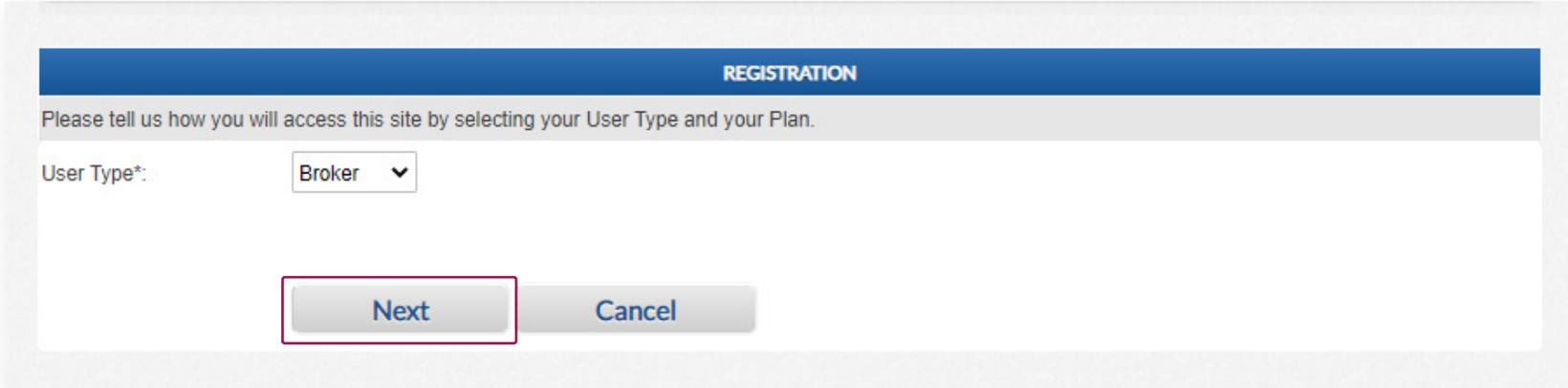
Registration

2. Select your user type as **Broker**. The **Plan** field will disappear once you select **Broker** in the User Type drop-down.



The screenshot shows a registration form titled "REGISTRATION". Below the title is a grey bar with the text "Please tell us how you will access this site by selecting your User Type and your Plan." The form contains two dropdown menus: "User Type*" with "--Select--" and "Plan*" with "--Select-". Below the dropdowns are two buttons: "Next" and "Cancel". A red box highlights the "User Type*" dropdown.

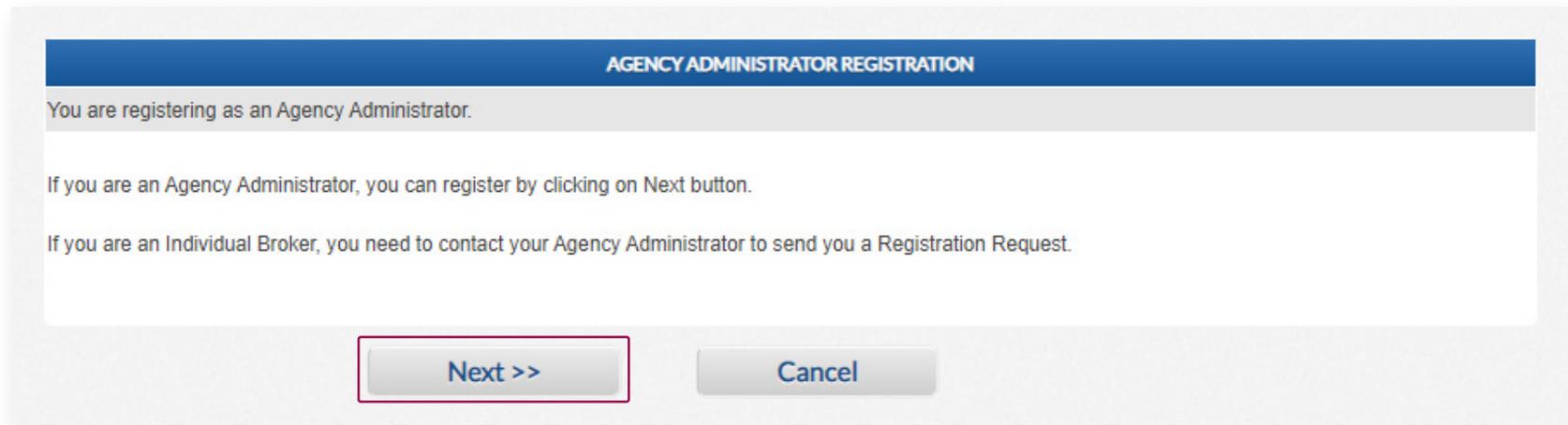
3. Click **Next**.



The screenshot shows the same registration form. The "User Type*" dropdown now displays "Broker". The "Plan*" dropdown is no longer visible. The "Next" button is highlighted with a red box.

Registration

4. If you are requesting access as the administrator for an agency, you may register by clicking **Next**. Individual brokers must contact your agency administrator for a registration request.



Registration

5. Complete the required fields with your tax ID number, agency license and registration numbers, and your ZIP code. Click **Next** to continue.

AGENCY'S REGISTRATION : IDENTIFICATION INFORMATION

Please enter the following information:

AGENCY INFORMATION

Tax ID*:

Agency License Number*:

Agency Registration Number*: [What is it?](#)

Physical Zip Code*:

* Required Fields

Next >> **Cancel**

6. You should get a message that your registration was a success.

Navigation

At the top navigation bar, you can request a quote, view your commissions, check group and member information, access forms, or manage your broker account.

From the tile panel, you can view your account, find a dentist, see your commission statement, view your groups, check member eligibility, and review member benefits.

