September 9, 2014

Introducing a New, Small Group Web Enrollment System

To streamline the enrollment process, we’re introducing the Group Policy Administration (GPA) System, a new Web-based enrollment tool for small group applications. GPA integrates with the Accel-A-Rate℠ proposal system and eliminates the paperwork needed to submit enrollment applications for newly signed groups.

GPA System Benefits

Besides expediting the enrollment process significantly, the GPA System also allows you to:

- Enroll a group electronically from start to finish.
- Start an enrollment and hand off to the group administrator(s) and members to log in and enroll themselves.
- Monitor the status of enrollment at any point in the process.

Before you can use the system, you are required to complete the GPA System training webinar. To register:

If accessing the Learning Management System (LMS) internally:

1. Go to the LMS through My e-Work
2. Search for PBT1000.059 – or type in “group web”
3. Register and begin the training
4. Once completed, we will activate the new system in My Business Manager for you

If accessing the LMS externally:

1. Go to the LMS using My Business Manager
2. Search for PBT1000.059A – or type in “group web”
3. Register and begin the training
4. Once completed, we will activate the new system in My Business Manager for you

Please contact your marketing representative with any questions.
GPA System Enrollment Steps

We cover the enrollment process in deeper detail in the training webinar but small groups can be enrolled in five, simple steps:

1. Rate your group in Accel-A-Rate
2. Transfer your group to the GPA system
3. Access the Employer Setup and Assign Enrollment Period
4. Enter the member application and benefit election for each employee
5. Email notification of Group Sales

**Important Note:** Once you have enrolled a group on GPA, you will need to email SmallGroupSales@bcbscc.com and let them know you submitted the group electronically.

Please contact your marketing representative with any questions.