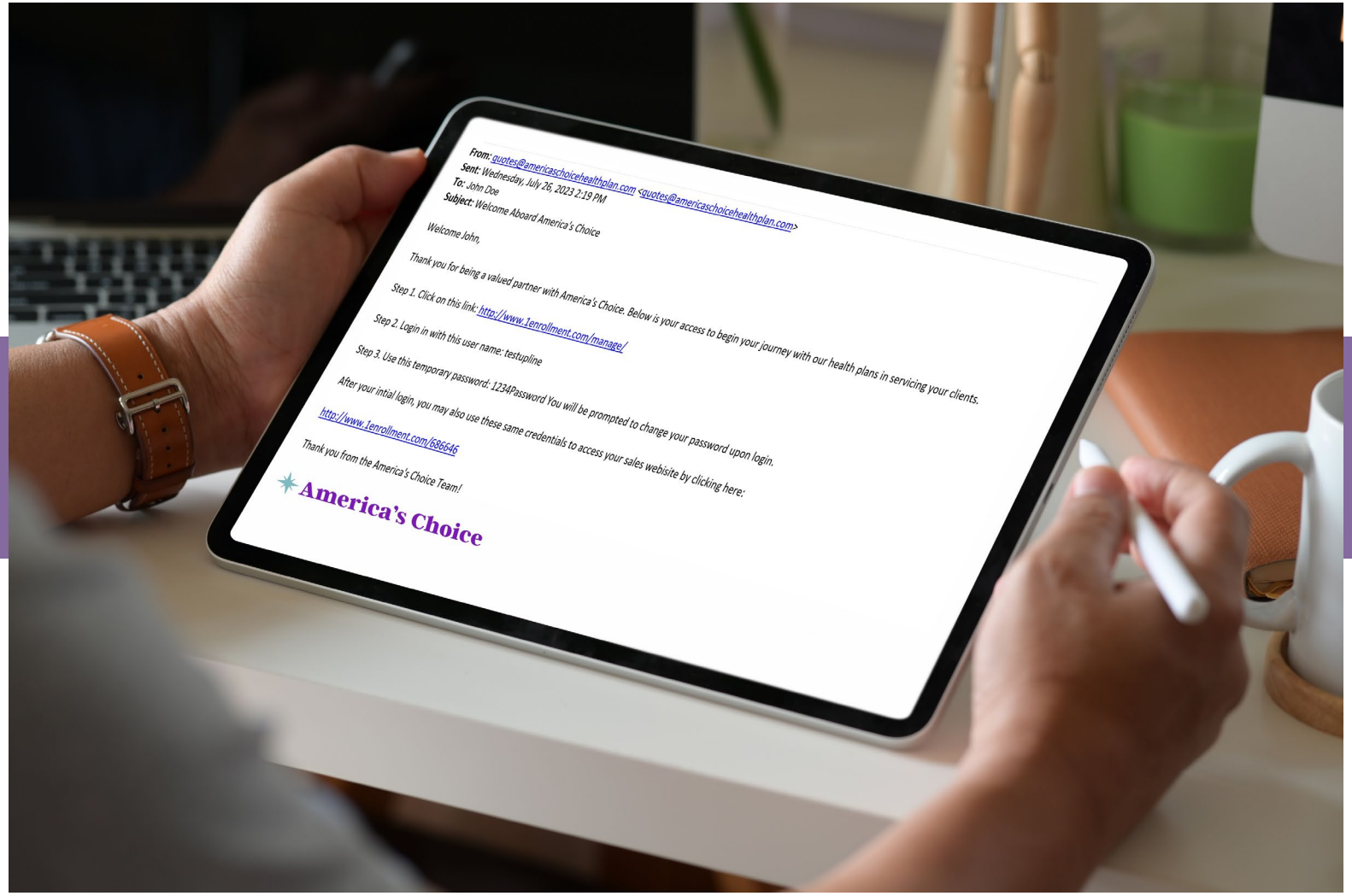
America's Choice

E123
User Manual

Agent Welcome Email

America's Choice



Your Home Page

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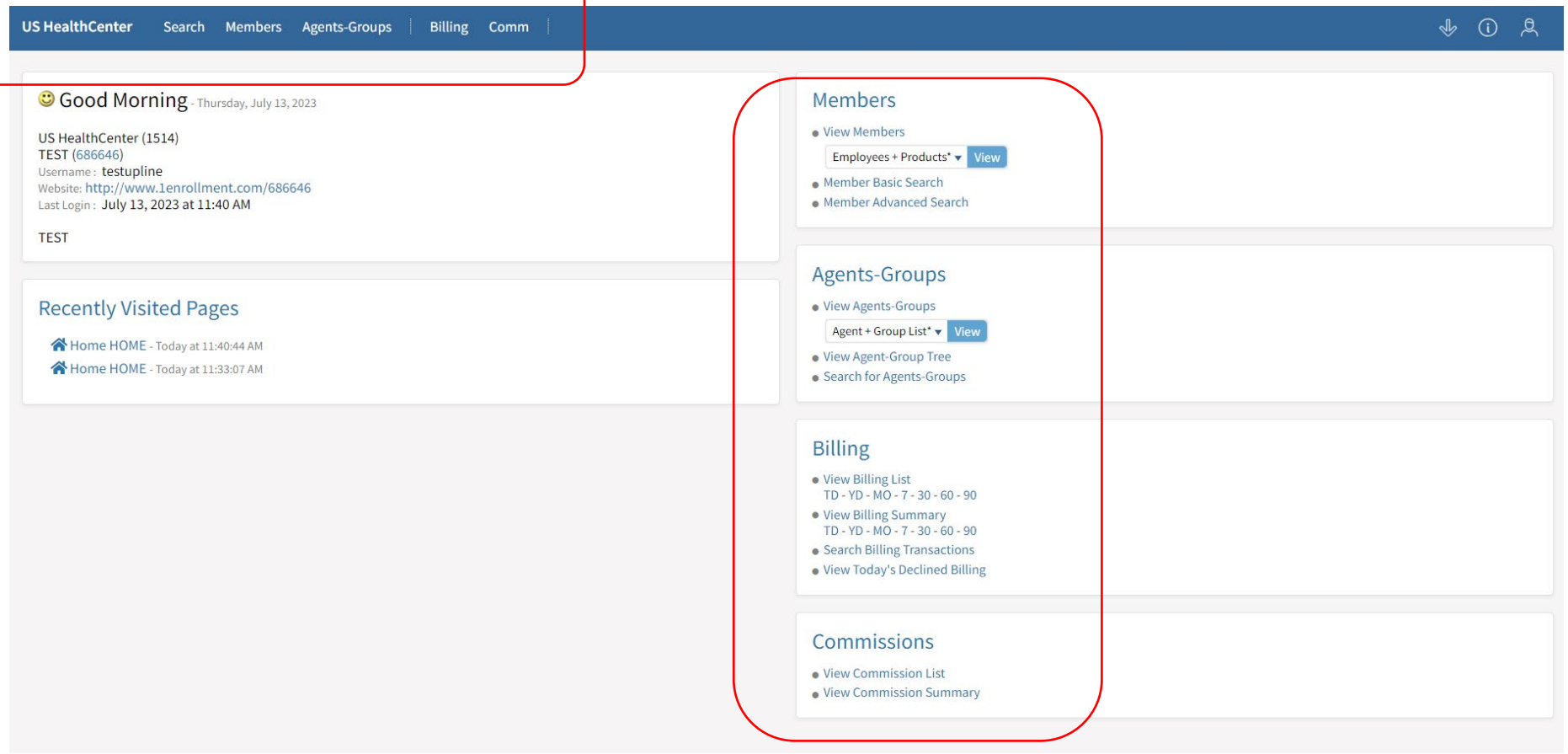
Navigate the site via the tabs in the upper portion of the screen or via the individual tiles.



