

# Save time online

A step-by-step registration and security guide to Employer Connection

**Prepared for:**  
(Organization name)

**Group number:**  
(5 or 6 characters — remove or add leading zeros as needed)

**Tax identification number (TIN):**



## Why register?

**You're busy — and time is money.**

Use Employer Connection to quickly manage your benefits and help your employees. You can:

- Pay your bill.
- Download employee education materials.
- Order ID cards.
- View employee information.
- Get important news and more!



## It's super secure.

**Employer Connection displays private health information so who has access is important.**

When someone from your organization registers for Employer Connection, they become your main designated security coordinator (DSC). The DSC is responsible for ensuring privacy and appropriate use of Employer Connection. The main DSC is:

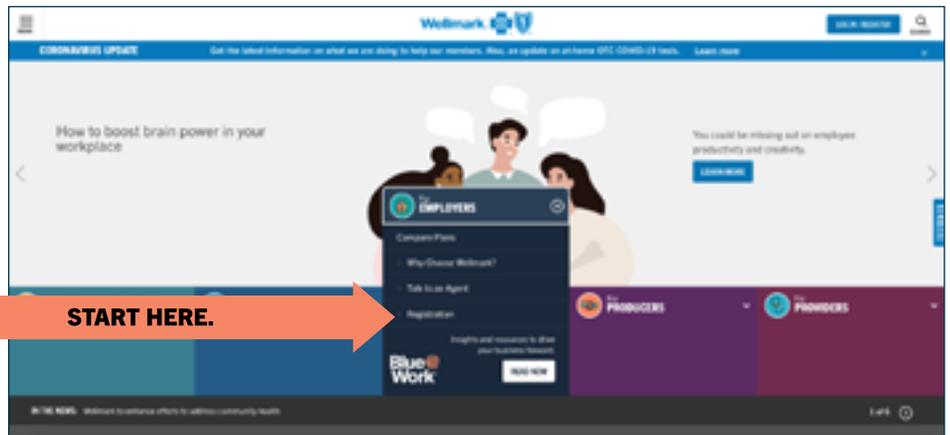
- Usually an executive or human resources leader
- Someone who regularly logs in to Employer Connection
- Not your agent or consultant



# Ok DSC, let's go!

Start on the **For Employers** tab on [Wellmark.com](http://Wellmark.com) and click on **Registration**. Follow these steps to save time online.

1. **Decide who should register.**
2. **Click Register.**
3. **Enter your group information.**
4. **Manage security.**



# Enter group information

**The main DSC is the group administrator.**

Register online by providing the following information:

- Organization name
- TIN
- Group number
- State
- DSC information  
*(The DSC cannot use the same email account that they use for their personal myWellmark account. They will need to choose an alternate email address here.)*
- Username and password  
*(Please use your work phone and work email address)*

**GROUP ADMINISTRATOR REGISTRATION**

STEP 1 of 2

\*Required field

**GROUP INFORMATION**

\*Organization Name

\*Tax Identification Number (TIN)  
Must be 9 numeric characters

\*Group Number

\*State  
 Iowa  
 South Dakota

**DSC INFORMATION**

\*First Name      \*Last Name

\*Phone      Extension

\*Email

**CREATE ACCOUNT**

\*Create a User ID  
Must be 6 to 24 characters long (letters or numbers)

\*Create a Password  
Must be at least 7 characters long (letters, numbers, or special characters)

\*Confirm Password

Please select a secret question and answer to assist with password retrieval.