The screenshot displays the Premier Access Broker Portal interface. At the top, the navigation bar includes the Premier Access and Access Dental logos on the left, and a user greeting "Welcome, Your Name" with a "Logout" link and a language selector for "Español" on the right. Below the logos, a "Need Help?" button with an "Email" icon and a "Find a Dentist" button are visible. The main navigation bar features tabs for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary navigation bar contains links for QUOTE REQUEST, COMMISSIONS, GROUP INFO, MEMBER INFO, FORMS, and BROKER ADMINISTRATION. The main content area features a large banner with a photo of two dentists and the text "Introducing An Enhanced Provider Search" with a "Learn More" button. To the right of the banner is a "Welcome Your Name" panel containing a list of user account options: My Account, Find a Dentist, Commission Statement, My Groups, Member Eligibility, and Member Benefits.

My Account

To view your own profile, click the **My Account** tile on the dashboard or click **Welcome [Your Name]** at the top right corner.

PREMIER ACCESS ACCESS DENTAL

Welcome, Your Name Logout Español

Need Help? Email Find a Dentist

MEMBERS EMPLOYERS PROVIDERS BROKERS PROSPECTIVE MEMBERS ABOUT US CONTACT US

QUOTE REQUEST COMMISSIONS GROUP INFO MEMBER INFO FORMS BROKER ADMINISTRATION

Introducing An Enhanced Provider Search

Learn More

Welcome Your Name

My Account

Find a Dentist

Commission Statement

My Groups

Member Eligibility

Member Benefits

My Account

You'll see your username, name, email address, and security question and will be able to change your password, your security question and answer, or your email address by clicking the blue links.

MY PROFILE

MY PROFILE

Please check your profile and use the links for any changes.

| | |
|--------------------|-----------------------------|
| Username: | Username |
| Name: | Your Name |
| Email Address: | Email Address |
| Security Question: | What is your city of birth? |

[Change Password](#) [Change Security Question & Answer](#) [Change Email Address](#)

Quote Request

Click on **Quote Request** from the top navigation bar for instructions on how to receive a quote.

The screenshot displays the Premier Access website interface. At the top left, the logos for Premier Access and Access Dental are visible. On the top right, there is a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below these are utility links: "Need Help?" with an "Email" icon, and a "Find a Dentist" button. A main navigation bar contains links for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary navigation bar includes "QUOTE REQUEST" (highlighted with a red box), COMMISSIONS, GROUP INFO, MEMBER INFO, FORMS, and BROKER ADMINISTRATION. The main content area features a banner with a photo of two dentists. The text on the banner reads "Introducing An Enhanced Provider Search" with a "Learn More" button. To the right of the banner is a dark grey sidebar with a "Welcome Your Name" header and a list of menu items: My Account, Find a Dentist, Commission Statement, My Groups, Member Eligibility, and Member Benefits. At the bottom of the banner, there are five small circular indicators, with the fourth one being filled.

Quote Request

On the **Quote Request** page, you'll find instructions for how to submit a quote request. From this page, you can also click on the latest news in the right panel.

The screenshot shows the Premier Access Broker Portal interface. At the top left, there are logos for Premier Access and Access Dental. On the top right, there is a user greeting 'Welcome, Your Name', a 'Logout' link, and a language selector for 'Español'. Below these are buttons for 'Need Help?', 'Email', and 'Find a Dentist'. A navigation bar contains links for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary navigation bar includes links for QUOTE REQUEST, COMMISSIONS, GROUP INFO, MEMBER INFO, FORMS, and BROKER ADMINISTRATION. The main content area features a 'Quote Request' section with introductory text, contact information, and a 'Latest News' sidebar with three items: 'UTAH Market Expands', 'Why a Vision Plan is Important', and 'Group Vision Coverage Now Available!'.

PREMIER ACCESS **ACCESS DENTAL**

Welcome, Your Name Logout Español

Need Help? Email **Find a Dentist**

MEMBERS EMPLOYERS PROVIDERS **BROKERS** PROSPECTIVE MEMBERS ABOUT US CONTACT US

[QUOTE REQUEST](#) [COMMISSIONS](#) [GROUP INFO](#) [MEMBER INFO](#) [FORMS](#) [BROKER ADMINISTRATION](#)

Quote Request

Premier Access can provide you with a highly competitive quote for the dental and vision plans your clients want. PPO and Indemnity dental plans that can be configured to your specifications; MAC plans with a variety of designs and managed care plans for your clients in California...all available at rates you will appreciate.

Complete the [Quote Request form](#) and fax to 866-379-3247 or email to sales@premierlife.com.

If you have any questions, contact your Premier Access Account Executive directly. If an AE has not been assigned to you or your firm, call our **Sales Department (888-326-3210)** for assistance.

We look forward to working with you. We are dedicated to helping you build customized benefits solutions, providing more value to your clients.

Latest News

- [UTAH Market Expands](#)
- [Why a Vision Plan is Important](#)
- [Group Vision Coverage Now Available!](#)

Find a Dentist

To find a dentist, click the **Find a Dentist** tile on the dashboard or click the **Find a Dentist** button in the top right corner.

The screenshot displays the top section of a web dashboard. On the left, there are logos for 'PREMIER ACCESS' and 'ACCESS DENTAL'. On the right, there is a user greeting 'Welcome, Your Name', a 'Logout' link, and a language selector for 'Español'. Below these are links for 'Need Help?' and 'Email', and a prominent green 'Find a Dentist' button. A dark blue navigation bar contains links for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary bar below it lists QUOTE REQUEST, COMMISSIONS, GROUP INFO, MEMBER INFO, FORMS, and BROKER ADMINISTRATION. The main content area features a banner with two dentists and the text 'Introducing An Enhanced Provider Search' with a 'Learn More' button. A dark grey sidebar on the right contains a 'Welcome Your Name' header and a list of menu items: My Account, Find a Dentist (highlighted with a red border), Commission Statement, My Groups, Member Eligibility, and Member Benefits. At the bottom of the banner, there are five small circular indicators, with the fourth one being filled.