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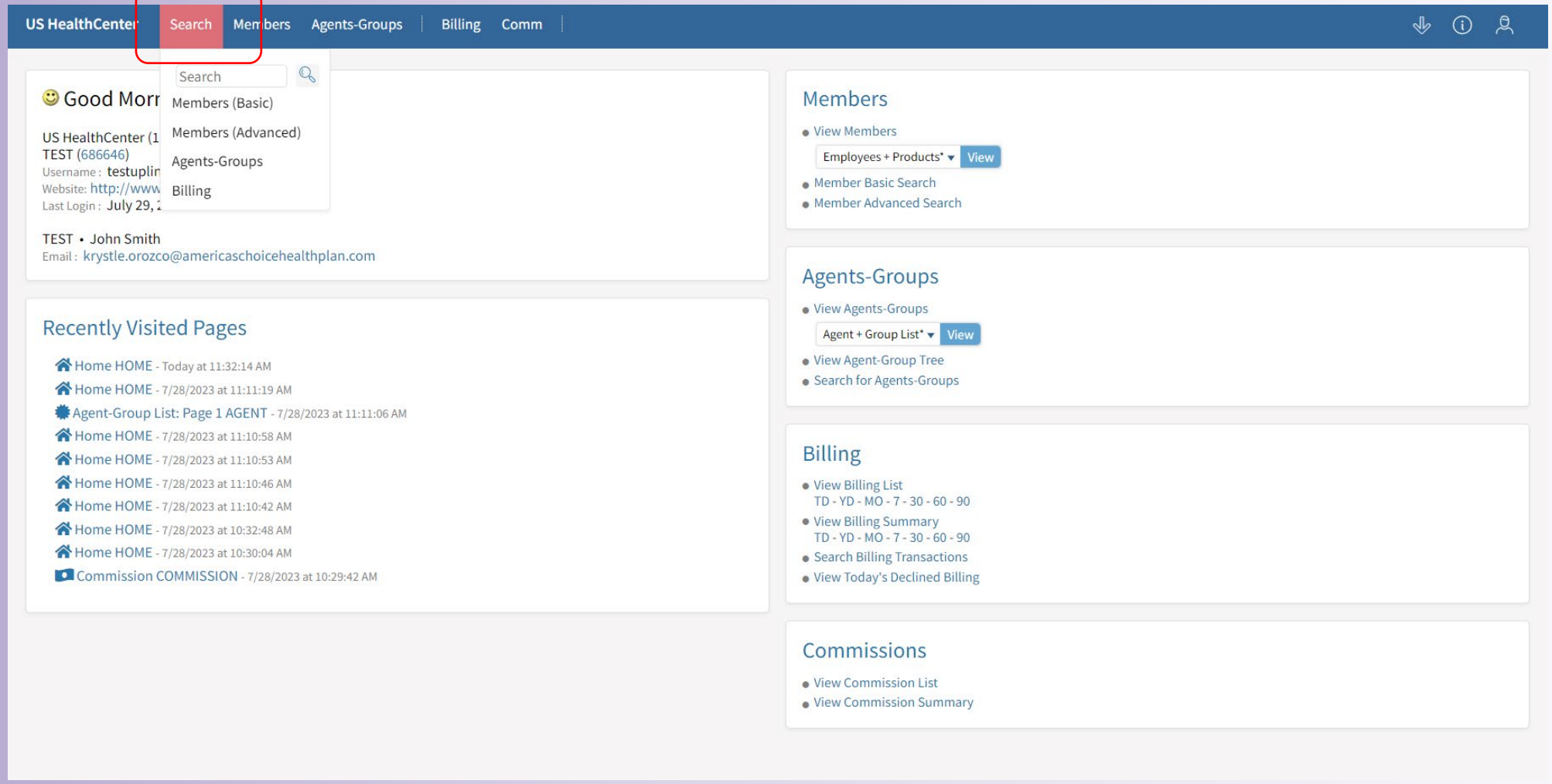
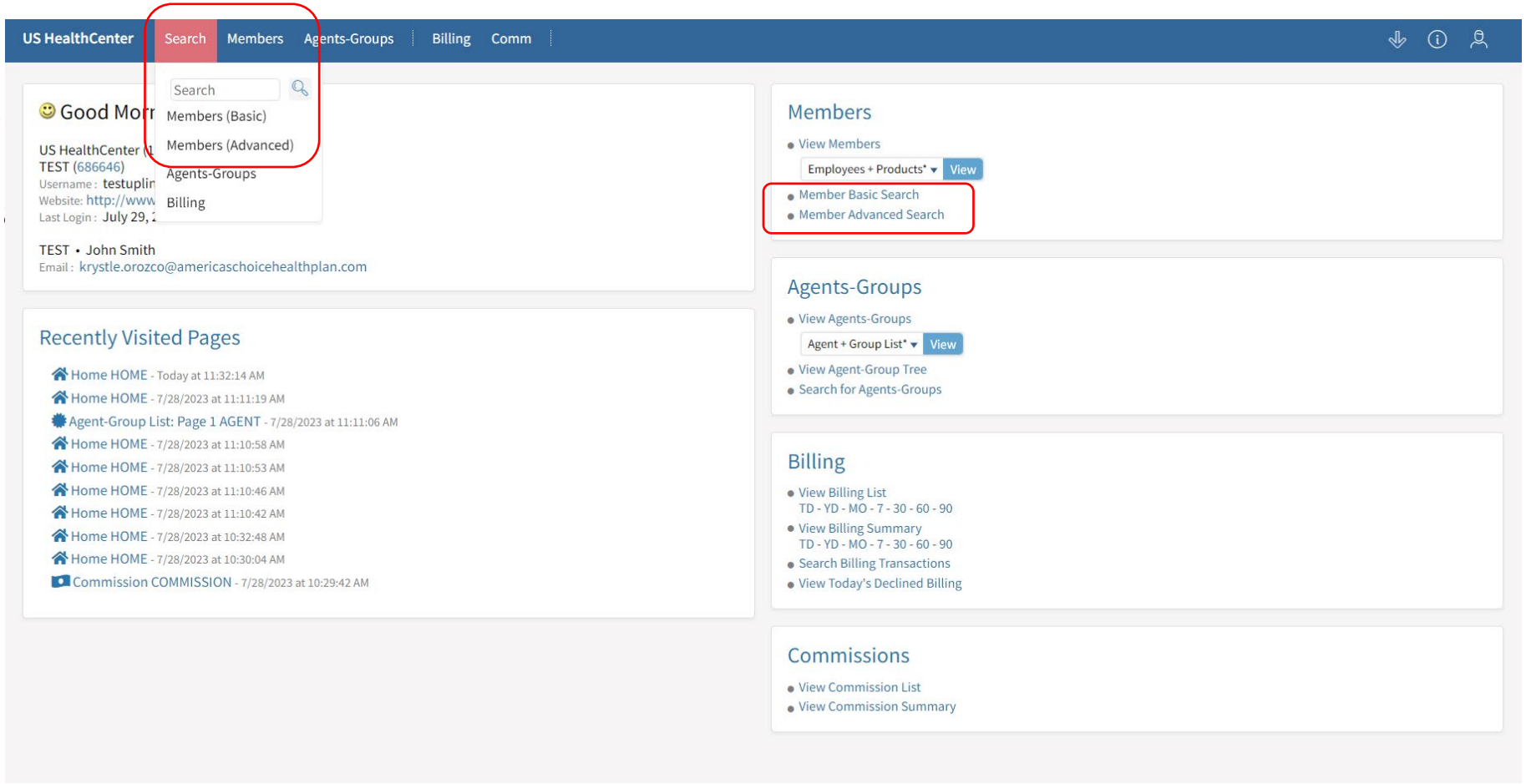
Search Tab



