



# New Member Guide

How to add a new member on the Flex Direct Bill Employer Portal

## Step 1:

Select **+Add Member** on the Home Page or from the **Add Member** option in the Main Menu.

## Step 2:

Click the **Select** button under the Direct Bill box to begin processing the qualifying event.

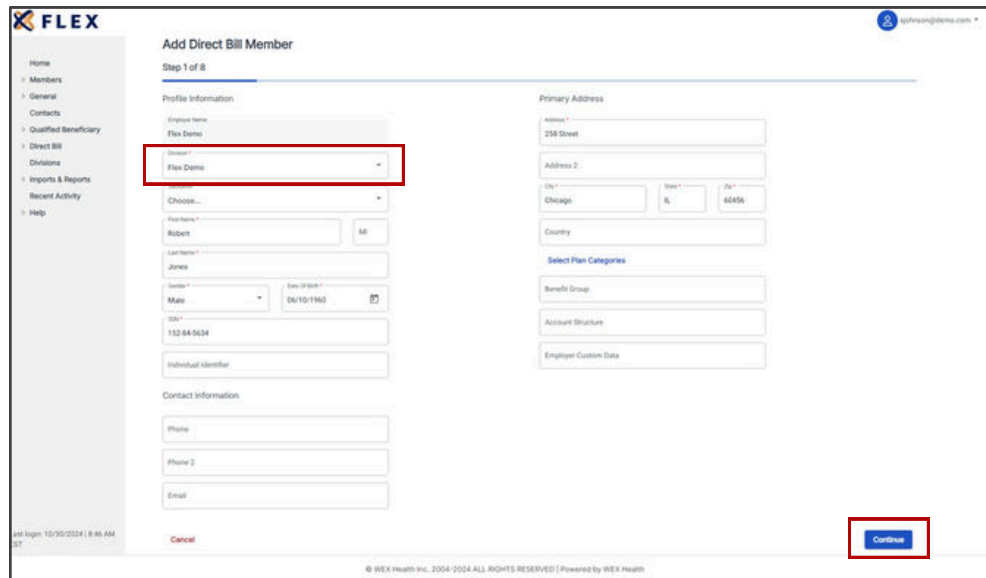
Questions? Call us at 866-847-8774

8770 W. Bryn Mawr, Suite 1290W, Chicago, IL 60631

[www.flexiblebenefit.com/direct-bill](http://www.flexiblebenefit.com/direct-bill)

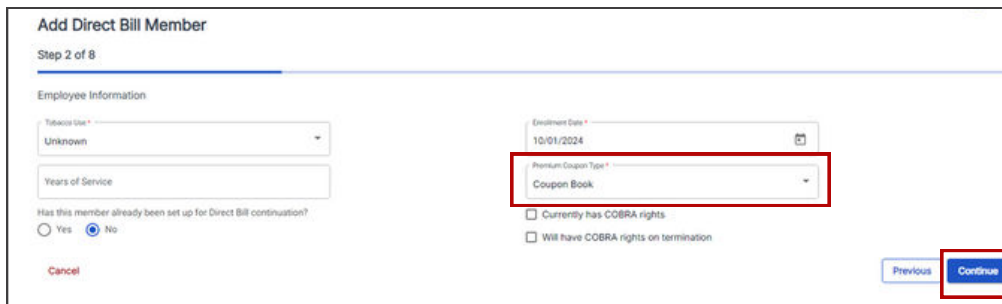
### Step 3:

Select a **Division** under the Employer Name. Default is Main Division "Employer Name". Complete the required fields marked with a red asterisk and click **Continue**.



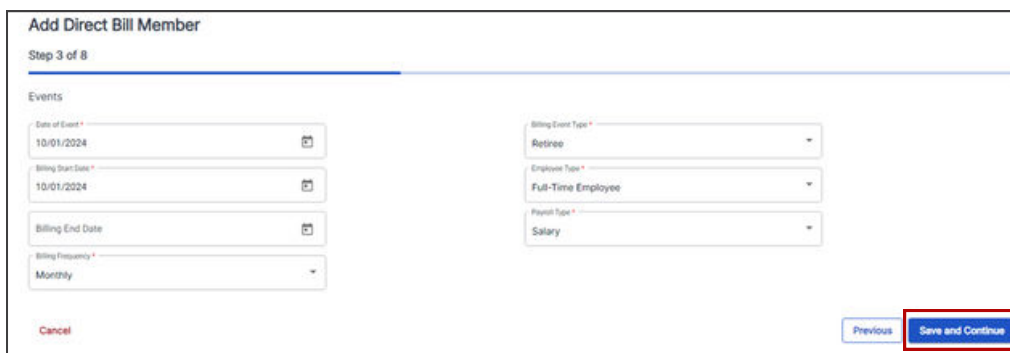
### Step 4:

Enter the employee information and event category. Tobacco Use can remain at the default **Unknown**. Premium Coupon Type should always be **Coupon Book**. Click **Save and Continue** when completed.



