

# Your Health Alliance Employer Group Access

## Setting Up Your Health Alliance Employer Group Access

As the new group contact, you can set up an account with Your Health Alliance for employer groups to access your group's information online.

Visit YourHealthAlliance.org directly, or visit HealthAlliance.org and choose Log In/Register from the very top, right corner.

The screenshot shows the top portion of the Your Health Alliance website. At the top left is the logo for "Your Health Alliance". In the center, there is a location indicator for "Champaign, IL" with a "Change Location" link. On the top right, there are social media icons and a "Log In/Register" link circled in red. Below this is a search bar labeled "Search Health Alliance". A dark green navigation bar contains the following menu items: "OUR PLANS", "BENEFITS & FORMS", "ENROLL", "PHARMACY", "FIND A DOCTOR", "CONTACT", and "MORE...".

The main content area features a "Shopping for a Plan?" section with the text: "For more than 30 years, we've offered plans with quality doctors and hospitals, unbelievably helpful customer service, and ways to save." Below this are four plan categories, each with an icon, a title, and a button:

- Individual & Family**: Coverage Options button
- Medicare**: Be Your Best button
- Employer Groups**: Protect Your Team button
- Medicaid**: Connect button

To the right of these categories is a grey box with the following text:

**Member with Us?**  
[Learn to use your benefits](#)

**Partner with Us?**  
[Employers](#)  
[Brokers](#)  
[Providers](#)

At the bottom of the page, there is a grey box containing the "Your Health Alliance" logo and two buttons: "Log In" and "Register". To the right of these buttons is a list of services:

- Compare costs with the Treatment Cost Calculator
- Find doctors, hospitals, and pharmacies covered by your plan
- View past and current claims, authorizations, and Explanations of Benefits
- Check your deductible and out-of-pocket balances

Choose Create an Account, pick Employer Group as your role and follow the prompts to set up your account.



HOME

CONTACT

### Log In

Email:

Password: [Forgot Your Password?](#)

Log In

[Create an Account](#)

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Requests for access must be approved by our Client Support Team. You'll receive an email at the email address you registered with once your access has been approved. If you have any problems getting access, please contact your Client Consultant.

***If you have any questions, email us at [ClientSupport@healthalliance.org](mailto:ClientSupport@healthalliance.org) or call us at 1-800-851-3379 x8024.***

# Adding an Employer Group Role to Your Member Account

If you already have a Your Health Alliance member account, you can also add an employer group role to that account.

Log in to Your Health Alliance with your member account info. Then choose Account Settings from the top right menu.

The screenshot shows the 'Your Health Alliance' member account dashboard. At the top, there is a navigation bar with tabs: AT A GLANCE (selected), PLAN & BENEFITS, CLAIMS, AUTHORIZATIONS, SPENDING, and CONTACT. The top right corner contains links for 'Find a Doctor or Hospital', 'Account Settings' (circled), 'Help', and 'Log Out'. The main content area is titled 'At a Glance' and is divided into several sections:

- Your Plan:** Displays 'Medical Plan: CARLE FOUNDATION HEALTH', 'Type: PPO', and 'Member ID' with a 'View Card' button. A link for 'View All Details...' is also present.
- Recent Claims:** A table listing claims with columns for Date, Member, Provider, and Your Responsibility. Two claims from 8/17/2016 and 8/9/2016 are shown as 'Pending'. A claim from 5/26/2015 is shown with a responsibility of '\$0.00'. Links for 'How Claims are Processed' and 'View All Claims' are included.
- Covered Members:** A section for managing family members with a 'View Card' button.
- Need Help?:** A section with a question mark icon and a 'Get Answers' button.
- Your Recent Authorizations:** A section with a link for 'Do I Need a Preauthorization?' and a 'View All Authorizations' link.
- Your Deductible & Out-of-Pocket Spending:** Two tables showing spending limits and remaining amounts for In-Network and Out-Of-Network services.

