



MyBenefitsManager: Employer Portal Quick Start Guide

Use MyBenefitsManager to search for
employees and claims information.



Registration

1. Visit MyBenefitsManager Customer Login at paisc.com.
2. Click on *Select your portal* and choose *Employer Portal*.
3. Click on *Create account*, accept the license agreement, click *Next*, and follow the prompts.
4. Enter the six-digit Contact ID you received via email from PAI, your first and last name, and your company email address.
5. You will be prompted to create a username and password on the next screen.

Employee Search

6. After logging in to the Employer Portal, you will see links on the top navigation bar. Searching for an employee will allow you to view their ID card, their plan documents, and group specific brochures.
7. To search for one of your employees, click *EMPLOYEE SEARCH* at the top of the page.

Basic Search

8. If the employee's member ID is available, enter it in the gray box and click *Search*.
9. Click on *View All Eligible Members* to the right of the *Search* button to view a list of all group members.

Please fill out all of the information on this form to validate your account.

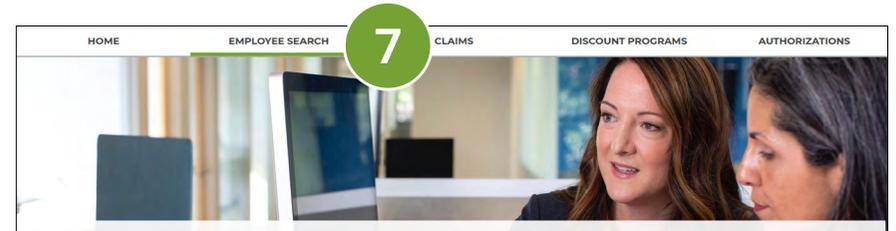
4

Contact ID

First Name

Last Name

Contact E-mail Address



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HOME EMPLOYEE SEARCH CLAIMS DISCOUNT PROGRAMS AUTHORIZATIONS

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Search by Advanced search

Separate Member IDs by commas

Search [View All Eligible Members](#)

Search by Social Security Number

10. If the employee does not have their member ID available, click the dropdown arrow beside *Member ID* and select *SSN*.

11. Enter the employee's social security number and click *Search*.

Advanced Search

12. If a member needs to be located in the system, and neither the Member ID nor Social Security Number are available, select the *Advanced search*.

13. Either *Last Name* OR *Group Number* must be filled as indicated by the red asterisks.

14. Enter information into these two fields, along with any other relevant information, to narrow the results.

15. Click *Search*.

10

Search by Advanced search

Separate SSNs by commas

[View All Eligible Members](#)

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Search by Advanced search

Note: At least Group or Last Name field must be filled.

First Name	Last Name*
<input type="text"/>	<input type="text"/>
Group*	Location
<input type="text"/>	<input type="text"/>
Date of Birth	Status Code
<input type="text"/>	<input type="text"/>
Benefit Plan	Coverage Name
<input type="text"/>	<input type="text"/>
Hire Date	Sort by
<input type="text"/>	<input type="text" value=""/>

*At least one of these fields must be filled.

[View All Eligible Members](#)

Claim Search

16. In order to search for specific claims, click the *CLAIMS* button on the navigation bar at the top of the screen.
17. If the claim number is available, enter it in the box shown here and click *Search*. If you are searching for multiple claims, be sure to separate each claim number by a comma.
18. If the claim number is not available, click the drop down arrow to select and search by *Member ID* or *SSN*.

Advanced Claim Search

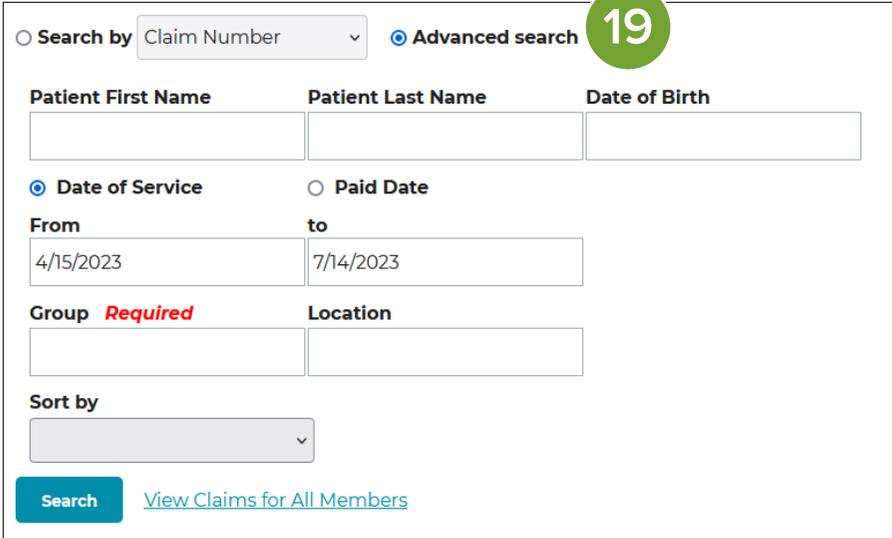
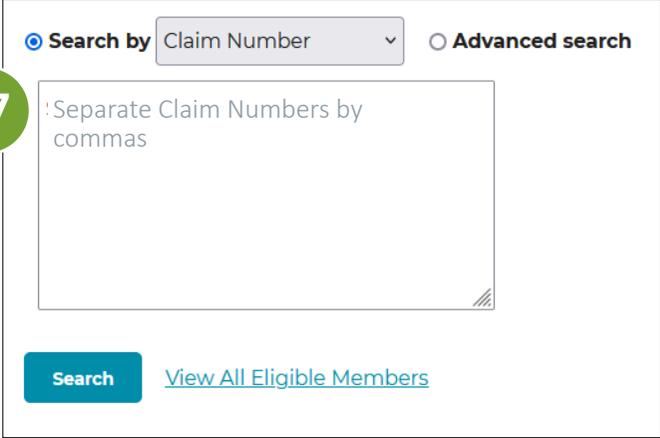
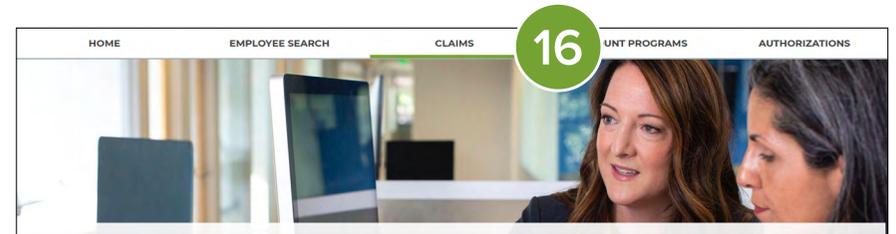
19. To perform an advanced search, click *Advanced search*. The only required information is the group number and a range of dates, which includes either the date of service or the paid date for the claim.

Additional Employer Account Access Request

Initially, an authorization form will be emailed to group leaders with their contact ID — a contact ID is a six digit code that is required to create an account. In order to grant additional user access and to protect member privacy, the [Employer Portal Access Request form](#) form will need to be completed and returned to your Account Executive.

Once the completed form is received, the additional user will receive their contact ID via email within three business days.

This form will also need to be completed and returned to your Account Executive to terminate access when necessary.



Access the employer portal at paisc.com/employers.

Questions?

Contact your Account Executive or Customer Service
at 800-768-4375.

My Benefits
MANAGER