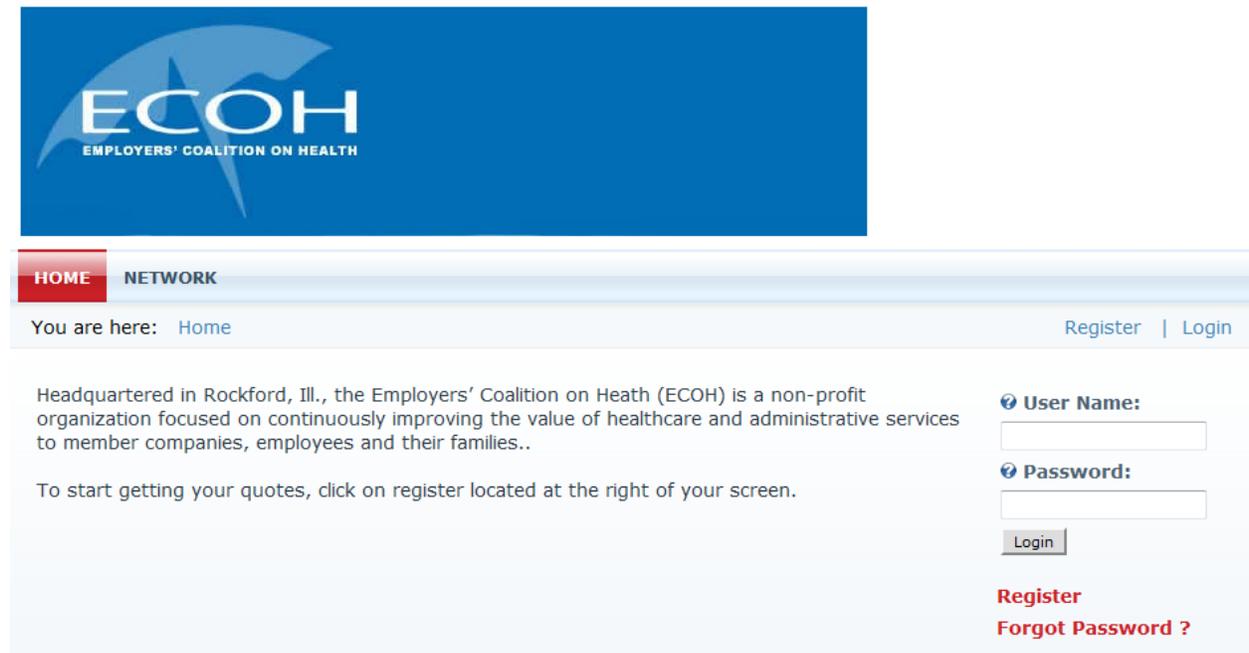


This guide will show how to load new groups through the ECOH sub-portal of the Hub of Health (<https://www.hubofhealth.com/portal/ecoh>)

Main screen

Below you will see the main page of the ECOH sub-portal. Click the **Register** button on the bottom left to get started.



Headquartered in Rockford, Ill., the Employers' Coalition on Health (ECOH) is a non-profit organization focused on continuously improving the value of healthcare and administrative services to member companies, employees and their families..

To start getting your quotes, click on register located at the right of your screen.

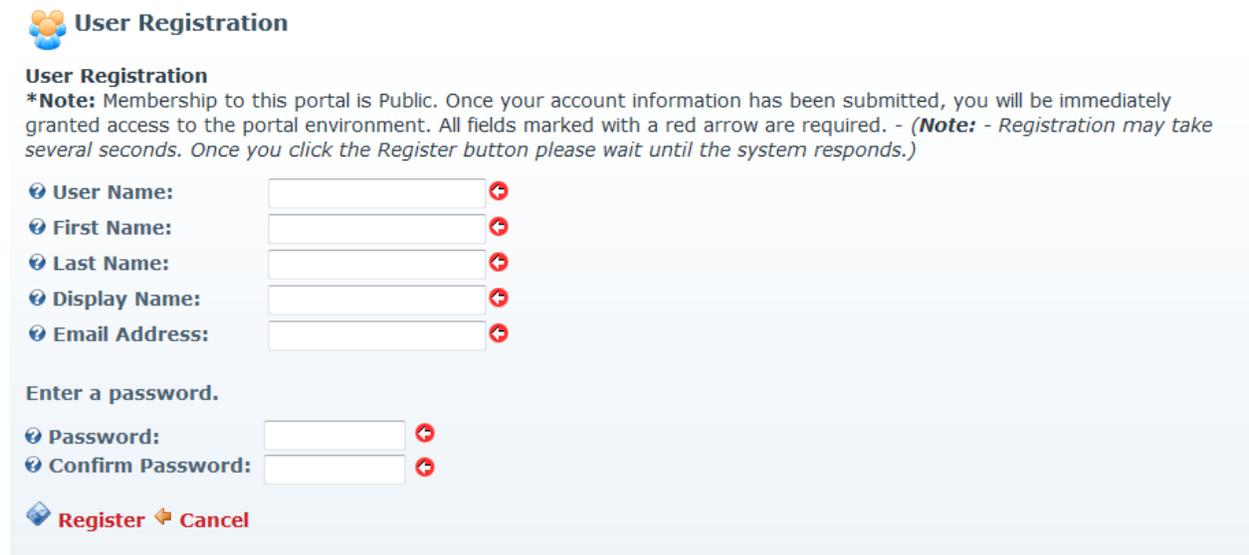
User Name:

Password:

Login

Register
Forgot Password ?

You will then be asked to provide details for your new account. Enter a username and a valid email. Your account information will be sent to the email that you specify. Your password should be 7 characters long and be a combination of numeric and non-numeric characters.