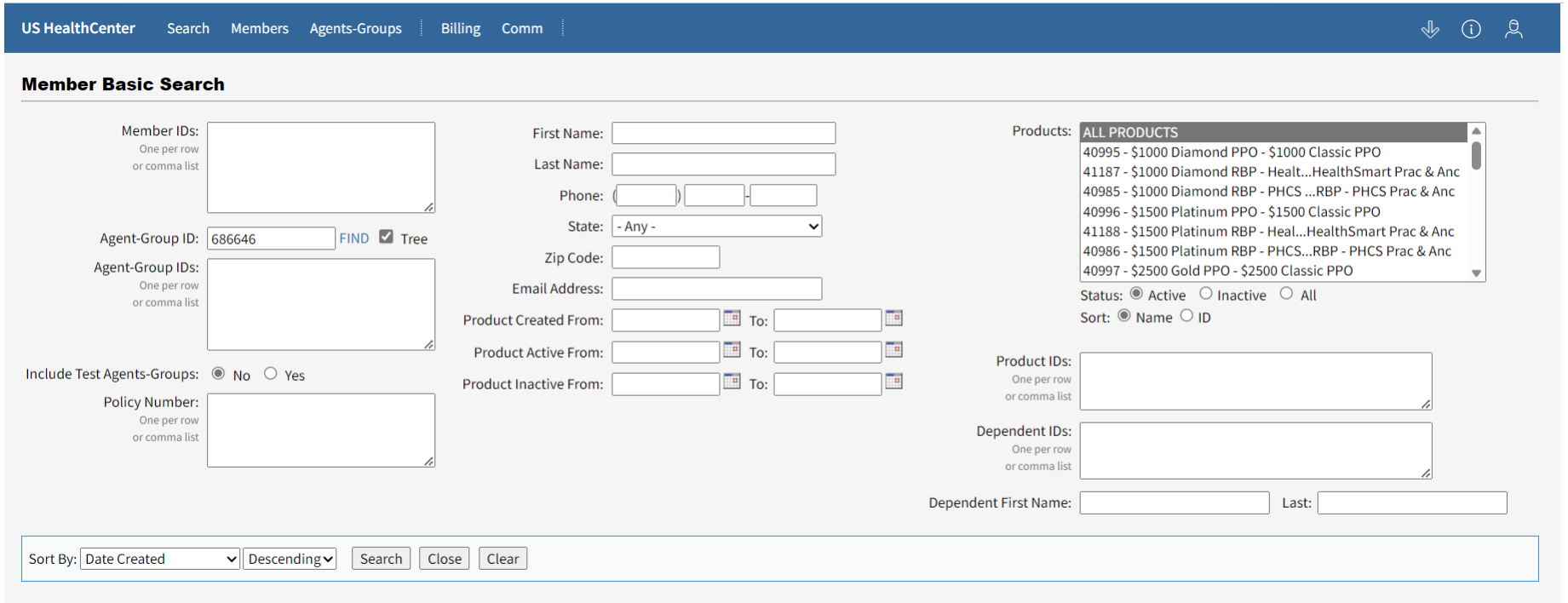
Member Search

Basic & Advanced Search

Click here to a basic or advanced se for enrolled members



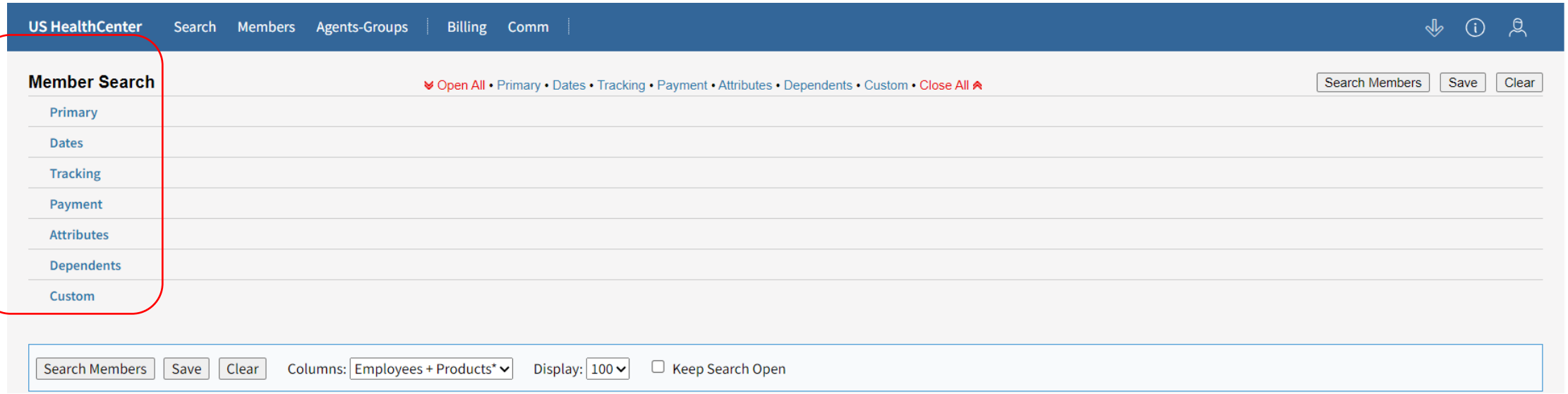
Basic Member Search



Basic Member Search

- Member ID's
- Agent-Groups
- Policy Number
- Member Information
- Products

Advanced Member Search

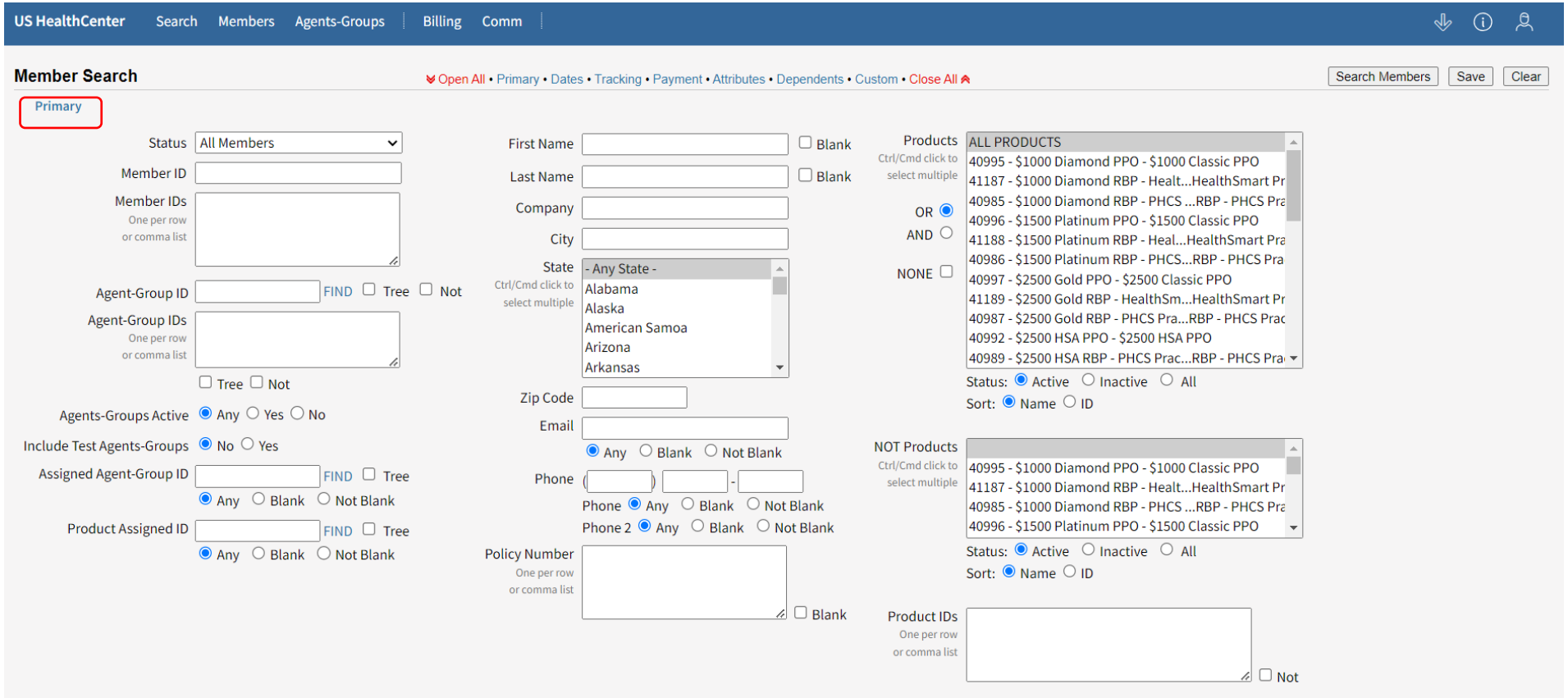


Advanced Member Search

- The advanced member search screen looks like this.
- You have 7 options to pull information from.

