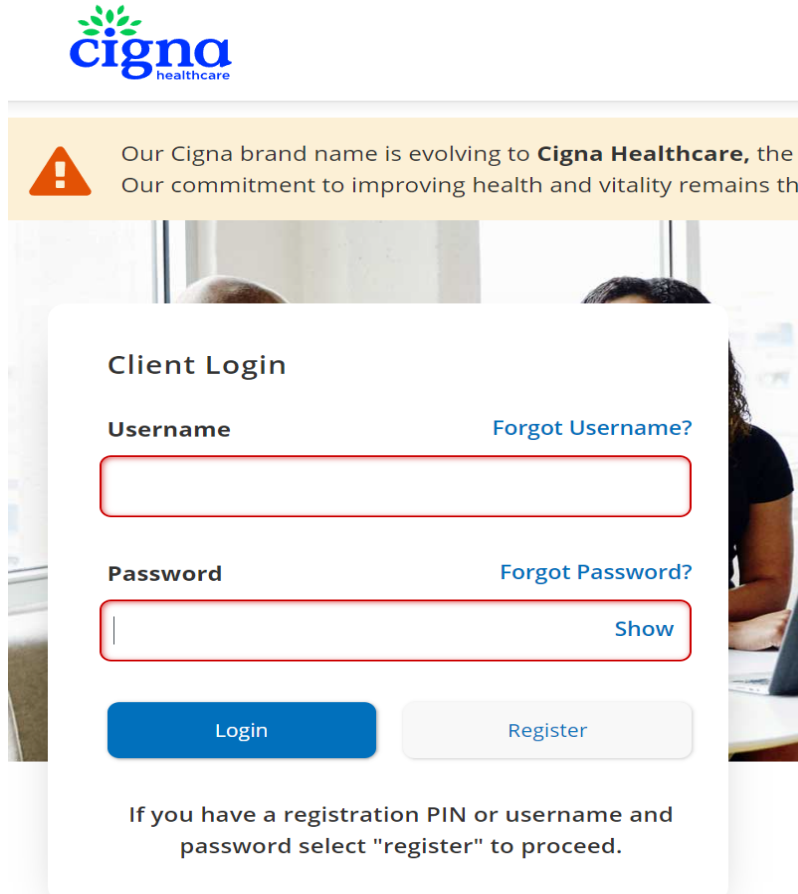



- ▶ Login to: <https://cignaforemployers.cigna.com/public/app/signin>
- ▶ Enter your Username and Password and click Login



The screenshot shows the Cigna Client Login page. At the top left is the Cigna Healthcare logo. Below it is a yellow warning banner with a red exclamation mark icon and the text: "Our Cigna brand name is evolving to **Cigna Healthcare**, the h... Our commitment to improving health and vitality remains the...". The main content is a white login form titled "Client Login". It has two input fields: "Username" and "Password". The "Username" field has a "Forgot Username?" link to its right. The "Password" field has a "Forgot Password?" link to its right and a "Show" button to its left. Below the fields are two buttons: a blue "Login" button and a grey "Register" button. At the bottom of the form, there is a note: "If you have a registration PIN or username and password select 'register' to proceed."

- ▶ "At the top of the page, open the **"Client"** dropdown menu and select the company you wish to audit



The screenshot shows the Cigna Client dropdown menu. On the left is the Cigna Healthcare logo. The dropdown menu is open, showing a list of clients. The top item is "Client: 0036569 - Michael Scott Pa ..." with a blue dot and the word "MEDICAL" to its right. Below it is a highlighted item: "0036569 - Michael Scott Paper Co... MEDICAL".

- ▶ Select **“Reporting”** and then select **“Eligibility”**



The screenshot shows the Cigna healthcare portal interface. At the top left is the Cigna logo. To the right of the logo is a 'Client:' field. Below the logo is a navigation menu with the following items: Dashboard, Enroll and Manage Members, Reporting, Materials & Resources, and Communication Center. The 'Reporting' item is circled in red. A dropdown menu is open for 'Reporting', listing the following sub-items: Banking, Billing, Claims, Eligibility, Fund Driven, and Government. The 'Eligibility' sub-item is also circled in red.

- ▶ Very Important, at the bottom of the page under Plan Details, turn on the button **"Display Plan Description"**

**Classification**

Subgroups (1)	<input checked="" type="checkbox"/> Select All	▼
Classes (1)	<input checked="" type="checkbox"/> Select All	▼
Plans (2)	<input checked="" type="checkbox"/> Select All	▼
Benefit Categories (1)	<input checked="" type="checkbox"/> Select All	▼

**Plan Details**

Member ID

Numbers only, max 9 digits

Relationship Types (5)	<input checked="" type="checkbox"/> Select All	▼
Zip Codes (66)	<input checked="" type="checkbox"/> Select All	▼
Statuses (4)	<input checked="" type="checkbox"/> Select All	▼

**Presentation**

Presentation Options  
All Records

Display Age       Display Subscriber Mailing Address       **Display Plan Description**

- ▶ Then select **"Run Report"**

Dashboard

Enroll and Manage Members

Reporting >

Materials & Resources >

## Eligibility

Viewing Report: Eligibility Roster

Enrollment/Eligibility information reported to Cigna within 48 hours of the date of this roster may not be reflected in the detail display. \* Required Values

State/Territory

Results Format

Excel  HTML

**Run Report**

Reset Page To Default

- ▶ A window will pop up with the eligibility file in a separate window, labeled **"EligibilityRosterRpt"** Once the file is downloaded, upload the Excel file to Coverage Wizard