User Registration

User Registration
***Note:** Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required. - **(Note:** - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name: ↻

First Name: ↻

Last Name: ↻

Display Name: ↻

Email Address: ↻

Enter a password.

Password: ↻

Confirm Password: ↻

Register ↵ **Cancel**

As soon as you register, you will be automatically logged in. Here, you will be asked to provide your group information.

For brokers/producers who have an existing account from the Hub of Health, you must enter your broker code on the right, as indicated in your respective broker dashboards.

1. Enter your Group details 2. Create your Initial Census 3. Get your Quote
4. Process Quote Results 5. Alternate Price Quotes

Group Census Form

Company Name	<input type="text"/>	Broker Code: <input type="text"/> (If you are provided with a broker code, please enter it here. Otherwise, leave it blank)
Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text" value="Illinois"/>	
Zip	<input type="text"/>	
Tel#	<input type="text"/>	
Industry SIC Code	<input type="text"/>	SIC Code Lookup
Current Health Carrier	<input type="text"/>	
Renewal Date	<input type="text"/>	

It is necessary to provide the correct SIC information for the group. If you do not know the SIC code for your group, you can use the SIC Code Lookup utility by clicking the link with the same name. Here, you will be asked to indicate your industry division, your major group and specific group. A listing of all SIC codes belonging to the selected industry group will be displayed on a grid, and you have to select one that identifies your group. After you have made your selection as indicated by a yellow highlight, click the button Apply Selected located at the lower right.

The screenshot shows a web-based utility titled "SIC Code Lookup". It features three dropdown menus for selection: "Select Division" (Agriculture, Forestry, And Fishing), "Select Major Group" (02 - Agriculture production livestock and animal specialtie), and "Select Industry Group" (021 - Livestock, Except Dairy And Poultry). Below these is a checkbox labeled "Show All SIC Codes". A table displays a list of SIC codes and their descriptions, with the row for "0212 - Beef Cattle, Except Feedlots" highlighted in yellow. An "Apply Selected" button is located at the bottom right of the interface.

SIC	Description
0211	Beef Cattle Feedlots
0212	Beef Cattle, Except Feedlots
0213	Hogs
0214	Sheep and Goats
0215	General Livestock, Except Dairy and

After you have entered your group information, you can load the census in two ways. Using the manual form allows you to immediately enter the employee's information. Fill-up the form and click the button [Add above employee to census below]. The census list will build up at the bottom of the screen. If you wish to make changes to the list, you can delete any row by clicking the Delete button located at the specific row that you want to replace.

A. Manual form

B. Upload via template

First Name

Last Name

Bday

Gender Male ▼

Health Coverage Type Emp Only ▼

StateID

Zip

No of Covered Children

Spouse Age

Add above employee to census below

Load last saved census

Listed below are employees that will comprise your initial census for quoting:

Fname	Lname	Bday	Gender	Health Coverage	State	Zip	# children	Spouse Age	
Firstname	Lastname	10/01/1979	M	Emp	IL	60565	0	0	Delete

Add another employee

I have added all employees. Proceed to quoting.

Similarly, you can use a template that you can download here:

(<https://www.hubofhealth.com/pages/pdfpub/initialcensustemplate.xls>)

As soon as you have populated the template file, you can upload it by clicking on the [Browse] button to select the file located in your computer and clicking the [Upload] button next.

A. Manual form B. Upload via template

Please download the template [here](#) to do a batch import for your census.

Listed below are employees that will comprise your initial census for quoting:

Fname	Lname	Bday	Gender	Health Coverage	State	Zip	# children	Spouse Age	
Firstname	Lastname	10/01/1979	M	Emp	IL	60565	0	0	<input type="button" value="Delete"/>

When you have added all employees in the census, click on the button [I have added all employees. Proceed to quoting]. This will bring you to the next page.

Here, you will be asked to provide details on the group’s current rates as well as the current plan design. If rates are not available, please enter the value 0. If certain aspects of the plan design are not available please enter the value “Not Indicated”

Please indicate how many health plans are offered to your group ? 1 2 3

A. Plan 1 B. Plan 2 B. Plan 3

Current Rates:		Current Plan Design:	
Single	<input type="text"/>	Plan Description	<input type="text"/>
EE + Spouse	<input type="text"/>	Deductible	<input type="text"/>
EE + Child	<input type="text"/>	Office Visit Co-pay	<input type="text"/>
EE + Children	<input type="text"/>	Emergency Room Co-pay	<input type="text"/>
Family	<input type="text"/>	Rx Co-pay	<input type="text"/>
		Co-insurance %	<input type="text"/>
		Out-of-Pocket Maximum	<input type="text"/>

Click the button [Send Quote Request] to submit to us the group information. You will be provided with a short confirmation regarding your group. A sample screenshot is shown below.

1. Enter your Group details 2. Create your Initial Census 3. Get your Quote 4. Process Quote Results 5. Alternate Price Quotes

Thank you for entering your information. Your census is valid for quotation on the following carriers:
HUMANA
United Health Care(UHC)
BCBS
Starmark

Group Details:
Company Name : testgroupecohdoc
ZIP : 60565
Company Phone : (630) 123-4567
SIC : 8712
Renewal Date : 10/1/2011 12:00:00 AM

Employer ID: 416
Document Type: Illinois Quote Request
Date Submitted: 10/6/2011 3:13:39 PM
Valid Census Count: 2
Source: SubmitILQuoteJob

A confirmation email has been sent to you. You may now log-out.

For brokers/producers, a quotation from valid carriers will be made available to your broker dashboard as soon as the process is completed. For groups, you please arrange with your brokers to have them provide you with the quotation.

For questions and/or clarifications, please send an email to rcaluste@secureenroll.com