Find a Dentist

Locate a provider by city, state, or ZIP. You can select providers by the type of plan, too, using the drop-down menu.

PREMIER ACCESS ACCESS DENTAL

Welcome, Your Name Logout Español

Need Help? Email **Find a Dentist**

MEMBERS EMPLOYERS PROVIDERS BROKERS PROSPECTIVE MEMBERS ABOUT US CONTACT US

QUICK SEARCH **ADVANCED SEARCH**

Enter City, State OR Zip **REQUIRED** Required

Please be sure to include a comma between the city name and the state abbreviation, i.e., 'Sacramento, CA'

SEARCH

Select Plan **REQUIRED** Required

- Select--
- Select--
- Commercial Plans--
 - Dental PPO (Preferred Provider Organization)
 - Dental HMO (Health Maintenance Organization)
- Union Member Plans--
 - Dental PPO (Preferred Provider Organization)
 - Dental HMO (Health Maintenance Organization)
- Individual Plans--
 - Dental HMO (Health Maintenance Organization)
- Government Plans--
 - Geographic Managed Care (GMC)
 - Los Angeles Pre-Paid Health Plan (LAPHP)
 - Utah Children's Health Insurance Program (UT CHIP)
 - Utah Medicaid Program (UT Medicaid)
- State Exchange Plans--
 - Dental PPO (Preferred Provider Organization)
 - Dental HMO (Health Maintenance Organization)

*Required Fields

You can also download the [PPO Mexico Directory](#) and [DHMO Mexico Directory](#)

Navigate Follow Us

Commission Statement

To view commission statements, Click **Commissions** in the top navigation bar or **Commission Statement** in the tile to the right of the screen. The top navigation bar offers a drop-down menu so that you may view either Group Commissions or Individual Plan Commissions.

The screenshot displays the Premier Access Broker Portal interface. At the top left, the Premier Access and Access Dental logos are visible. The top right corner shows a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below the logos, there are utility buttons for "Need Help?", "Email", and "Find a Dentist". The main navigation bar includes "MEMBERS", "EMPLOYERS", "PROVIDERS", "BROKERS", "PROSPECTIVE MEMBERS", "ABOUT US", and "CONTACT US". A secondary navigation bar contains "QUOTE REQUEST", "COMMISSIONS", "GROUP INFO", "MEMBER INFO", "FORMS", and "BROKER ADMINISTRATION". The "COMMISSIONS" link is highlighted with a red box, and a dropdown menu is open, showing "Group Commissions" and "Individual Plan Commissions". The main content area features a banner with two dentists and the text "Introducing An Enhanced Provider Search" with a "Learn More" button. To the right, a "Welcome Your Name" panel contains several menu items: "My Account", "Find a Dentist", "Commission Statement" (highlighted with a red box), "My Groups", "Member Eligibility", and "Member Benefits".

Commission Statement

Click **Group Commissions** to view them. To view or print the page, click the blue View/Print notice at the bottom of the screen.

The screenshot displays the Premier Access Access Dental Broker Portal interface. At the top, there are logos for Premier Access and Access Dental, along with user information: "Welcome, Your Name", "Logout", and a language selector for "Español". Navigation tabs include MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. The user is logged in as an Agency Administrator # 0000000. The main content area is titled "Group Information" and features a dropdown menu for "Group Name (####)" and a "View" button. Below this, there are tabs for "General Information", "Coverage", "Premium & Billing", and "Commission". The "Commission" tab is active, showing "Group: Group Name (####)" and "Broker Agency: Broker Agency (####)". A summary row indicates "Total: \$ \$\$\$\$\$\$\$". A table titled "Group Commission History for Past 12 Months" lists monthly commission amounts, check numbers, and cleared dates from Dec 2020 to Feb 2020. A "View/Print Group Commission for the Past 12 months" button is located at the bottom right of the table area.

| COMMISSION MONTH | COMMISSION AMOUNT | CHECK NO | CHECK CLEARED DATE | TRACE NUMBER |
|------------------|-------------------|----------|--------------------|--------------|
| Dec 2020 | \$\$\$\$\$ | ##### | | |
| Nov 2020 | \$\$\$\$\$ | ##### | 12/28/2020 | |
| Sep 2020 | \$\$\$\$\$ | ##### | 11/12/2020 | |
| Aug 2020 | \$\$\$\$\$ | ##### | 09/30/2020 | |
| Jul 2020 | \$\$\$\$\$ | ##### | 09/11/2020 | |
| Jun 2020 | \$\$\$\$\$ | ##### | 08/03/2020 | |
| May 2020 | \$\$\$\$\$ | ##### | 07/03/2020 | |
| Apr 2020 | \$\$\$\$\$ | ##### | 05/28/2020 | |
| Mar 2020 | \$\$\$\$\$ | ##### | 05/07/2020 | |
| Feb 2020 | \$\$\$\$\$ | ##### | 03/31/2020 | |
| Total | \$\$\$\$\$ | ##### | | |

Commission Statement

Click **Individual Plan Commissions** to view those.