Option #1

Primary Search

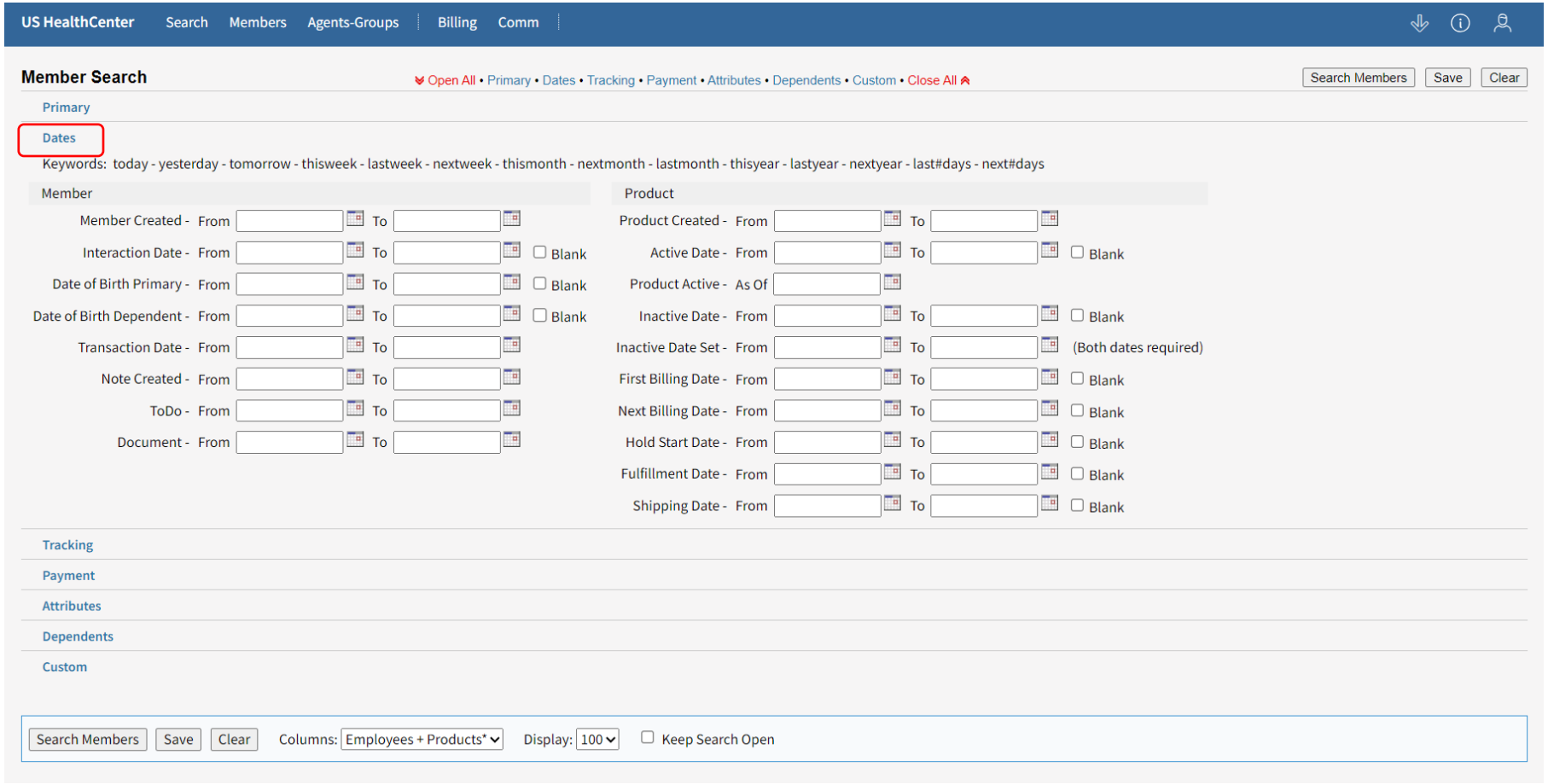


Primary Search

- Member information
- Products
- Agents
- Policy Number

Option #2

Date Search

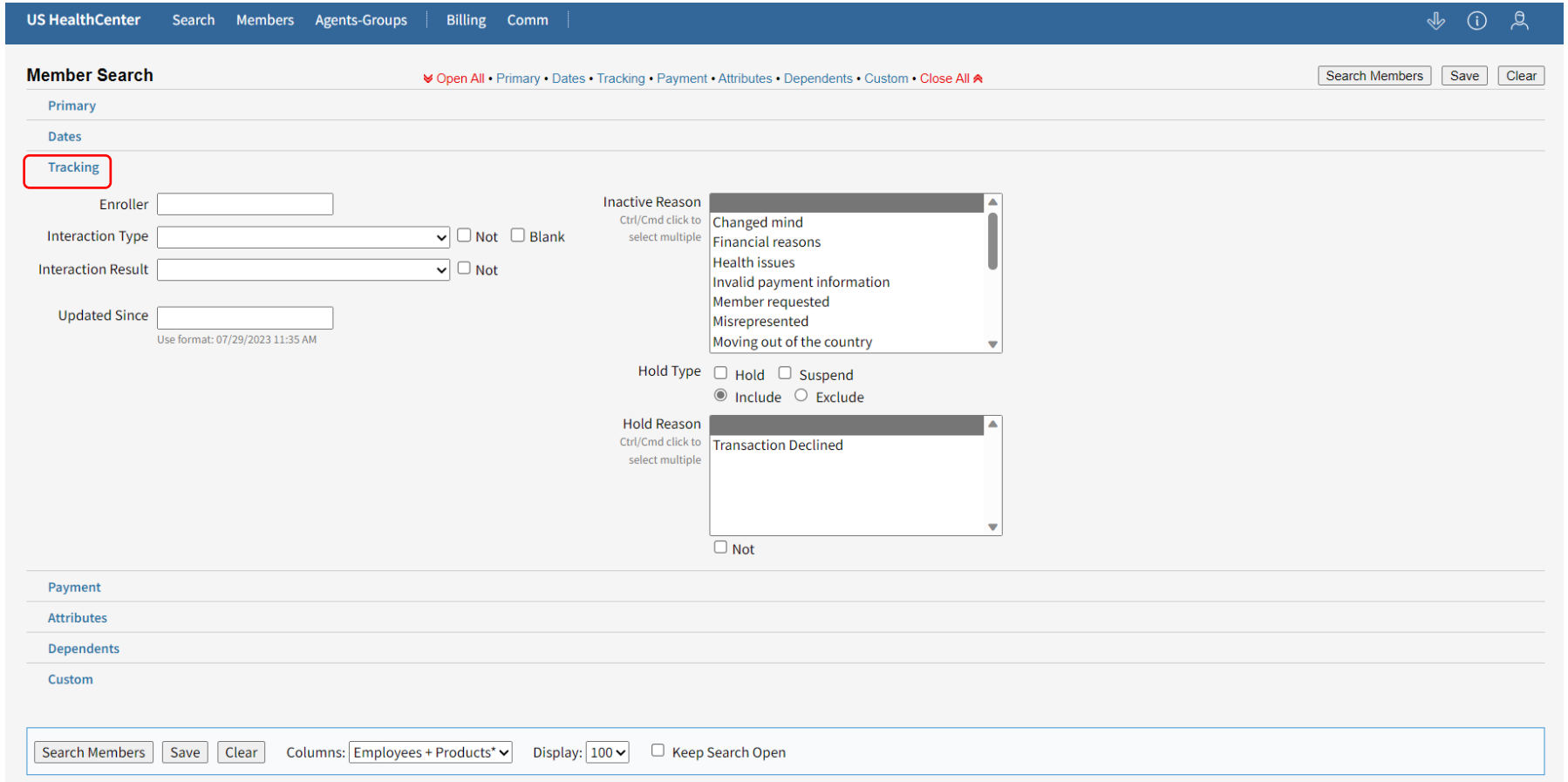


Date Search

- Date of Birth
- Membership Date
- Interaction Date
- Transaction Date

Option #3

Tracking Search

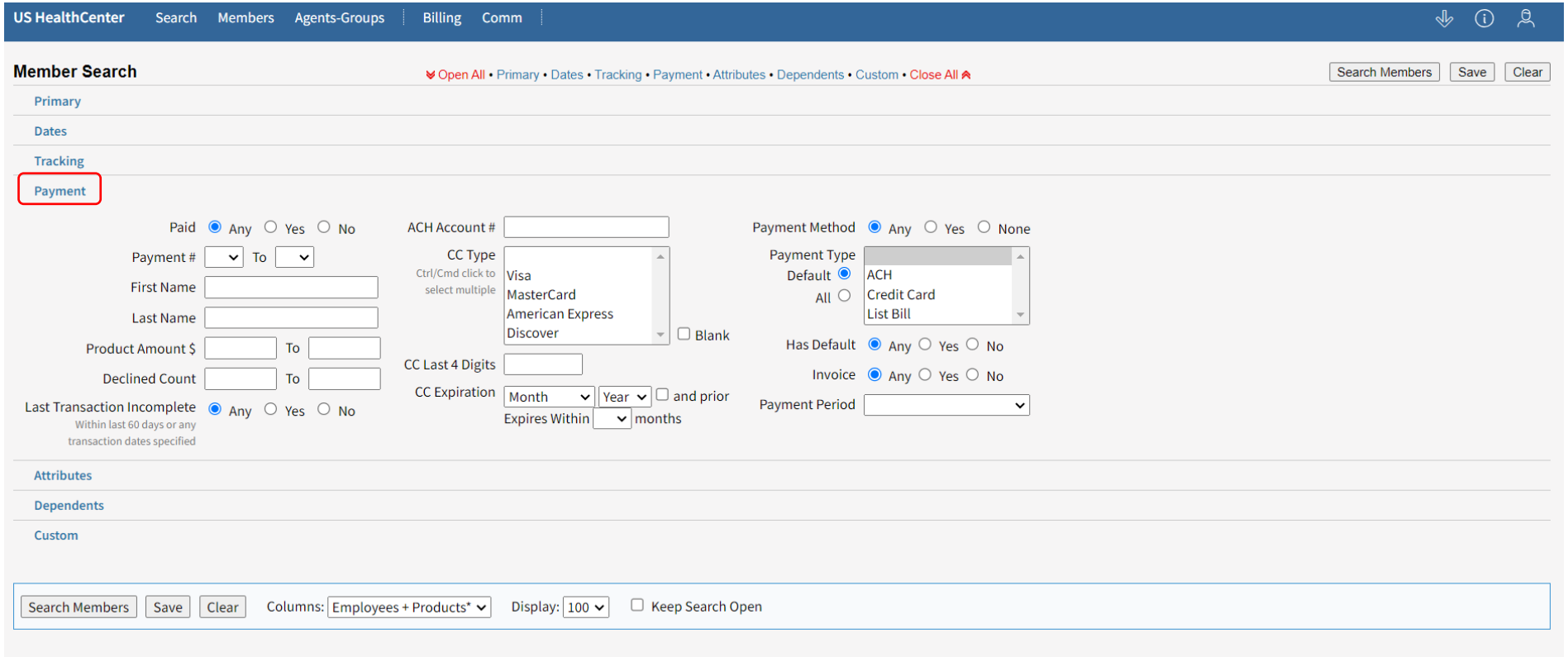


Tracking Search

- Enroller
