



# ibxpress Employer Portal Homepage Quick Start Guide

How to use the ibxpress employer portal homepage to make your employee communications and benefits administration simple and easy

# Key Features of the ibxpress Employer Portal Homepage

Stay up to date and access materials to educate and engage your employees.

## Key homepage features



### Enrollment and Billing

Link to the employer portal to manage your membership transactions.

### Reporting

View your most current membership reports and utilization data.

### Marketing Toolkits

Get educational and promotional materials, organized by topic.

### News

Stay informed with our latest news updates.

### Forms and Guides

Access commonly used forms and how-to guides for managing enrollment and billing transactions and using reporting tools.

The screenshot shows the homepage of the ibxpress Employer Portal. At the top, there is a blue navigation bar with the "Independence" logo and a menu including Home, Enrollment & Billing, Reports, Marketing Toolkits, News, Forms and Guides, and Logout. The main content area features a large hero section titled "Enhanced enrollment and billing" with a sub-headline "Managing your membership at ibxpress is easier than ever." and a "View new features" button. Below this is a "Marketing Toolkits" section with a sub-headline "Your one-stop shop for educational and promotional benefit materials for employees and members, such as flyers, posters and emails." and three featured toolkits: "Achieve Well-being", "Worksite Well-being", and "Achieve Better Health — Care Management". Each toolkit has a "Learn More" button and a "View All Toolkits" button. The "Recent News" section follows, with a sub-headline "Stay connected with our latest announcements and news." and four news items: "Independence Insider: Addressing the Opiate Crisis", "IBX President & CEO named 100 Most Influential", "Healthy You! October Edition", and "IBX Earns High Medicare Star Quality Ratings". Each news item has a "Read More" button and a "View All News" button.

# Tips to Get the Most from the ibxpress Employer Portal Homepage

Get resources you need to stay informed, engage employees and their enrolled dependents, and help you administer your Independence Blue Cross (Independence) health plan benefits — all in one place.

## 1. Customize your communications.

Want to educate your employees about new programs or benefits? Think about the best ways to reach them. Is it by email? Your company intranet? On a break room bulletin board? No matter which channels work best, you can choose from a variety of materials to customize your communications — conveniently organized by topic and type.

## 2. Spread the word, early and often.

Share information to help your employees maximize their health plan benefits prior to your benefit plan effective date and at regular points throughout the plan year. Use the sample timeline and checklist of topics on the next page as a guide.

## 3. Get, and keep, your employees engaged.

An effective communication strategy relies on engaged employees. Make sure your employees and their enrolled dependents can access information whenever they need it. Use the materials available in our toolkit to promote engagement through [ibxpress.com](http://ibxpress.com) and IBX Wire.

## 4. Stay connected to Independence.

In the Forms and Guides section of the homepage, download how-to guides to help you manage enrollment and billing transactions on the employer portal and using our reporting tools to get insights about your membership. We'll add new resources for you and your employees frequently, so bookmark this site, and log in often for the latest news updates and materials.

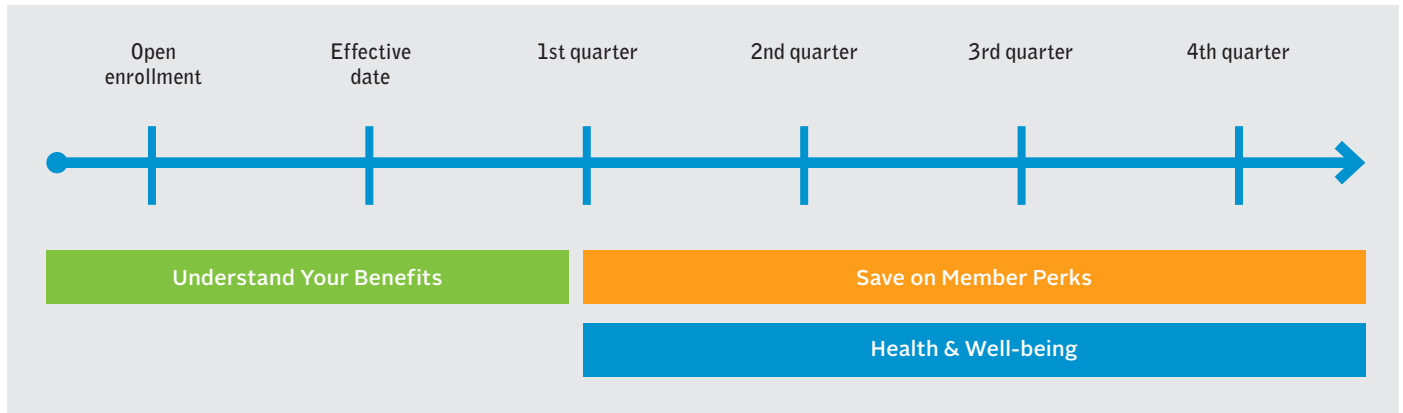


### Register or log in at [ibx.com](http://ibx.com)

Tools, resources, and news you need — all in one place. Not registered yet? Contact your broker or Independence Blue Cross account executive to get access.

# Sample Communication Timeline

Here's a suggested timeline to help you plan your communications during the year:



## Suggested Communications Checklist

Use this list of topics with the related materials as a guide for the most effective communications strategy:

Understand Your Benefits	Health & Well-being	Save on Member Perks
<p><b>Understand Your Health Plan Benefits</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Get to Know Your Health Plan Benefits</li> <li><input type="checkbox"/> Order Open Enrollment Kits (Talk to your broker or Independence account executive)</li> </ul> <p><b>Manage &amp; Use Your Benefits</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Find a Doctor Tool</li> <li><input type="checkbox"/> Where to Go for Care</li> <li><input type="checkbox"/> Away from Home Care</li> <li><input type="checkbox"/> Telemedicine (if available)</li> </ul>	<p><b>Achieve Well-being</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Well-being Overview</li> <li><input type="checkbox"/> Step-by-Step Guide</li> <li><input type="checkbox"/> Earn Tokens</li> <li><input type="checkbox"/> Get Rewards</li> <li><input type="checkbox"/> Worksite Well-being program</li> </ul> <p><b>Achieve Better Health</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Talk to a Health Coach</li> <li><input type="checkbox"/> Condition Management (if available)</li> <li><input type="checkbox"/> Case Management (Navigate Serious or Complex Conditions)</li> </ul>	<p><b>Manage Your Plan</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register/Log in at <a href="http://ibxpress.com">ibxpress.com</a></li> <li><input type="checkbox"/> Get Connected to Save Time and Money</li> <li><input type="checkbox"/> Identity Theft Protection</li> <li><input type="checkbox"/> College Tuition Benefit® (if available)</li> </ul> <p><b>Wellness &amp; Member Perks</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discounts &amp; Savings</li> <li><input type="checkbox"/> Healthy Lifestyle Reimbursements</li> <li><input type="checkbox"/> Nutrition Counseling</li> </ul>



Independence Blue Cross offers products through its subsidiaries Independence Hospital Indemnity Plan, Keystone Health Plan East and QCC Insurance Company, and with Highmark Blue Shield —independent licensees of the Blue Cross and Blue Shield Association.