The screenshot displays the Premier Access Broker Portal interface. At the top left, the Premier Access and Access Dental logos are visible. The top right corner shows a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below the logos, there are buttons for "Need Help?", "Email", and "Find a Dentist". A navigation bar contains links for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary navigation bar includes QUOTE REQUEST, COMMISSIONS, GROUP INFO, MEMBER INFO, FORMS, and BROKER ADMINISTRATION. The user is logged in as an AgencyAdministrator with ID # 0000000 and is registered. The main content area shows a "Commission Statements" section with a message: "No Commission Statement found for the past 12 months."

Group Info

You'll be able to view information for all the groups currently enrolled with us. Simply click **Group Info** from the top navigation bar or **My Groups** from the tile on the right side of the page. From the top navigation bar, you can select your group (Group Selection), and see General Info, Coverage, Billing, Commissions, and Online Enrollment.

The screenshot displays the Premier Access Access Dental Broker Portal. At the top left, the logos for Premier Access and Access Dental are visible. The top right corner shows a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below this, there are utility buttons for "Need Help?", "Email", and "Find a Dentist". The main navigation bar includes categories: MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary navigation bar lists: QUOTE REQUEST, COMMISSIONS, GROUP INFO (highlighted with a red box), MEMBER INFO, FORMS, and BROKER ADMINISTRATION. A dropdown menu for "GROUP INFO" is open, listing: Group Selection, General Info, Coverage, Billing, Commissions, and Online Enrollment. The main content area features a banner with the text "Introducing An Enhanced Provider Search" and a "Learn More" button. On the right side of the banner, a "Welcome Your Name" panel contains several buttons: My Account, Find a Dentist, Commission Statement, My Groups (highlighted with a red box), Member Eligibility, and Member Benefits. The background of the banner shows two smiling dental professionals in white coats.

Group Info

Simply select the name of the group for which you want to view this information. Once you make your selection, you'll then see various options for viewing: General Information, Coverage, Premium & Billing, and Commission.

Welcome, Your Name Logout Español
Need Help? Email [Find a Dentist](#)

[MEMBERS](#) [EMPLOYERS](#) [PROVIDERS](#) [BROKERS](#) [PROSPECTIVE MEMBERS](#) [ABOUT US](#) [CONTACT US](#)

logged on as a AgencyAdministrator # 0000000 You
[Registered] ([Change Entity Type and ID](#))

Employer Group Selection

Please select a group from the following list or search for one:

Search By: Group Number Active Groups Only
 Group Name All Groups [Search](#)

(Clicking on Column headers would sort the data accordingly.)

1 2 3

| GROUP # | GROUP NAME | STATUS | EFFECTIVE | TERMINATION | ACTIONS | | |
|---------|------------|--------|------------|-------------|---------|------------|-------------------|
| ##### | Group Name | Active | 12/01/2007 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 03/01/2012 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 01/01/2015 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 12/01/2010 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 01/01/2016 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 10/01/2012 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 07/01/2017 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 07/01/2008 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 01/01/2009 | | Billing | Commission | Online Enrollment |
| ##### | Group Name | Active | 06/01/2008 | | Billing | Commission | Online Enrollment |

1 2 3

Group Info

General Information




Welcome, Your Name Logout  Español

Need Help?  Email Find a Dentist

MEMBERS EMPLOYERS PROVIDERS BROKERS PROSPECTIVE MEMBERS ABOUT US CONTACT US

You

logged on as a AgencyAdministrator # 0000000

[Registered] (Change Entity Type and ID)

Group Information

Group: View

General Information

Coverage

Premium & Billing

Commission

Group: Broker Agency:

Group General Information

| | | | |
|--------------------------|--------------------|---------------|----------------|
| Group No: | ##### | Renewal Date: | Dec 1 2021 |
| Group Name: | Group Name | State: | California |
| Group Contact: | | | |
| Name: | Group Contact Name | Phone: | (###)-###-#### |
| | | Email: | email |
| Premier Contacts: | | | |
| Account Executive: | Account Executive | Phone: | (###)-###-#### |
| | | Email: | email |
| Account Manager: | Account Executive | Phone: | (###)-###-#### |
| | | Email: | email |

Group Info Coverage

Use the dropdowns to view the group’s various plan coverage amounts.

The screenshot shows the Premier Access Access Dental Broker Portal interface. At the top, there are logos for Premier Access and Access Dental. The user is logged in as 'AgencyAdministrator # 0000000' and is viewing the 'Group Info' section. The 'Coverage' tab is selected, and the 'View' button is highlighted. The 'Group Coverage Information' section contains several dropdown menus for selecting plan details, each with a 'View/Print' link.

Premier Access ACCESS ACCESS DENTAL

Welcome, Your Name Logout Español

Need Help? Email Find a Dentist

MEMBERS EMPLOYERS PROVIDERS BROKERS PROSPECTIVE MEMBERS ABOUT US CONTACT US

logged on as a AgencyAdministrator # 0000000 [Registered] (Change Entity Type and ID) You

Group Information

Group:

General Information **Coverage** Premium & Billing Commission

Group: Broker Agency:

Group Coverage Information

Group Name: Group No:

| | | |
|-----------------------|---|---|
| Division: | <input type="text" value="--Select--"/> | <input type="button" value="View/Print"/> |
| Dental Benefit Plan: | <input type="text" value="--Select--"/> | <input type="button" value="View/Print"/> |
| Vision Benefit Plan: | <input type="text" value="--Select--"/> | <input type="button" value="View/Print"/> |
| Medical Benefit Plan: | <input type="text" value="--Select--"/> | <input type="button" value="View/Print"/> |
| Class: | <input type="text" value="--Select--"/> | <input type="button" value="View/Print"/> |
| Billing Location: | <input type="text" value="--Select--"/> | <input type="button" value="View/Print"/> |

Group Info

Premium and Billing

1. Select the Billing Month from the drop-down menu.

The screenshot shows the user interface of the Premier Access and Access Dental portal. At the top, there are logos for Premier Access and Access Dental. The user is logged in as 'AgencyAdministrator # 0000000' and is viewing the 'Group Information' section. The 'Premium & Billing' tab is selected and highlighted with a red box. Below this, there are fields for 'Group Name (####)' and 'Broker Agency: Broker Agency (####)'. The 'Billing Month' dropdown menu is also highlighted with a red box and currently shows '--Select--'. A 'View' button is visible next to the 'Billing Month' field.