- Interaction Type
- Inactive Reason
- Hold Type
- Hold Reason

Option #4

Payment Search

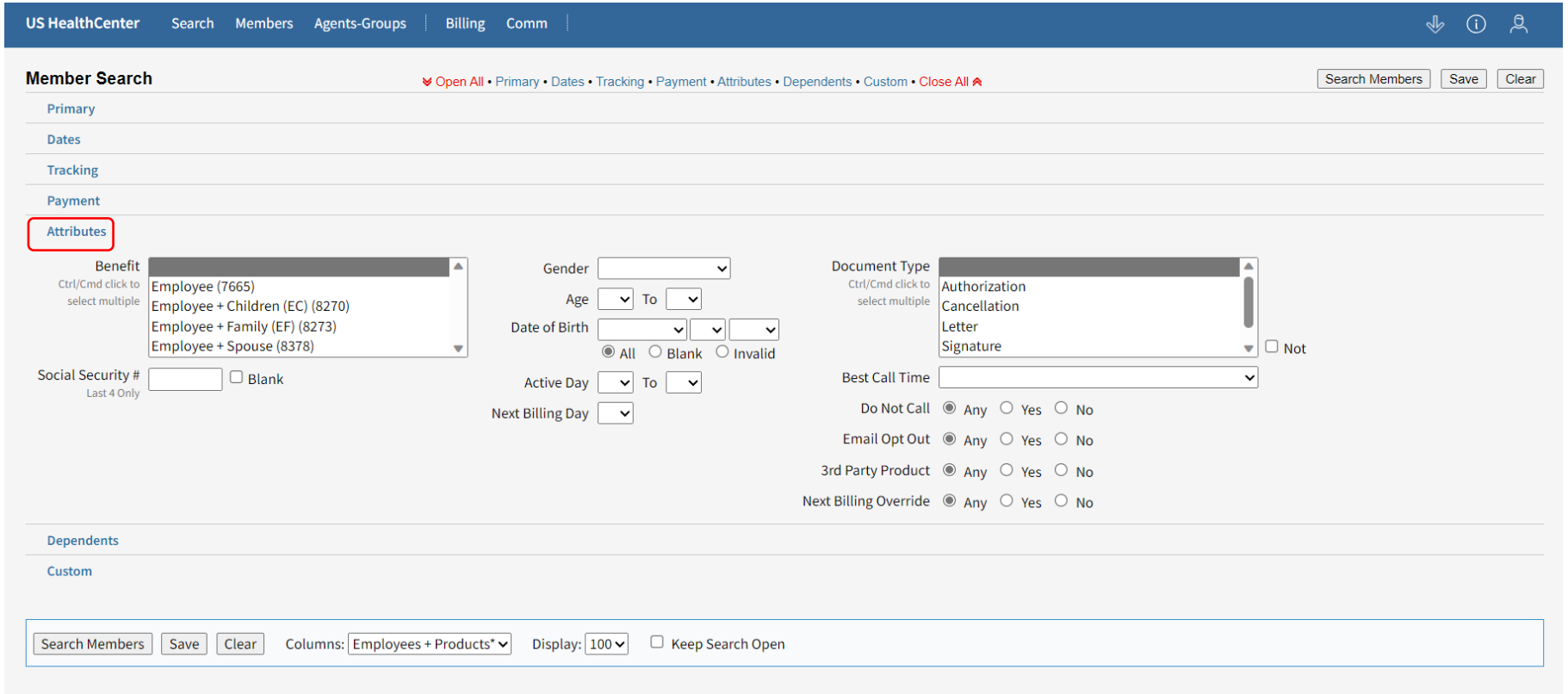


Payment Search

- Name
- ACH Account
- Credit Card Information
- Payment Type
- Payment Period

Option #5

Attributes Search

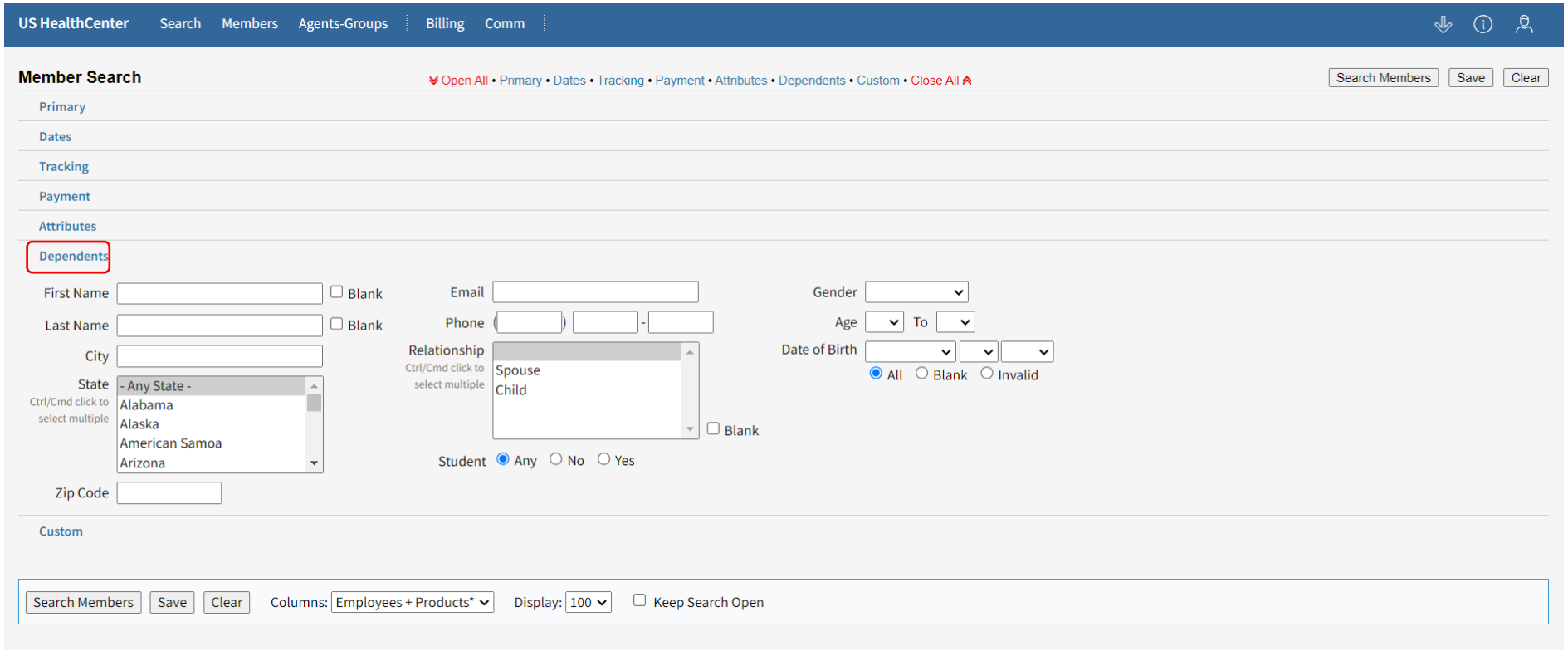


Attributes Search

- Benefits
- Social Security #
- Gender
- Age
- Date of Birth
- Document Type

Option #6

