

GA & BROKER RENEWALS

FASTER, EASIER & MORE SECURE ONLINE



Your group renewals are easier on the HealthPass Online Portal (HOP)! In just a few minutes set up an open enrollment and have your group shop and enroll in their benefits online.

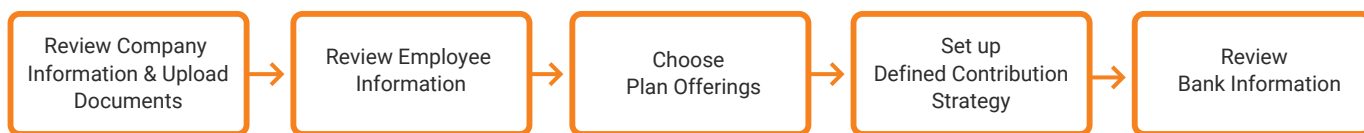
- Industry leading data & information security
- Employee shopping experience
- Reduced administrative errors
- Paperless

IT'S QUICK AND EASY TO SET UP

Login to the [HealthPass Online Portal \(HOP\)](#)

Navigate to your group

1. Go to "Start Here: Manage Groups"
2. Search and select by group number or group name
3. Click "Go to Renewal Application" to start the guided renewal application



Start Open Enrollment

Select an option to start an open enrollment window.

- **Option 1:** Select "Yes, send an email notification" to email all eligible employees. A pop-up will appear to customize your open enrollment email before sending.
- **Option 2:** Select "Complete employee enrollments on their behalf" to make benefit coverage selections on their behalf.

End your Open Enrollment

Once all employees have made their plan selections navigate to Exchange Admin, then Group Manager. Select your group and click "End Enrollment".

*Once enrollment has ended, employees **cannot** make changes to their plan selections. The HealthPass Team will review your submission and contact you if additional information is needed.*

We're here for you, call us 888-313-7277 | renewals@healthpassny.com