\*Secret Question

\*Answer

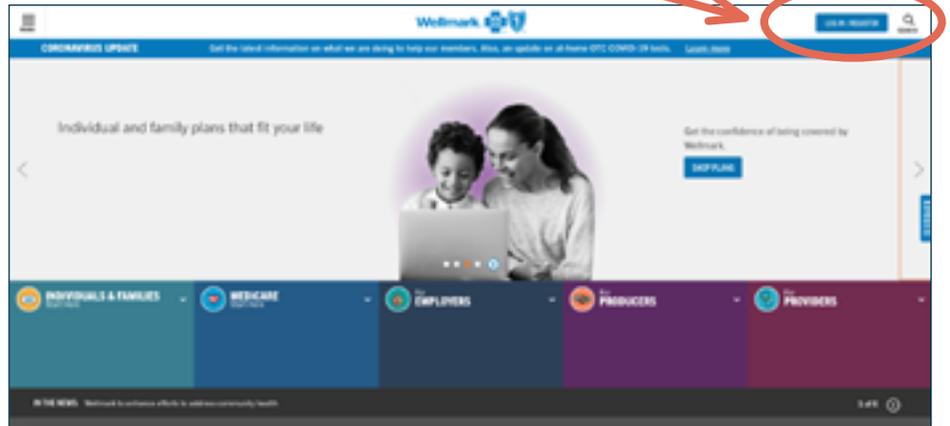
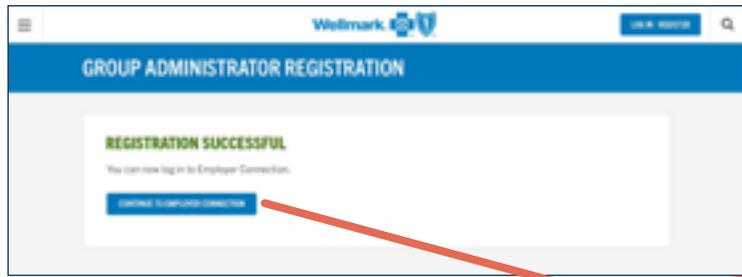


**Unsure of group information?**

**Refer to a recent bill or contact your Wellmark Representative.**

## Log in

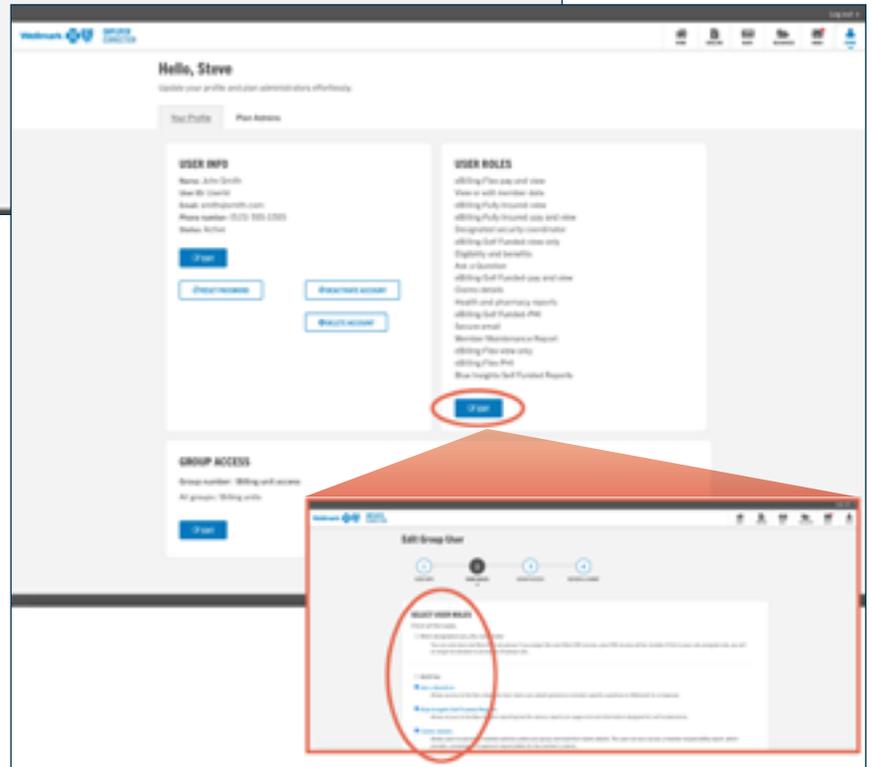
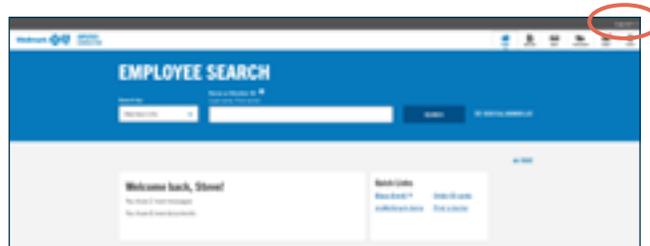
Once registration is complete, you immediately have access to Employer Connection. Use your new user name and password to log in on [Wellmark.com](https://www.wellmark.com).