Dependents Search

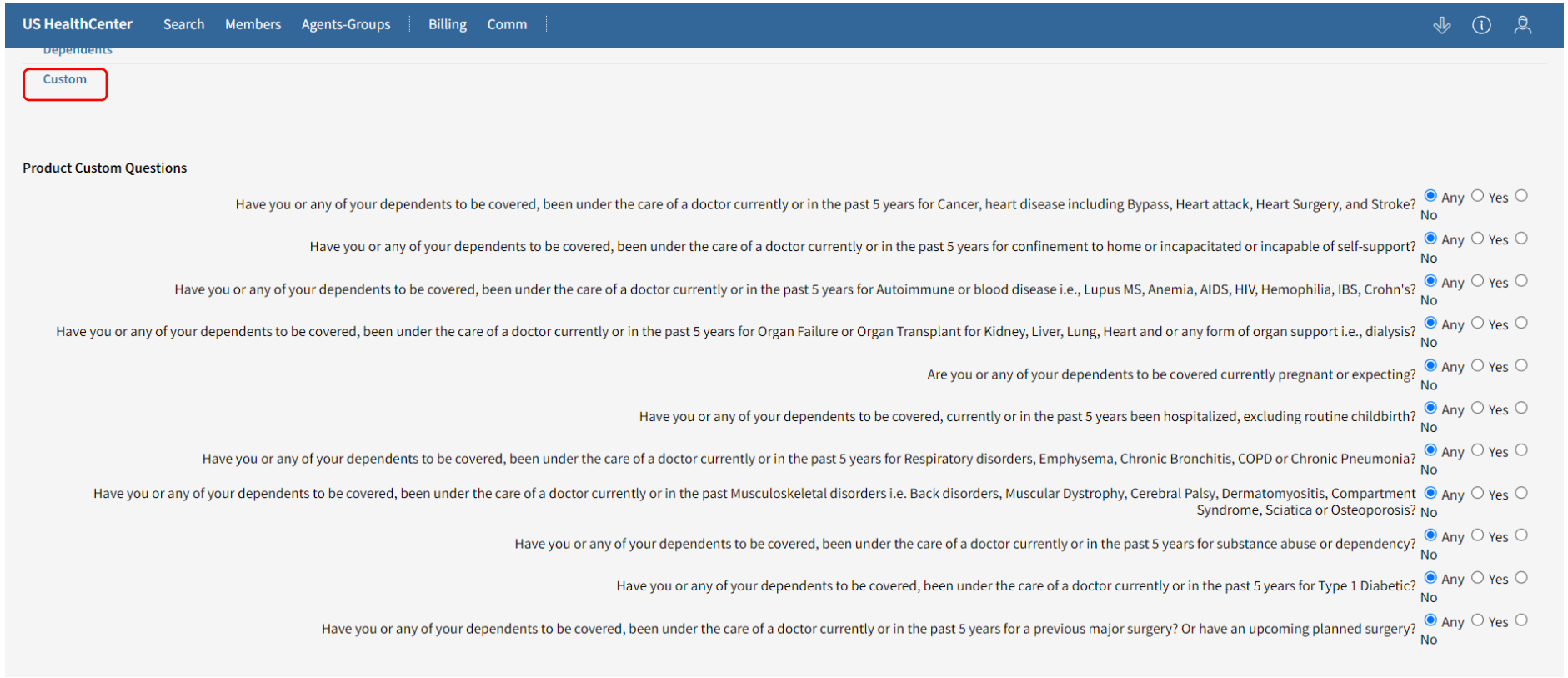


Dependents Search

- Dependent's information
- Relationship
- Student

Option #7

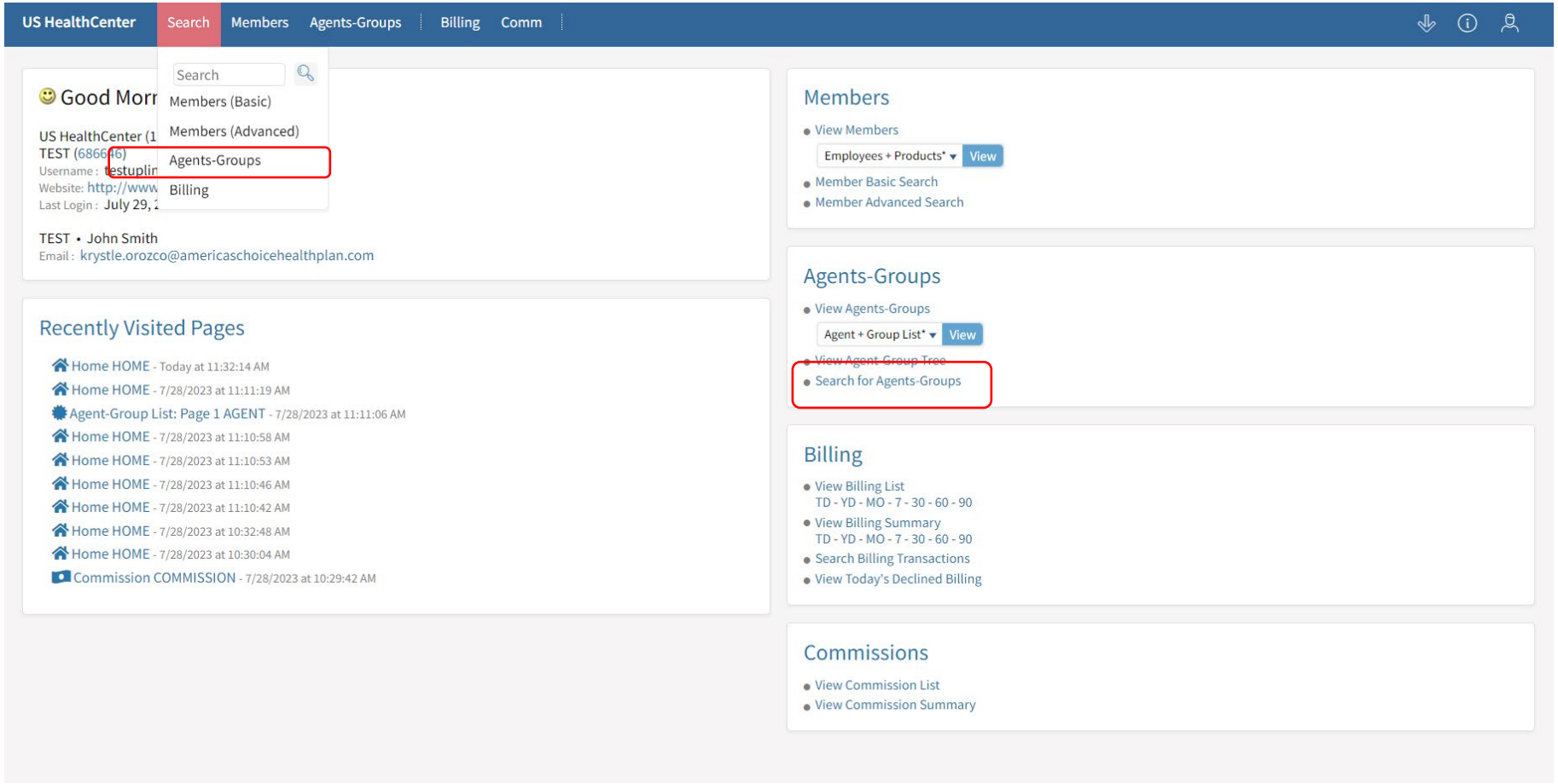
Custom Search



Custom Search

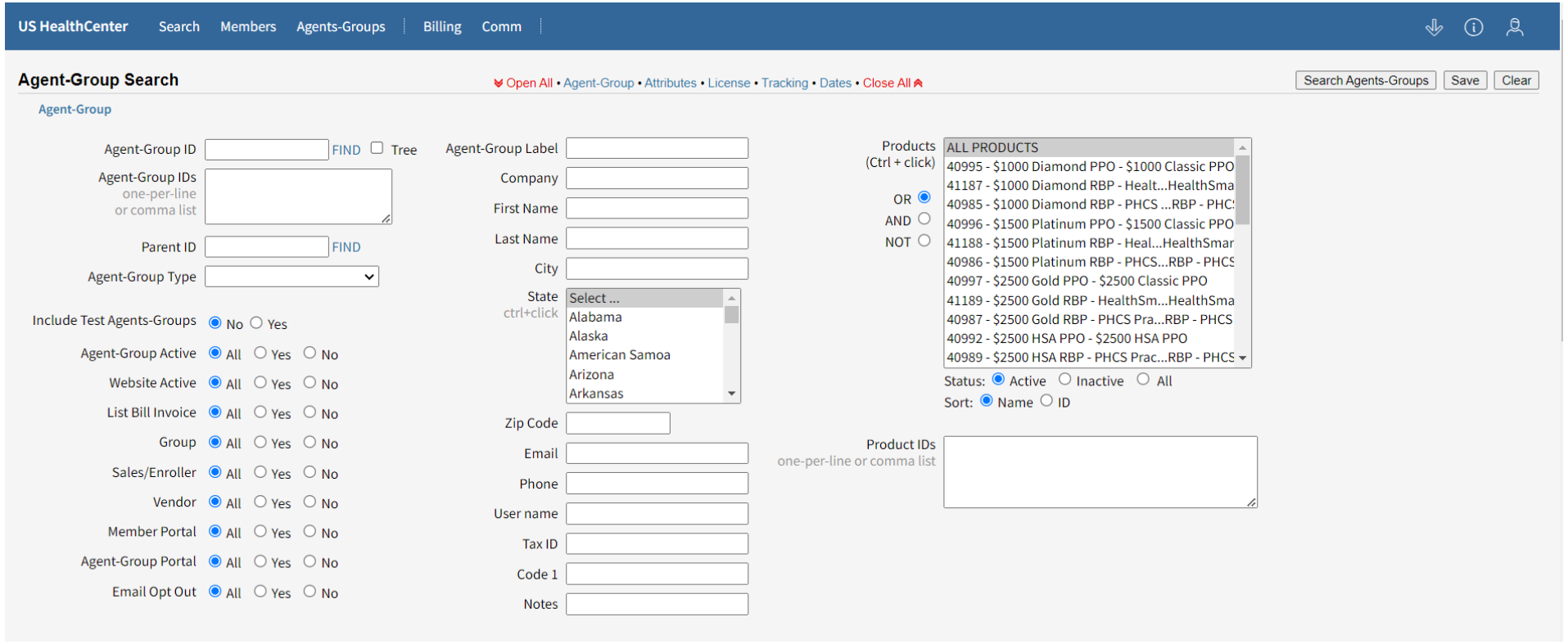
- Product Custom Questions

Agent-Groups Search



Allows for quick information on groups, especially when you have many groups enrolled.