Group Info

Premium and Billing

2. Select the Billing Location from the drop-down menu. Click View to see the invoice.

The screenshot displays the Premier Access Dental Broker Portal interface. At the top left, the logos for Premier Access and Access Dental are visible. The top right corner shows a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below this is a navigation bar with links for "Need Help?", "Email", and "Find a Dentist". A main navigation menu includes "MEMBERS", "EMPLOYERS", "PROVIDERS", "BROKERS", "PROSPECTIVE MEMBERS", "ABOUT US", and "CONTACT US".

The user is logged in as an AgencyAdministrator # 0000000. The page title is "Group Information". A search bar for "Group" is present, with a dropdown menu showing "Group Name (####)" and a "View" button.

Below the search bar is a tabbed interface with four tabs: "General Information", "Coverage", "Premium & Billing", and "Commission". The "Premium & Billing" tab is currently selected.

Under the "Premium & Billing" tab, there are two input fields: "Group: Group Name (####)" and "Broker Agency: Broker Agency (####)".

The "Group Premium & Billing Information" section contains a form with the following fields:

- Billing Month: 02/01/2021 (dropdown)
- Billing Location: Group Name (####) (dropdown)
- View: (button)

Group Info

Premium and Billing

- The invoice will appear on the next screen. Use the blue prompt at the bottom of the page to print.

[MEMBERS](#) [EMPLOYERS](#) [PROVIDERS](#) [BROKERS](#) [PROSPECTIVE MEMBERS](#) [ABOUT US](#) [CONTACT US](#)

You

logged on as a AgencyAdministrator # 0000000
 [Registered] (Change Entity Type and ID)

Group Information

Group: [View](#)

General Information **Coverage** **Premium & Billing** **Commission**

Group: Group Name (####) Broker Agency: Broker Agency (####)

Group Premium & Billing Information

Billing Month: Billing Location: [View](#)

Billing Summary for February 2021
 Group Name (####)

| | | |
|----------------------------------|-----------|-------------------|
| Prior Billing | \$ | \$594.31 |
| Payments Received | | (\$594.31) |
| Balance Forward as of 01/11/2021 | | \$0.00 |
| Adjustments | | \$101.98 |
| Current Monthly Charges | | \$645.30 |
| Total Amount Due | \$ | \$747.28 |
| Payment Due Date* | | 02/01/2021 |

* A late Charge of 1.5% per month may be applied to past due balance.

[View/Print Detailed Billing Statement](#)

Group Info Commission

Click to view the commissions for this group.

The screenshot shows the Premier Access Access Dental Broker Portal interface. At the top, there are logos for Premier Access and Access Dental, along with user information: "Welcome, Your Name", "Logout", and a language selector for "Español". Navigation links include "Need Help?", "Email", and "Find a Dentist". A main menu contains "MEMBERS", "EMPLOYERS", "PROVIDERS", "BROKERS", "PROSPECTIVE MEMBERS", "ABOUT US", and "CONTACT US".

The user is logged in as an Agency Administrator (# 0000000). Below this, the "Group Information" section features a dropdown menu for "Group Name (###)" and a "View" button. A tabbed interface shows "Commission" as the active tab, alongside "General Information", "Coverage", and "Premium & Billing".

The "Group Commission History for Past 12 Months" table is displayed, showing monthly commission amounts, check numbers, and cleared dates. A "Total" row is at the bottom of the table. A link to "View/Print Group Commission for the Past 12 months" is located at the bottom right of the table area.

| COMMISSION MONTH | COMMISSION AMOUNT | CHECK NO | CHECK CLEARED DATE | TRACE NUMBER |
|------------------|-------------------|----------|--------------------|--------------|
| Dec 2020 | \$\$\$\$\$ | ##### | | |
| Nov 2020 | \$\$\$\$\$ | ##### | 12/28/2020 | |
| Sep 2020 | \$\$\$\$\$ | ##### | 11/12/2020 | |
| Aug 2020 | \$\$\$\$\$ | ##### | 09/30/2020 | |
| Jul 2020 | \$\$\$\$\$ | ##### | 09/11/2020 | |
| Jun 2020 | \$\$\$\$\$ | ##### | 08/03/2020 | |
| May 2020 | \$\$\$\$\$ | ##### | 07/03/2020 | |
| Apr 2020 | \$\$\$\$\$ | ##### | 05/28/2020 | |
| Mar 2020 | \$\$\$\$\$ | ##### | 05/07/2020 | |
| Feb 2020 | \$\$\$\$\$ | ##### | 03/31/2020 | |
| Total | \$\$\$\$\$ | ##### | | |