Date	Member	Provider	Your Responsibility
8/17/2016	[REDACTED]	GRAY, JACOB, DC	Pending
8/9/2016	[REDACTED]	GRAY, JACOB, DC	Pending
5/26/2015	[REDACTED]	Carle Foundation Hospital	\$0.00

  

Network	Max	Deductible Remaining
In-Network	\$500	\$500
Out-Of-Network	\$2,000	\$2,000

  

Network	Max	Out-of-Pocket Remaining
In-Network	\$2,500	\$2,087.50
Out-Of-Network	\$25,000	\$25,000

From the Account Settings page, choose the Linked Accounts tab. Here, you can add an additional access role.



- AT A GLANCE
- PLAN & BENEFITS
- CLAIMS
- AUTHORIZATIONS
- SPENDING
- CONTACT

## Linked Accounts

### Attach Accounts

Add access to another account, like dental, vision, or an additional medical plan.

Add Account

### Remove Accounts

[Account Name]

Remove Access

### Add Business Access Role

If you're a professional who works with us, you can get more features by adding a business access role.

Broker

Continue

Account Settings

Linked Accounts

Authorize Personal Representative

Request ID Card

Choose Employer Group from the drop-down and continue. Follow the prompts to add access to your employer group.

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Once you've added a role, you can switch between your roles with this dropdown.



Medical - CARLE FOUNDATION HEALTH

[Find a Doctor or Hospital](#) [Account Settings](#) [Help](#) [Log Out](#)

AT A GLANCE

PLAN & BENEFITS

CLAIMS

AUTHORIZATIONS

SPENDING

CONTACT

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Continue

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Request ID Card

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# Adding Additional Employer Groups to Your Account

You can also add access to additional employer groups to your account after it's set up.

Log in to Your Health Alliance with your employer group account info. Then choose Account from the top right menu.

The screenshot displays the 'Your Health Alliance' web application interface. At the top left is the logo. At the top right, there are links for 'Account', 'Contact', and 'Log Out'. Below the logo is a navigation bar with four tabs: 'GROUPS', 'EMPLOYEES & DEPENDENTS', 'REPORTS', and 'RESOURCES'. The 'GROUPS' tab is selected, and the page title is 'Groups'. Below the title is a search bar with a 'Group' label, a dropdown menu set to 'ALL', and a 'View' button. Below the search bar are three tabs: 'Group Detail', 'Plan History', and 'Maintenance History'. The 'Group Detail' tab is active, showing a medical icon and a status of 'Enrolled' with a link to 'Add | Waive'. The main content area is titled 'IL POS' and includes sections for 'Details' and 'Preauthorizations'. The 'Details' section lists links for 'Employees & Dependents', 'Plan Benefits', 'Summary of Benefits and Coverage', 'Wellness Benefits', and 'Provider Directory'. The 'Preauthorizations' section lists links for 'Medical', 'Pharmacy', and 'Durable Medical Supplies'. The 'Effective' date is shown as '1/1/2016 - current'. A 'View Sub-groups' link is located at the bottom of the details section.

From the Account Settings page, choose the Manage Access tab where you can edit your group access.



### Account Settings

**Add Additional Access Role**

Get more options and responsibilities by adding another access role.

Member ▼ Continue

**Edit Existing Group Access**

I need to deactivate my Employer Group access

I want to add or remove Groups

**Groups to Add**  
List the group number of each group you want to add, one per line.

**Groups to Remove**

**Comments**

If you have any questions, please email Client Support at [clientsupport@healthalliance.org](mailto:clientsupport@healthalliance.org)

Submit Request

- Profile
- Office Contact
- Manage Access**

Choose the I want to add or remove Groups radio button.

List the group numbers of each group you want to add, one per line, and submit your request.

Requests for access must be approved by our Client Support Team. You'll receive an email at the email address you registered with once your access has been approved. If you have any problems getting access, please contact your Client Consultant.

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