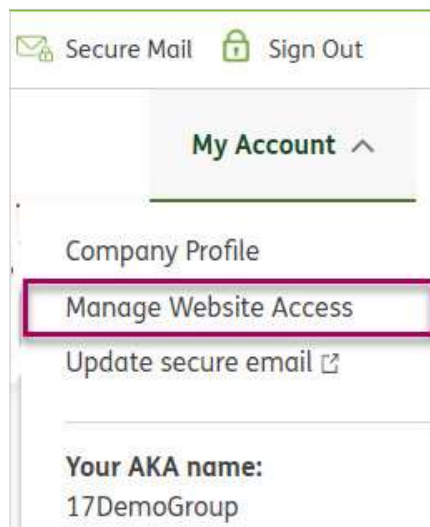


Manage access

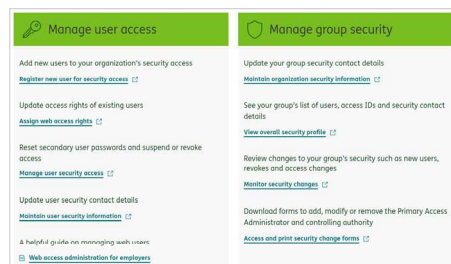
Register new user for security access



Access to Employer Self-Service is easy to manage and customize using the **Manage Website Access** feature located under the **My Account** menu:

NOTE: Any user of Humana Employer Self-Service is required to have their own login. Sharing secure logins is a violation of the web services agreement and may result in web access being revoked.

This will open a new tab in your internet browser and bring you to the **Manage Website Access** screen.



To add a secondary user, select **Register new user for security access**.

On the **add user** screen, look for the prompt to enter in all of the user information. (The AKA name is a secondary user ID for the Humana web teams reference. The AKA must be different than the user ID.)

In the effective date field, select the box and a drop-down list will appear. Select the box that reads **“now.”** This will give the user access right away. Once you have entered all the information, select **Next**.

Verify the information you have entered and write down the temporary password provided. **This will be the only time the temporary password is available.**

After selecting next, a popup will appear on the screen verifying you have written down the temporary password. If you have not written down this temporary password, do so at this time.

When you select ok on the popup, you will be brought to the **assign web access rights** screen.

Assign Web Access Rights

Select the business functions you would like this person to access. When the selections have been completed, select "save."

- ☒ vib aro at Rockford Public Schools(Employer)
 - ☒ Humana_Employer
 - ☒ A. Humana Employer Communications Center
 - ☒ B. Enrollment
 - ☒ C. Billing
 - ☒ Commercial Group Default BF
 - ☒ CoverageDetailDocsViewer
 - ☒ E. Plan Details
 - ☒ EBC
 - ☒ F. Finders and Tools
 - ☒ G. Employee and Utilization Reports
 - ☒ Grp Medical Membership Snapshot
 - ☒ H. Additional Benefit Reports
 - ☒ I. Wellness
 - ☒ IDE Employer Portal
 - ☒ J. Manage Account
 - ☒ K. EPICC
 - ☒ View Dental Proof Of Coverage
 - ☒ View Member ID Card

On the **assign web access rights** screen, select the **functions** for the user. The two functions that **NEED** to be selected are **Commercial Group Default BF** and **IDE employer portal**. If these two functions are not selected, the user will not be able to sign in to the account. If you would like the user to have access to enrollment information and billing, you can select those functions as well. Once you have selected the functions for the user, select **Save**.

Assign Data to Business Functions

Select the business functions you would like this person to access. When the selections have been completed, select "save."

- ☒ vib aro at Rockford Public Schools(Employer)
 - ☒ C. Billing
 - ☒ Billing Access-REQUIRED FOR LINKS BELOW
 - ☒ Check/Uncheck here to select/unselect all Access Identifiers
 - ☐ (BP) 707254001 (Billing Profile)
 - ☐ (EM) 1000
 - ☐ (EM) 707254

If you have selected the **billing function** for the user, you will be prompted to select what billing profiles you want the secondary user to have access to. Select the **drop-down arrows** next to all folders until you are able to see all selections. Here is where you will select the additional groups and billing profiles you would like the secondary user to have access to. Select **Save** once complete.

The last step is to verify the secondary user is able to see the changes in Employer Self-Service when they sign in.