

# BEN-E-LECT

## BENEFITS CONCIERGE SERVICE™

### Congratulations!

You have been invited to participate in the Benefits Concierge Service™ offered by BEN-E-LECT.

The Benefits Concierge Service™ allows BEN-E-LECT to retrieve your carrier Explanation of Benefits (EOB) *electronically* so you don't have to think about it. BEN-E-LECT will automatically notify you once your EOB has been retrieved.

Employer Name:
Member Name:
BEN-E-LECT ID #:
Member E-mail:
Insurance Carrier:
User Name: (case sensitive)
Password: (case sensitive)
Validation Questions: Please write the question asked and the answer given. Some carrier websites require this security information to authorize login. IE: Q: Name of mothers' maiden name A: Doe
1) Q: _____ A: _____
2) Q: _____ A: _____
3) Q: _____ A: _____
4) Q: _____ A: _____
Best Method of Communication:
Email                                    Phone



## How it Works:

Once a day, BEN-E-LECT will pull your EOB's from the carrier website and submit to our claims processors for immediate attention. In order to accomplish this, we need you to register with your carrier using its website and provide us with your user name and password. If you do not provide your user name and password, we cannot retrieve your EOB's and it will be your responsibility to send the EOB's to BEN-E-LECT. Due to privacy regulations, some carriers require that each member of your family must create their own login and submit the information to BEN-E-LECT using separate forms. If you have primary and secondary coverage, a separate form must be completed for each plan.

## Instructions:

- 1) Visit your carrier's website and follow the instructions for member registration. An email address is required for registration. You can open a free email account using gmail, yahoo or hotmail.
- 2) Fill in your user name and password on this form and submit to BEN-E-LECT for processing. Please note, your user name and password must be written exactly as you entered it into the carrier's website. This includes upper case, lower case, numerals and/or symbols.
- 3) Sit back and enjoy your plan while we gather your Explanation of Benefits on your behalf.

**NOTE: YOUR CARRIER WEBSITE REGISTRATION IS NOT COMPLETE UNTIL YOU OPEN YOUR EMAIL ACCOUNT AND CLICK THE LINK TO VALIDATE. BEN-E-LECT CANNOT ACCESS THE WEBSITE ON YOUR BEHALF UNTIL YOU HAVE COMPLETED YOUR CARRIER WEBSITE VALIDATION.**

## 4 ways to register:

- 1) **You can register online and select the [submit] button. This will email the registration directly to our office for registration processing.**
- 2) **You can mail your form to PO Box 7809, Visalia, CA. 93290**
- 3) **You may fax the form to (559) 733-2325**
- 4) **You may email the form to [administration@benelect.com](mailto:administration@benelect.com)**

Submission of this form is not a guarantee of coverage. By signing below you acknowledge that enrollment in the Benefits Concierge Service™ is voluntary and may be cancelled at any time. I authorize BEN-E-LECT to receive my protected health information in order to assist in the processing of my claims. All information will be kept confidential and will not be sold or distributed to any other party including your employer, broker and/or dependents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Evening Phone