



- ▶ Login to:
<https://agentauth.bcbsfl.com/gwlogin/?goto=https://agentauth.bcbsfl.com/auth/SSOPOST/metaAlias/agents-ba/Agent-IDP>
- ▶ Enter your Username and Password and click Login



Good Afternoon!

Sign into your account for 24/7 access to check your benefits,

User Name:

☐ Remember Username

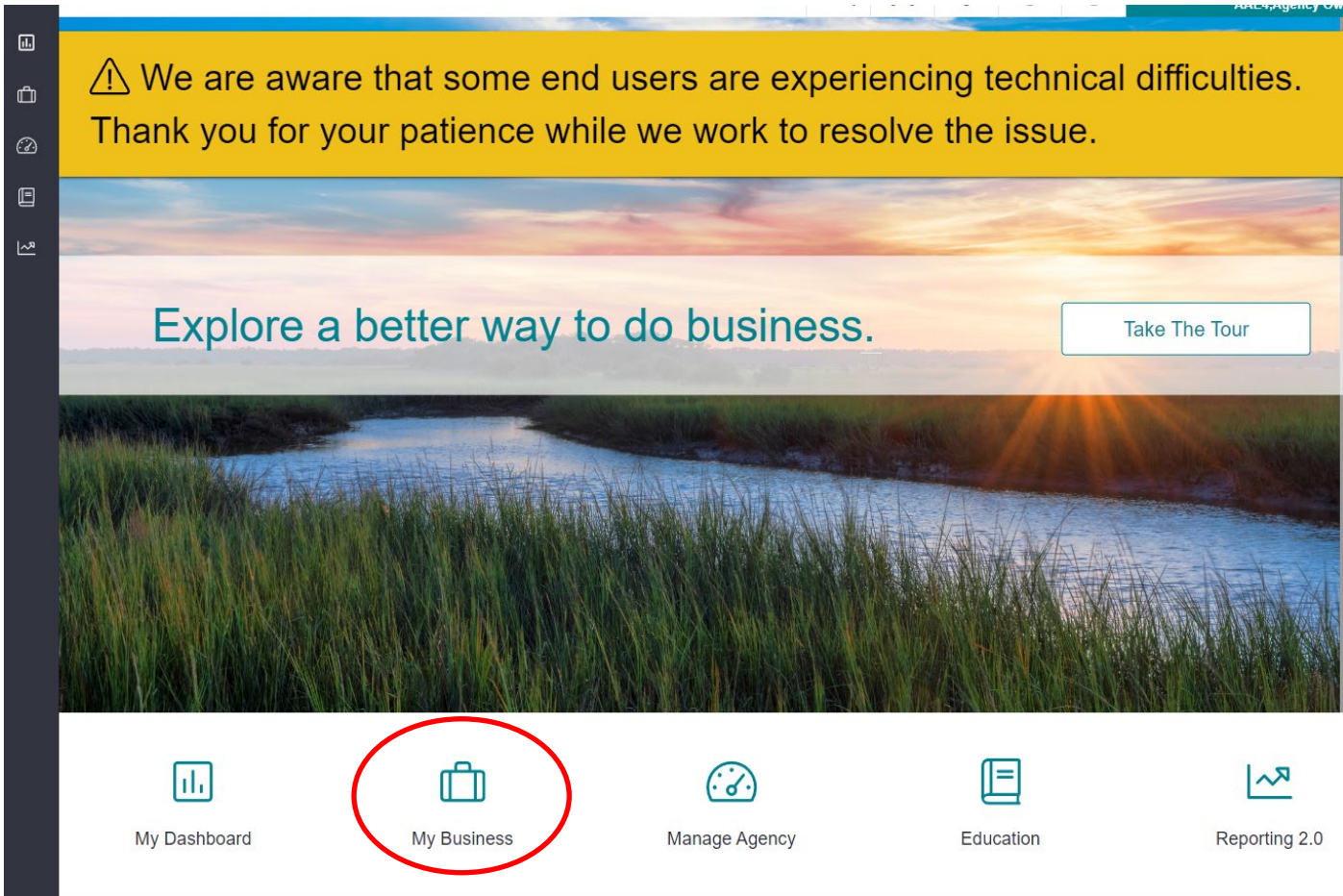
Password:



