

Employer Portal User Access Form for Access through **IBXpress.com**

This form is intended for use by client group administrators to authorize and assign or update user access to their specified group information via the Employer Portal, ibxpress.com. As the access assigned may include visibility and/or edit capability to highly sensitive information, all assignments should be granted sparingly and by duly authorized client representatives.

Types of Access

Basic Portal Access provides general news and employee benefit materials without visibility into protected information.

View Only Portal Access provides view only capabilities to member, group, and account information. Specific view capabilities must be selected.

Administrator Portal Access provides edit and transactional capabilities to member, group, and account information. Specific edit capabilities must be selected.

Instructions

1. Fields marked with a **red** asterisk are mandatory.
2. Each user must have a separate completed form.
3. The person completing this form must be identified.
4. Please email completed form to: eBusinessemployerportalsupport@ibx.com

Employer Portal User Access Form



Client Information

Company Name*		Coverage Effective Date	
CID*		Account Executive*	Laura Saunders
Client Number*		Producing Agent/Agency	

User Information

Name*		Address*	
E-mail Address*		City	
Phone*		State	
Fax		Zip Code	
New User <input checked="" type="checkbox"/> Delete User <input type="checkbox"/> Update Existing User Access <input type="checkbox"/>			
Access Request Submitted By*		Requestor E-mail Address*	
Requestor Title*		Date Requested*	

User Access Permissions*

Permissions selected are cumulative; please select all that apply.

Basic Portal Access

Access News & Marketing Materials

View Only Portal Access

- View Account Information
 View Group Information
 View Member Enrollment
 Informatics Report Access
 View Bills for All Accounts
 Self-Funded Claims Access (*only applicable and available to self-funded clients*)

Administrator Portal Access

- Modify Member Enrollment
 Pay Bills for Indicated Accounts (see Group Access below)

Additional Access (if applicable)

- Medicare Advantage
 Spending Account Access
 Spending Account Service Agreement Signed[§]

§For Spending Account access, client must provide accounts through Independence's partner banking institution

Group Access

- Access All Current Groups
 -OR-
 Access Specified Groups Only



Commercial Group #s	Spending Account #s

For Internal Use Only

User Name: _____ Date Provisioned: _____
 Billing Account No.: _____ Provisioned By: _____