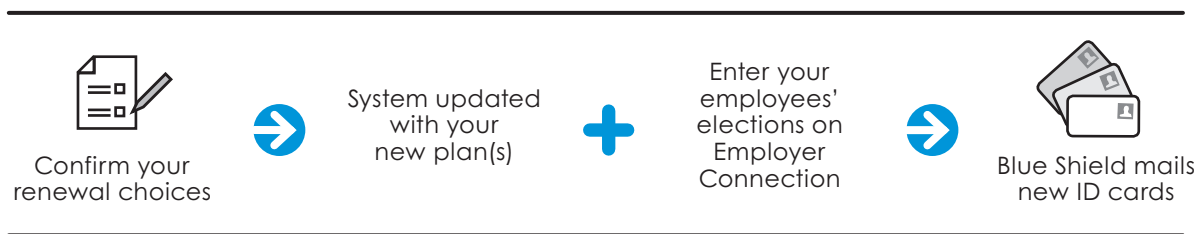


# welcome to open enrollment in Employer Connection

It's easy to conduct open enrollment online with Employer Connection. With just a few simple steps, you'll be on your way.



## 1 Confirm your renewal choices

Confirm your group's final plan renewal choices 30 days prior to your renewal date with your Blue Shield Account Manager or your Broker. Making your choices early will help ensure a smooth renewal transition and avoid delays in receiving new ID cards.

## 2 Blue Shield updates your account

After Blue Shield updates the membership system with the group's renewal choices the Primary Contact will receive an email notifying them that member Open Enrollment is available on Employer Connection.

## 3 Enter your employees' elections

Enter your employees' open enrollment elections online using Employer Connection.\* Log in at [blueshieldca.com/employer](https://blueshieldca.com/employer). We encourage you to enter any changes no later than the end of your open enrollment period. This will ensure that benefits for the new period are in place to support your employees' needs.

\* Important note: Open enrollment features will be displayed on Employer Connection once the new plans for your renewal have been added to your account within Blue Shield. You only need to complete open enrollment for employees who have changes to their plans.

## 4 New ID cards mailed by Blue Shield

After you've submitted your employees' elections, Blue Shield will send new ID cards to members who have made plan changes. The sooner you enter your employee elections in Employer Connection, the sooner your employees will get their new ID cards.

## Additional resources:

View the following items to help you get started with open enrollment on Employer Connection:

**Getting Started webpage:**  
[blueshieldca.com/ecp-getting-started](https://blueshieldca.com/ecp-getting-started)

View the "Conduct Open Enrollment" link on this page for a quick demo.

### Have questions?

If you have any questions or require technical assistance with Employer Connection:

For groups 1-50, call Group Employer Services at **(800) 325-5166**.

For groups 51-3000, call Large Group Client Services at **(855) 747-5809**.

For Brokers, call Producer Services at **(800) 559-5905**.

For eligibility questions regarding insurance benefits and renewal, call your Blue Shield Account Manager or Broker.