## Manage security

This is your hub for managing user security, including your own.

- Click your **name** to assign security roles to yourself. Most DSCs need all roles.
- After clicking **Edit**, please confirm that the Main DSC button is selected and then check **Select All**.
- Select the **Next** button then make sure that All groups/Billing units are checked.
- Select **Next**, then review the changes and select **Save Updates** to complete.





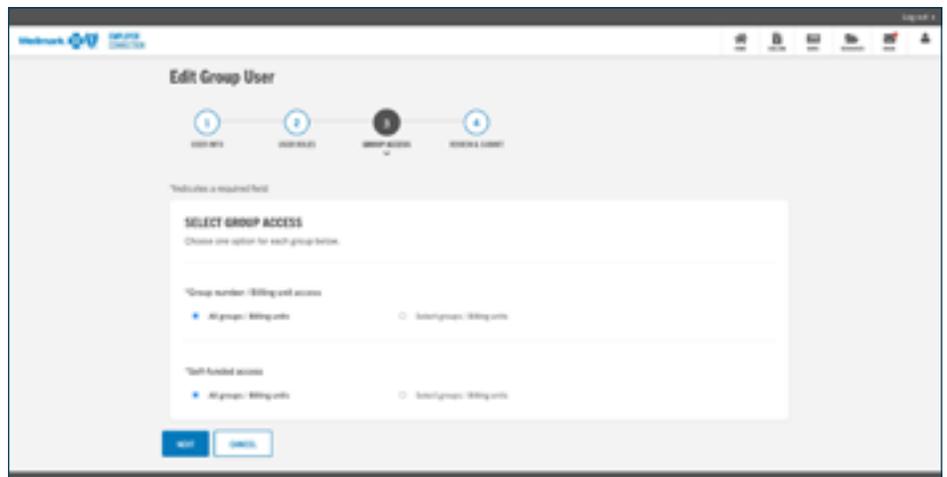
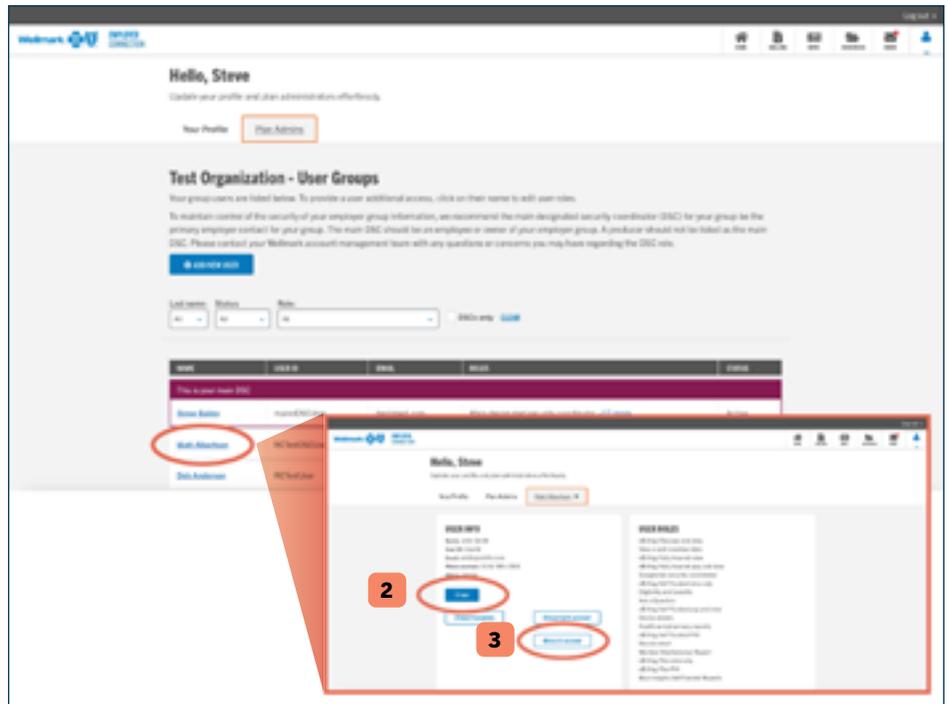
# Manage security (optional)