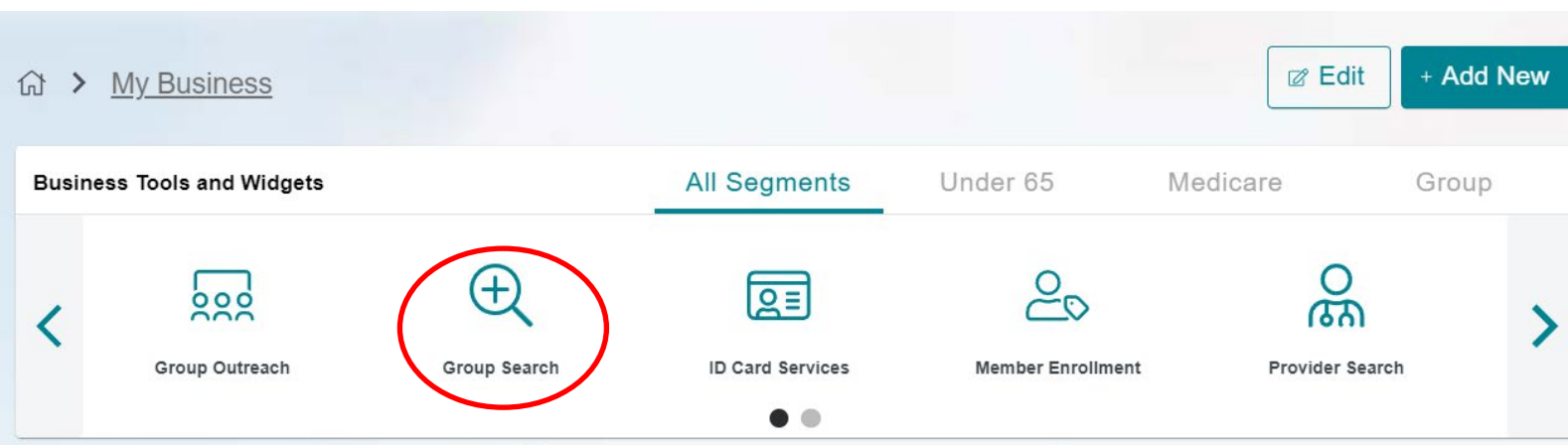
[Forgot User Name or Password?](#)

Login

► Select **"My Business"**



► Select **"Group Search"**



► Type in the **"Group Name"** and hit return on your keyboard

Group

▼

🔍



- ▶ Under the Group Information, Select **"Actions"** and then select **"View in EnrollPoint"**

 > [Group Insights](#)

Submit Group Engagement

[Payments](#)[Benefits](#)

Group Information



Michael Scott Paper
Company

GROUP# K1234

LIST DBA
MICHAEL SCOTT PAPER CO.

TOTAL ELIGIBLE CONTRACTS
55

Actions ▾

[View in EnrollPoint](#)[View In SellPoint](#)[ID Card Services](#)

PALM BEACH

CoverageWizard.com

Rev. 01/24

- Once you are under the group in Enroll Point, go to the bottom of the page and select **"Reports"**



Enrollment



Tasks



Reports



Group Overview

Administrator
Options

- Under the Reports page select **"Benefit Detail Report"** and select **"Continue"**

Reports

Reports

Select a report to open:

- ☐ ACA Details Report
Includes health enrollment information for employees and dependents within a specified date range.
- ☒ Benefit Detail Report
Includes enrollment information for each covered person.
- ☐ Benefit Summary Report
Includes enrollment summary information for each plan and coverage level (Excel)
- ☐ Benefits Canceled Report
Includes enrollment information for persons that canceled coverage and terminated employees.
- ☐ Carrier Approvals Report
Includes carrier approval information within the last 24 months.
- ☐ Group Information Report
Includes benefit information, waiting period information, over age dependent rules and date rules (PDF)
- ☐ Open Enrollment Change Reason Report
Includes enrollment information for employees and dependents with open enrollment changes (Excel)
- ☐ Over Age Dependent Report
Includes active dependents that will or have reached the maximum age limit, in the current calendar year and should be canceled.

Cancel

Continue

- ▶ Under the '**Benefits Detail Reports**,' click the '**Select All**' button to automatically select all plans under Florida Blue for this specific group and hit "**Create Report**"

Reports

Benefit Detail Report

Please select plan(s) you want to include on the report.

Filter By

☒ Current ☐ Show All

☒ Select All

☒ BlueOptions All Copay 14001 (As of 04/01/2024 - 03/31/2025)

☒ BlueOptions All Copay 14003 (As of 04/01/2024 - 03/31/2025)

Cancel

Create Report

- ▶ The Excel report "**Benefit Detail Report**" will appear. Once the file is downloaded, upload the Excel file to Coverage Wizard