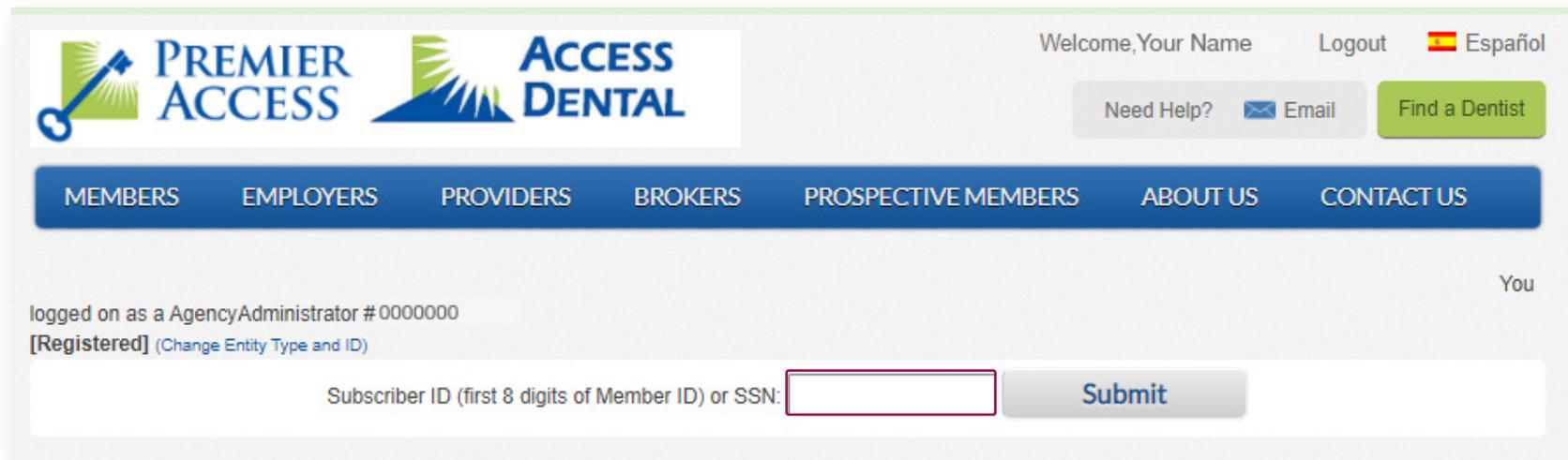
Member Info

From **Member Info** in the top navigation bar, you can select Eligibility, Benefits, and ID Cards from the drop-down menu. Alternately, use the dashboard tiles to select Member Eligibility or Member Benefits.

The screenshot displays the Premier Access Access Dental Broker Portal. At the top left, the logos for Premier Access and Access Dental are visible. The top right corner shows a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below this, there are buttons for "Need Help?", "Email", and "Find a Dentist". The main navigation bar includes "MEMBERS", "EMPLOYERS", "PROVIDERS", "BROKERS", "PROSPECTIVE MEMBERS", "ABOUT US", and "CONTACT US". A secondary navigation bar contains "QUOTE REQUEST", "COMMISSIONS", "GROUP INFO", "MEMBER INFO", "FORMS", and "BROKER ADMINISTRATION". The "MEMBER INFO" menu is open, showing options for "Eligibility", "Benefits", and "ID Cards". The main content area features a banner with two dentists and a "Learn More" button. On the right, a "Welcome Your Name" dashboard contains several tiles: "My Account", "Find a Dentist", "Commission Statement", "My Groups", "Member Eligibility", and "Member Benefits". The "Member Eligibility" and "Member Benefits" tiles are highlighted with a red border.

Member Info

To access any member information about benefits or eligibility, you'll need the subscriber's ID or social security number.



The screenshot displays the Premier Access Access Dental portal interface. At the top left, the logos for Premier Access and Access Dental are visible. On the top right, there is a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below these are links for "Need Help?", "Email", and a "Find a Dentist" button. A dark blue navigation bar contains the following menu items: MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. Below the navigation bar, the user is logged in as an "AgencyAdministrator #0000000" and is identified as "[Registered]" with a link to "Change Entity Type and ID". On the right side of this section, the text "You" is displayed. The main form area contains a label "Subscriber ID (first 8 digits of Member ID) or SSN:" followed by an empty text input field and a "Submit" button.

Member Info

You can also view member ID cards for dental, supplemental medical, and vision with the subscriber's ID or social security number.

The screenshot displays the Premier Access Access Dental Broker Portal. At the top left, the logos for Premier Access and Access Dental are visible. On the top right, there is a welcome message "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below these are links for "Need Help?", "Email", and a "Find a Dentist" button. A navigation bar contains links for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary navigation bar lists "QUOTE REQUEST", "COMMISSIONS", "GROUP INFO", "MEMBER INFO", "FORMS", and "BROKER ADMINISTRATION". The user is logged in as an Agency Administrator # 0000000 and is registered. Three tabs are shown: DENTAL (selected), MEDICAL SUPPLEMENTAL, and VISION. The DENTAL tab is active, showing a form with the label "Subscriber ID (first 8 digits of Member ID) or SSN:" followed by an empty input field and a "Submit" button.