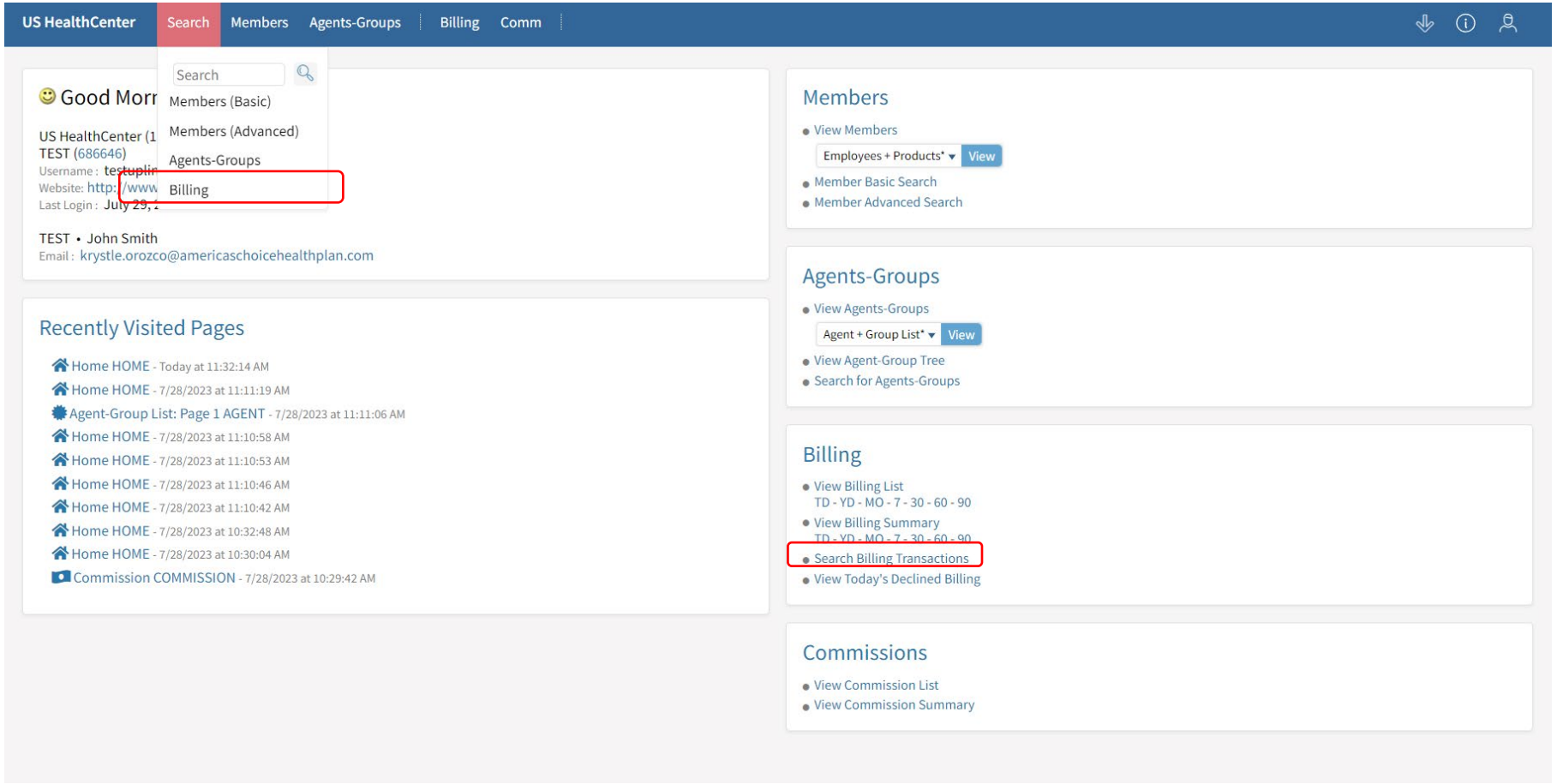
Agent-Group Search



Agent-Group Search

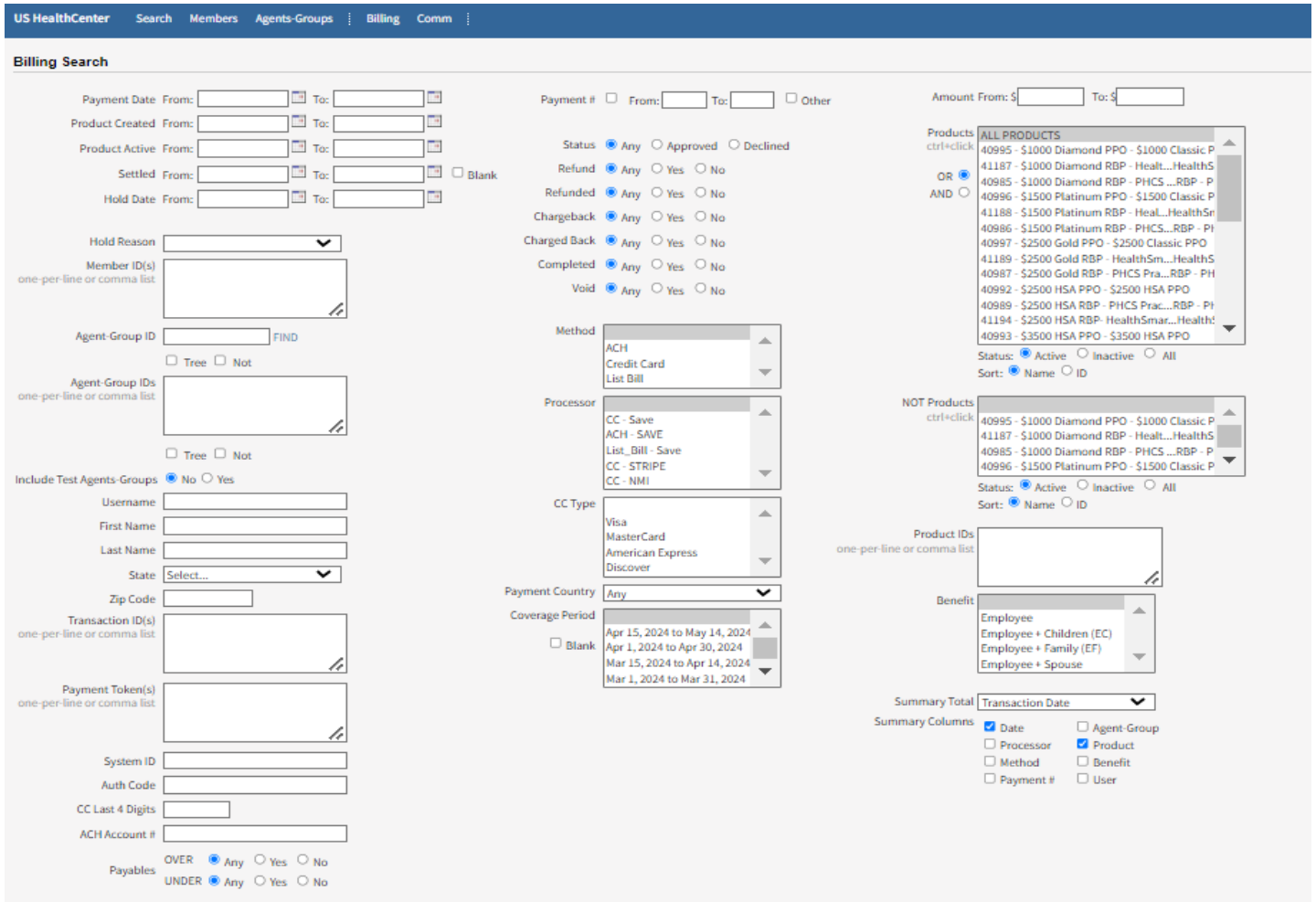
- ID
- Parent ID
- Company Information
- Products

Billing Search



Click here to search by client billing information.

Billing Search



Billing Search

- Payment Date
- Billing Date
- Payment Method
- Credit Card Type
- Products
- Benefit Type
- Transaction ID