### Step 5:

Add applicable Event information for the Direct Bill Member. Click **Save and Continue**.



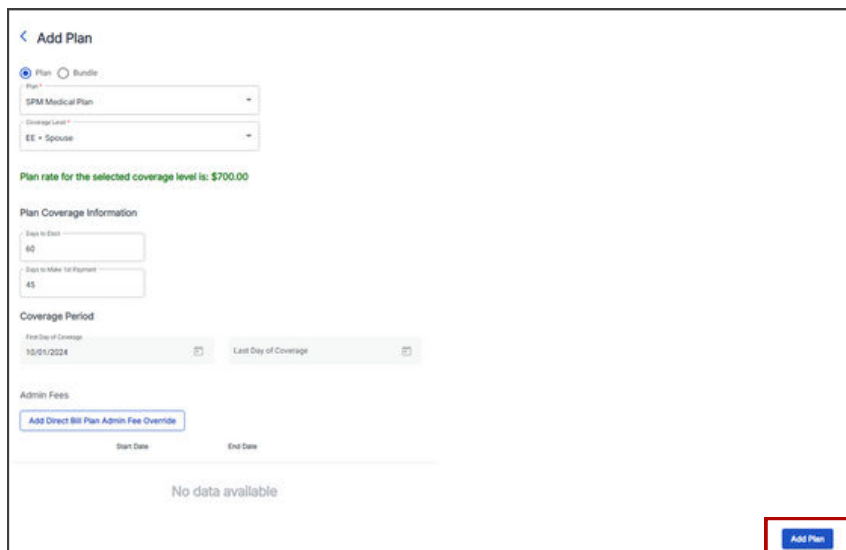
## Step 6:

Add applicable employee benefit plans for the member. You must add each eligible benefit one at a time by clicking **+Add Plan**.



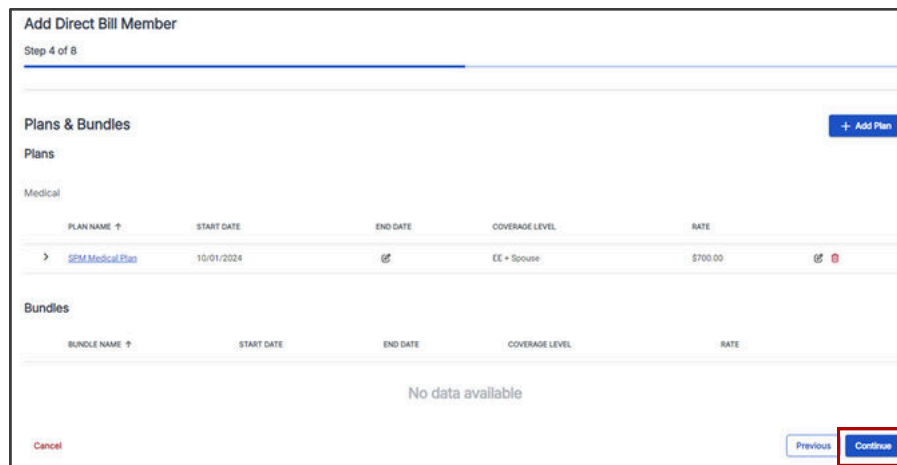
## Step 7:

Select the applicable **Plan** and **Coverage Level** from the drop-down menu. Your Direct Bill Member's monthly rate will show in green. Click **Add Plan** when complete.



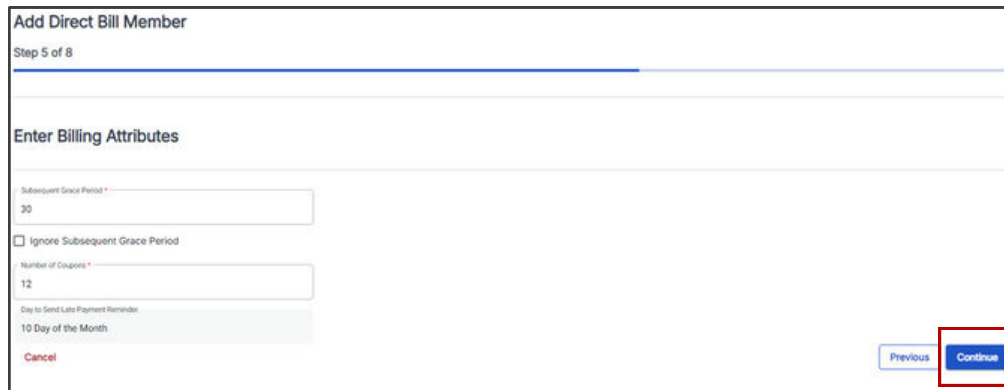
## Step 8:

Once all applicable plans have been added, click **Continue**.