Forms

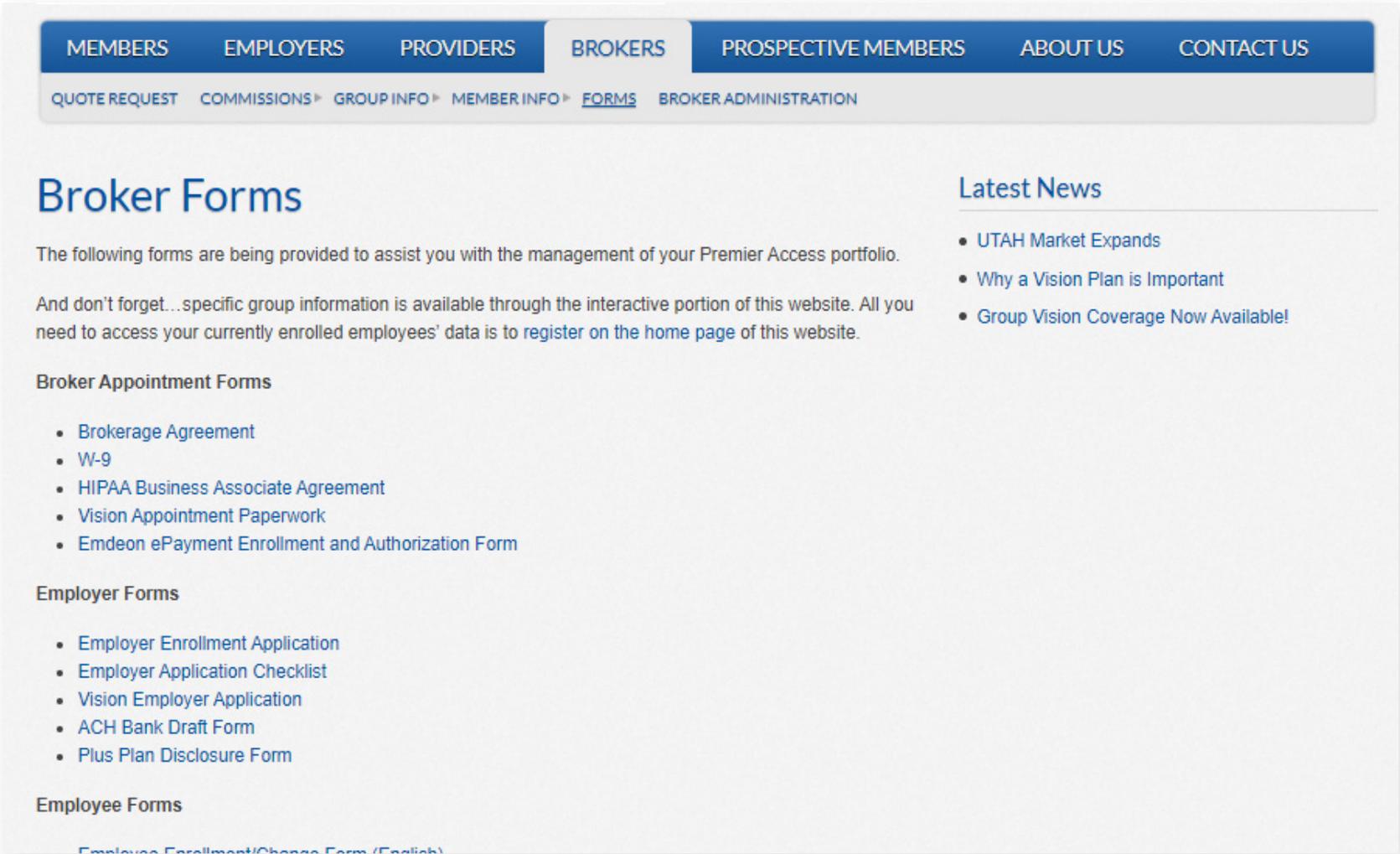
As a broker, you have a complete set of broker appointment, employer, and employee forms available to you.

1. Simply click **Forms** in the top navigation bar.

The screenshot displays the Premier Access Access Dental Broker Portal. At the top left, the logos for Premier Access and Access Dental are visible. On the top right, there is a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below this, there are buttons for "Need Help?", "Email", and "Find a Dentist". The main navigation bar includes links for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary navigation bar below it contains links for QUOTE REQUEST, COMMISSIONS, GROUP INFO, MEMBER INFO, FORMS (highlighted with a red box), and BROKER ADMINISTRATION. The main content area features a banner with a photo of two dentists, the text "Introducing An Enhanced Provider Search", a "Learn More" button, and a "Welcome Your Name" sidebar with buttons for My Account, Find a Dentist, Commission Statement, My Groups, Member Eligibility, and Member Benefits.

Forms

2. Next, locate the form you need and click on it.



The screenshot displays the Premier Access Broker Portal website. At the top, there is a navigation bar with tabs for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS (selected), PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. Below this, a secondary navigation bar contains links for QUOTE REQUEST, COMMISSIONS, GROUP INFO, MEMBER INFO, FORMS (underlined), and BROKER ADMINISTRATION. The main content area is titled "Broker Forms" and includes the following text: "The following forms are being provided to assist you with the management of your Premier Access portfolio. And don't forget... specific group information is available through the interactive portion of this website. All you need to access your currently enrolled employees' data is to [register on the home page](#) of this website." Below this text, there are three sections of forms: "Broker Appointment Forms" with a list of five items (Brokerage Agreement, W-9, HIPAA Business Associate Agreement, Vision Appointment Paperwork, and Emdeon ePayment Enrollment and Authorization Form); "Employer Forms" with a list of five items (Employer Enrollment Application, Employer Application Checklist, Vision Employer Application, ACH Bank Draft Form, and Plus Plan Disclosure Form); and "Employee Forms" with one item (Employee Enrollment/Change Form (English)). To the right of the main content, there is a "Latest News" section with three bullet points: "UTAH Market Expands", "Why a Vision Plan is Important", and "Group Vision Coverage Now Available!".

MEMBERS **EMPLOYERS** **PROVIDERS** **BROKERS** **PROSPECTIVE MEMBERS** **ABOUT US** **CONTACT US**

QUOTE REQUEST COMMISSIONS ▶ GROUP INFO ▶ MEMBER INFO ▶ FORMS BROKER ADMINISTRATION

Broker Forms

The following forms are being provided to assist you with the management of your Premier Access portfolio.

And don't forget... specific group information is available through the interactive portion of this website. All you need to access your currently enrolled employees' data is to [register on the home page](#) of this website.