It's a good idea to set up at least one other user with the DSC role.

Roles could include:

- **MAIN DSC:** The Main DSC is the person who registered your group and regularly logs in to Wellmark.com to use Employer Connection. The Main DSC should assign all available roles to themselves, so they and other users can use Employer Connection tools to manage your group's coverage.
- **DSC:** The DSC role can create and maintain other user accounts. This includes adding, modifying, deleting users and their roles.<sup>2</sup> The only thing the DSC can't do is make themselves the group's main DSC.
- **ENROLLMENT ADMINISTRATOR:** For Small Group ACA plan users. This role enables the user to search for and view basic member and policy details. It also has the ability to add members and cancel coverage. *Note: The Enrollment Administrator role must be assigned to make changes to your coverage.*

<sup>2</sup> When updating a user's access, the DSC will need to reselect all group/billing units. If a user email needs to be changed, the DSC is also responsible for making the change.



## Follow the instructions below to add, edit or delete a user.

Under Plan Administrator tab:

### 1. To add a new user:

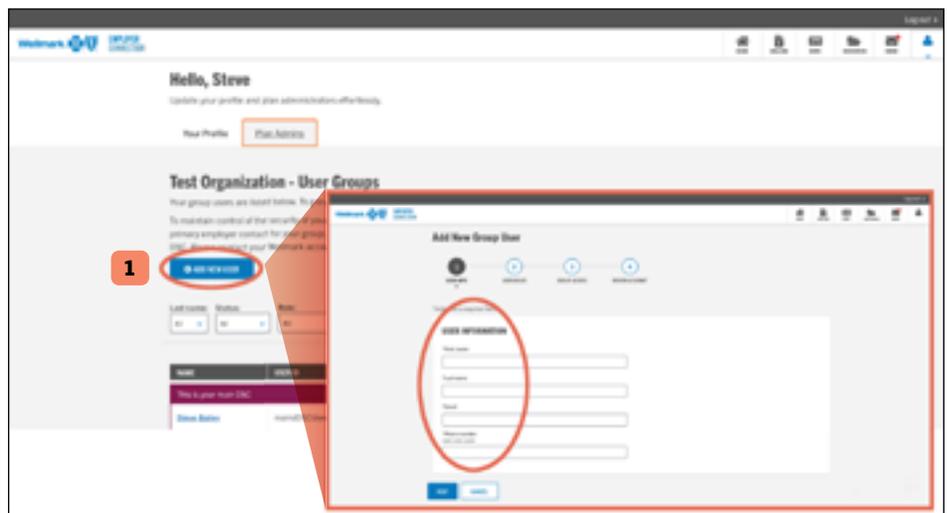
- Click Add New User
- Fill out User Information
- Select User Roles
- Select Group Access
- Review and Submit by clicking Add New User