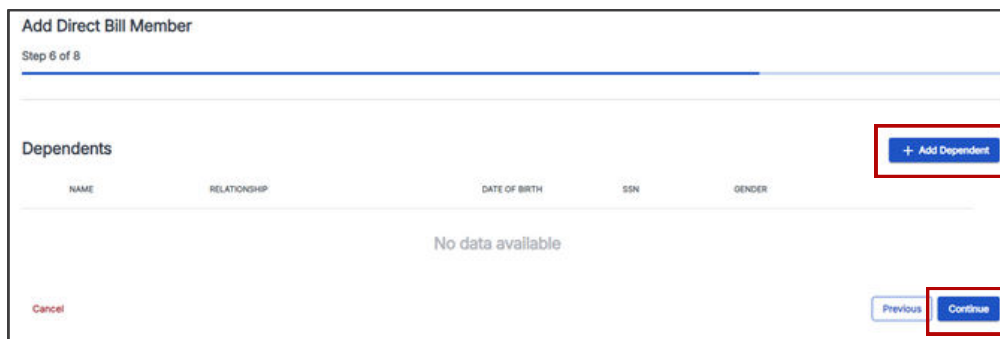
## Step 9:

Review the defaulted grace period and number of coupons, then click **Continue**.



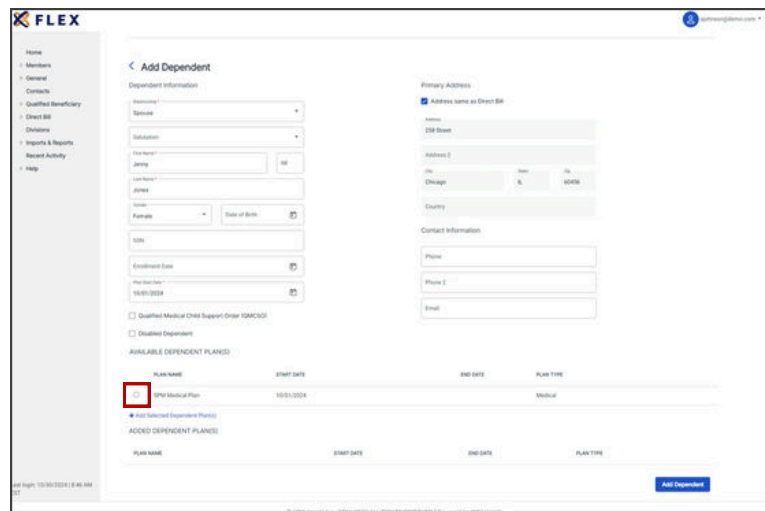
## Step 10:

If the Direct Bill Member has dependents that need to be added, add dependent information by clicking **+Add Dependent** and follow steps 11 through 13. You must add one dependent at a time. If there are no dependents, click **Continue**.



## Step 11:

If adding a dependent, complete the required fields marked with a red asterisk, choose available dependent plan(s) by checking the box(es).



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## Step 12:

First click **Add Selected Dependent Plan(s)**. Then click **Add Dependent** to save.

AVAILABLE DEPENDENT PLAN(S)

PLAN NAME	START DATE	END DATE	PLAN TYPE
<a href="#">↓ Add Selected Dependent Plan(s)</a>			

ADDED DEPENDENT PLAN(S)

PLAN NAME	START DATE	END DATE	PLAN TYPE
BluePrint PPO	03/01/2023	08/31/2024	Medical

Add Dependent

## Step 13:

You will receive a green confirmation pop up that your dependent has been added. Click **Continue** when all the dependents have been added.

Add Direct Bill Member

Step 6 of 8

Dependents

+ Add Dependent

NAME	RELATIONSHIP	DATE OF BIRTH	SSN	GENDER
> Jones, Jenny	Spouse			F

Cancel

Previous

Continue

## Step 14:

Add any applicable subsidies and click **Continue**.

Add Direct Bill Member

Step 7 of 8

Subsidies

+ Add Subsidy Schedule

START DATE	END DATE	PLAN TYPE	SUBSIDY TYPE	SUBSIDY AMOUNT TYPE	AMOUNT
No data available					

Cancel

Previous

Continue

## Step 15:

Letter inserts should not apply. Click **Add Member** to skip this step.

Add Direct Bill Member

Step 8 of 8

Letter Attachments

Attach	Name
No data available	

Cancel

Previous

Add Member

You will receive a pop-up message confirmation that your **Direct Bill Member** has been successfully added.

Click [here](#) to download the **Direct Bill Employer Website Guide** for additional information on how to view or access member information.