Broker Appointment Forms

- [Brokerage Agreement](#)
- [W-9](#)
- [HIPAA Business Associate Agreement](#)
- [Vision Appointment Paperwork](#)
- [Emdeon ePayment Enrollment and Authorization Form](#)

Employer Forms

- [Employer Enrollment Application](#)
- [Employer Application Checklist](#)
- [Vision Employer Application](#)
- [ACH Bank Draft Form](#)
- [Plus Plan Disclosure Form](#)

Employee Forms

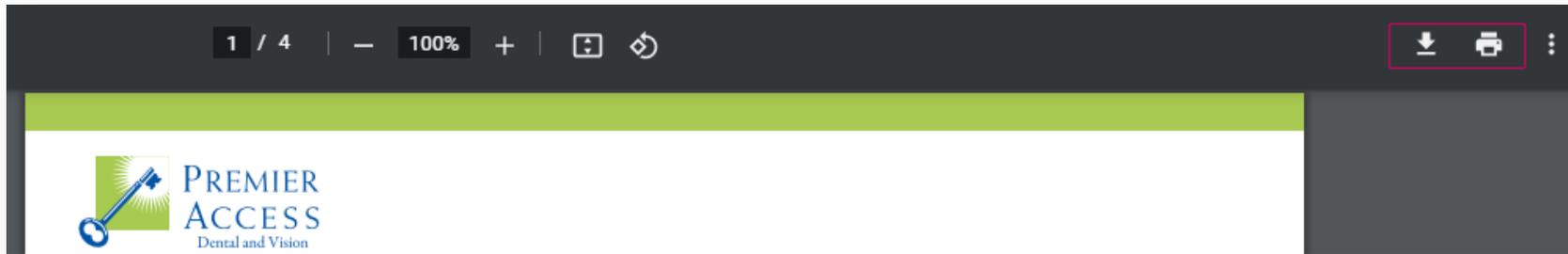
- [Employee Enrollment/Change Form \(English\)](#)

Latest News

- [UTAH Market Expands](#)
- [Why a Vision Plan is Important](#)
- [Group Vision Coverage Now Available!](#)

Forms

3. The form will open in a new window, and you'll be able to download and save it to your desktop or print the form by clicking the download or print icons at the top right of the page.



Broker Administration

To manage the brokers in your agency, click **Broker Administration** from the top navigation bar.

The screenshot displays the website's header and main content area. The header includes the Premier Access and Access Dental logos on the left, and user information (Welcome, Your Name), Logout, and a language selector (Español) on the right. Below the logos are buttons for 'Need Help?', 'Email', and 'Find a Dentist'. The navigation bar features tabs for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. A secondary navigation bar below it lists various options, with 'BROKER ADMINISTRATION' highlighted by a red box. The main banner area features a photograph of two dentists, a 'Learn More' button, and a 'Welcome Your Name' sidebar with links to My Account, Find a Dentist, Commission Statement, My Groups, Member Eligibility, and Member Benefits.

PREMIER ACCESS ACCESS DENTAL

Welcome, Your Name Logout Español

Need Help? Email Find a Dentist

MEMBERS EMPLOYERS PROVIDERS BROKERS PROSPECTIVE MEMBERS ABOUT US CONTACT US

QUOTE REQUEST COMMISSIONS ▸ GROUP INFO ▸ MEMBER INFO ▸ FORMS **BROKER ADMINISTRATION**

Introducing An Enhanced Provider Search

Learn More

Welcome Your Name

- My Account
- Find a Dentist
- Commission Statement
- My Groups
- Member Eligibility
- Member Benefits

Broker Administration

The next screen offers instructions for managing the brokers in your agency, finding out who is registered, waiting to register, or not registered.

The screenshot displays the Premier Access Broker Portal interface. At the top left, the logos for Premier Access and Access Dental are visible. On the top right, there is a user greeting "Welcome, Your Name", a "Logout" link, and a language selector for "Español". Below these are buttons for "Need Help?", "Email", and "Find a Dentist". A dark blue navigation bar contains links for MEMBERS, EMPLOYERS, PROVIDERS, BROKERS, PROSPECTIVE MEMBERS, ABOUT US, and CONTACT US. The main content area shows the user is logged in as an Agency Administrator # 0000000 and is currently in the "Registered" state. A blue header labeled "Instruction" contains the following text: "In order to get access to each list, click on the titles below to open." Below this, it explains that as the Agency Administrator, the user can see three categories of brokers: Registered Brokers, Waiting to Register, and Not Registered. It provides details on what information is visible for each category and how to manage access rights. At the bottom, three blue buttons are listed: "Registered Brokers", "Waiting to Register (Registration Request Sent)", and "Not Registered".

Welcome, Your Name Logout Español

Need Help? Email Find a Dentist

MEMBERS EMPLOYERS PROVIDERS BROKERS PROSPECTIVE MEMBERS ABOUT US CONTACT US

You

logged on as a AgencyAdministrator # 0000000
[Registered] (Change Entity Type and ID)

Instruction

In order to get access to each list, click on the titles below to open.

You, as the Agency Administrator, are able to see:

Registered Brokers: You can see the information for all registered Brokers in your agency and change their access right.

Waiting to Register: Here is the list of Brokers who you have sent the registration request for. You are able to discard the request or resend the request (e.i. if they didn't receive the request email)

Not Registered: You can find a Broker in your agency and send a registration request. In request form, there is an option in order for giving the access right to the Broker. After sending the registration request, the Broker will receive an email, including a link to continue registration.

You can give access to the brokers associated with your agency by inviting them to register, using Send Registration Request buttons. Once registered, brokers would also gain access to the Broker features in the Website.

However, brokers can only see information that pertains to them. For example, the commission statement accessible to a broker only has the commission information for that broker and not the entire agency. Through administering access rights, you can give or deny broker access to the broker commissions information.

Registered Brokers

Waiting to Register (Registration Request Sent)

Not Registered



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