### 2. To edit a user:

- Click on User's Name
- Under User Info click edit
- Follow steps for adding new user

### 3. To delete a user:

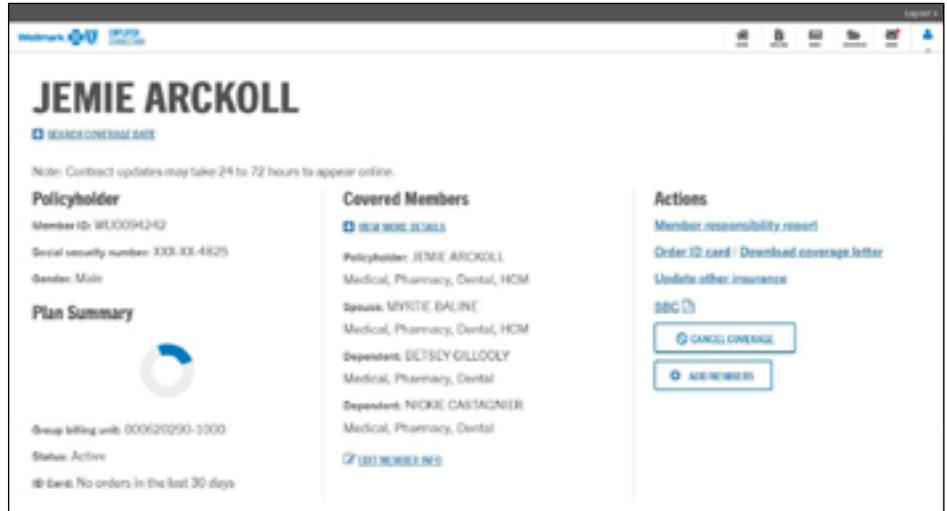
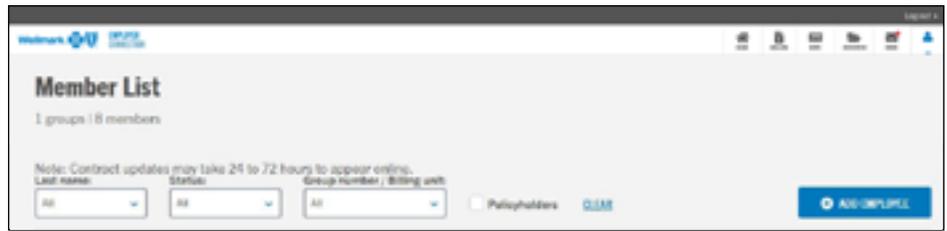
- Click on Edit
- Click Delete account
- Click Confirm



# Manage your plan membership

If you are on a small group ACA plan, you can use Employer Connection to add and cancel members to your plan. Here's how:

1. **Log on to Employer Connection**
2. **Select "View Member List"** and you'll see a button to Add Employee.
3. **To make changes to an existing member,** select "View Member List" and choose the individual member's name. You can add a dependent member to the plan or cancel coverage.



## You're all set

Log in to **Employer Connection** regularly to:

- Keep your access current.
- Help your employees.
- Get news and tips to get the most of your Wellmark coverage.



**IMPORTANT:**  
Remember to log in to your account regularly. Your account will be blocked after 90 days of inactivity.

## Questions?

Contact Wellmark at  
**800-407-0267** or  
[TechSupport@Wellmark.com](mailto:TechSupport@Wellmark.com).





Wellmark Blue Cross and Blue Shield of Iowa, Wellmark Health Plan of Iowa, Inc., Wellmark Value Health Plan, Inc. and Wellmark Blue Cross and Blue Shield of South Dakota are independent licensees of the Blue Cross and Blue Shield Association.

Blue Cross®, Blue Shield® and the Cross® and Shield® symbols are registered marks of the Blue Cross and Blue Shield Association, an Association of Independent Blue Cross and Blue Shield Plans. Wellmark® is a registered mark of Wellmark, Inc.