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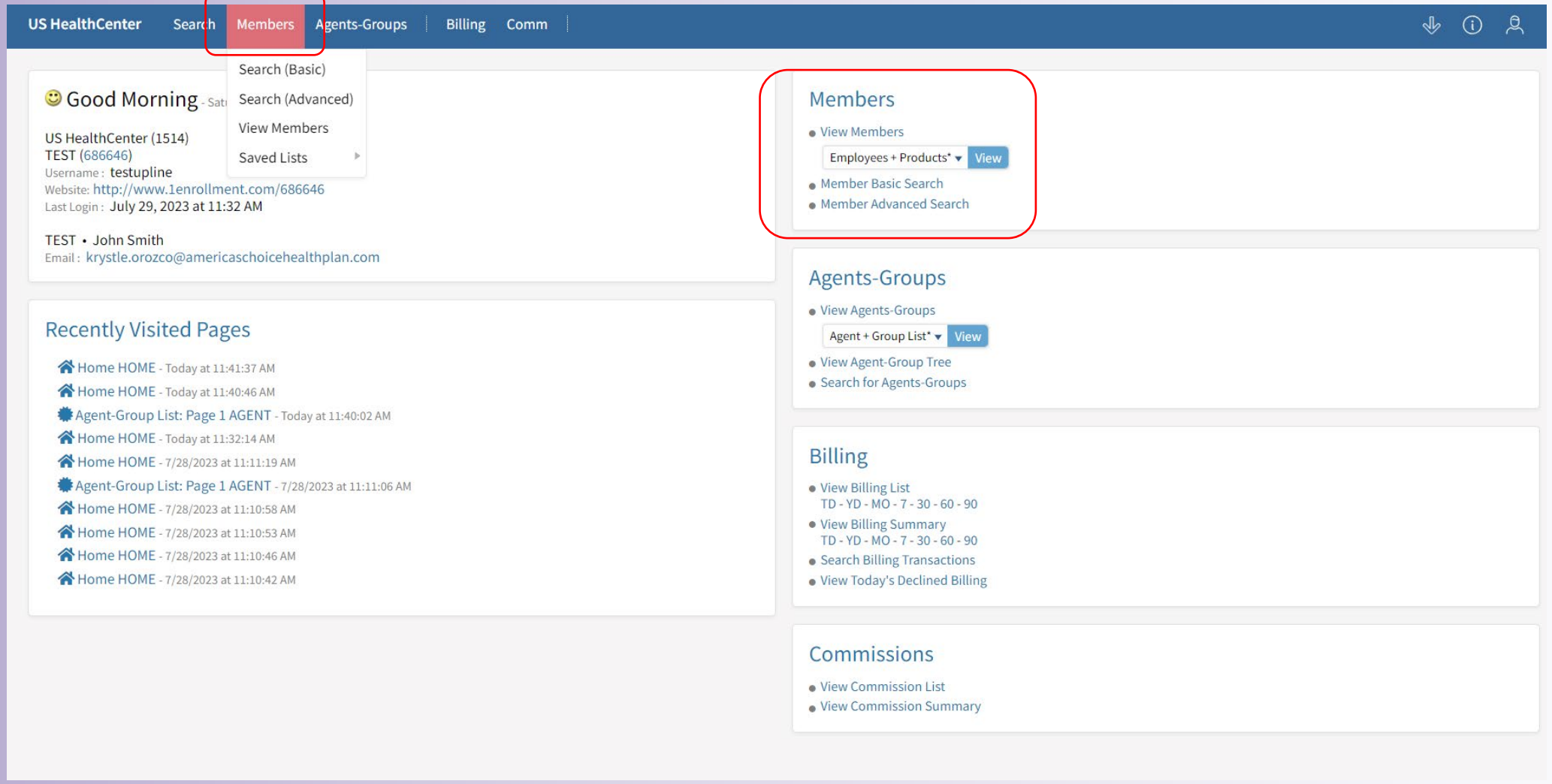
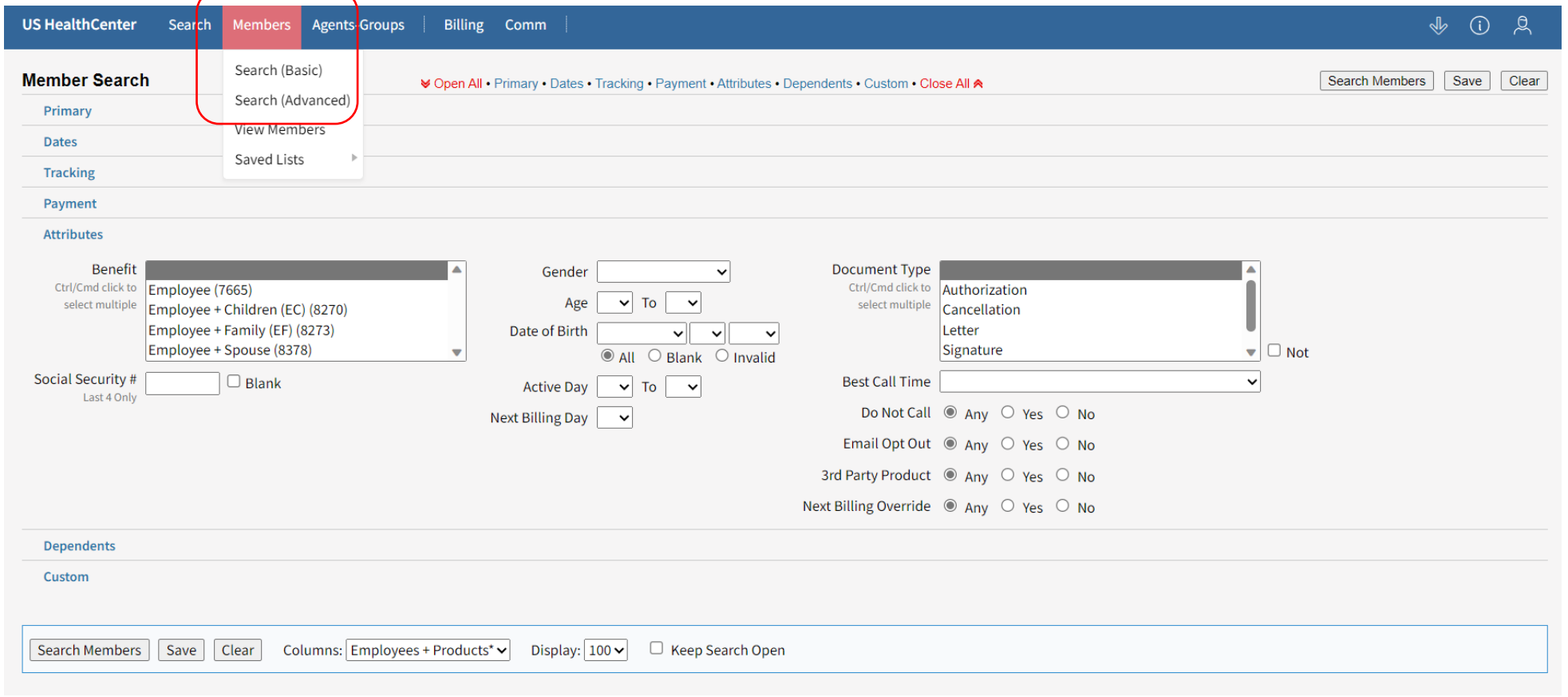
Members Tab

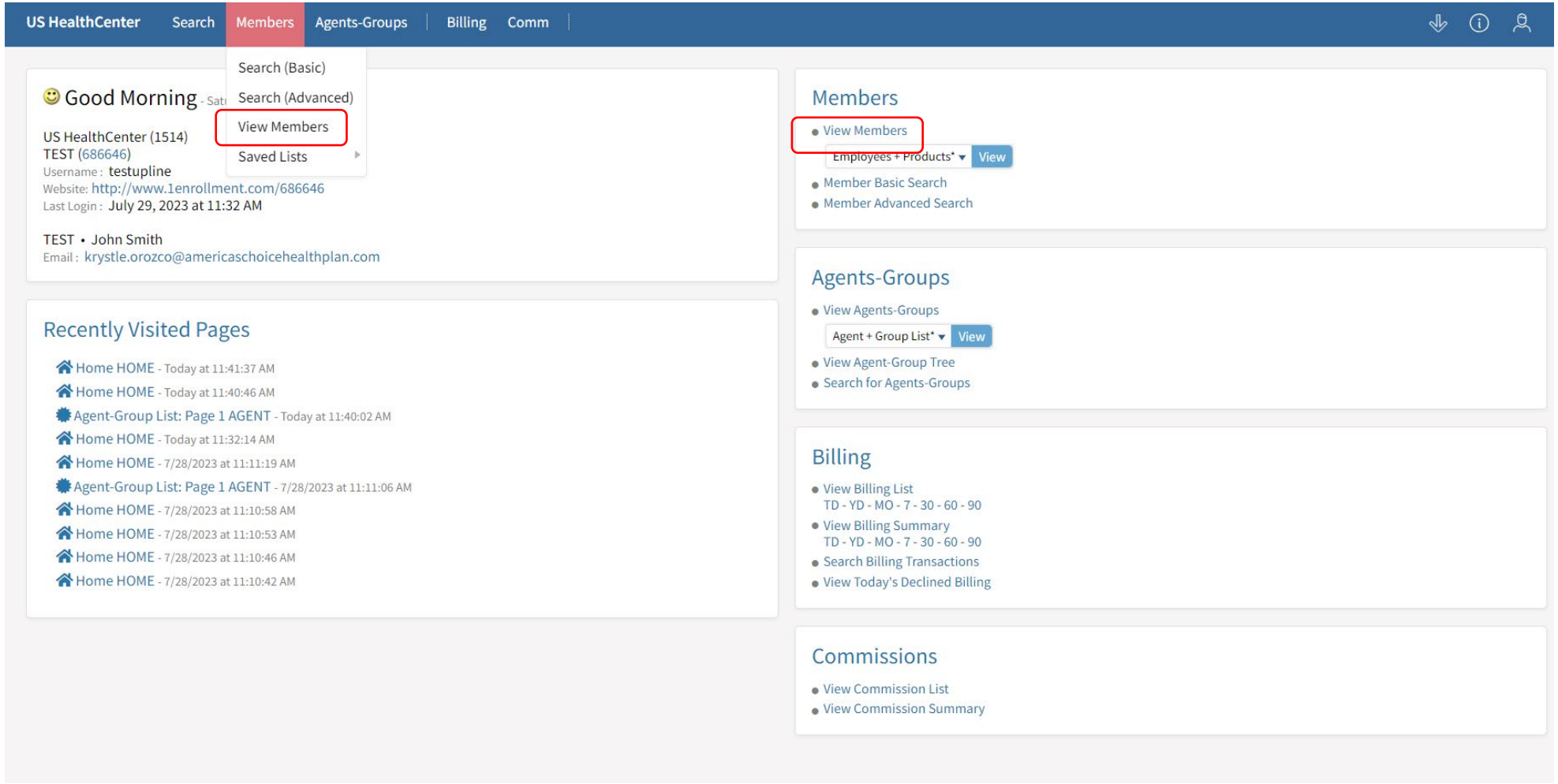


Search Members



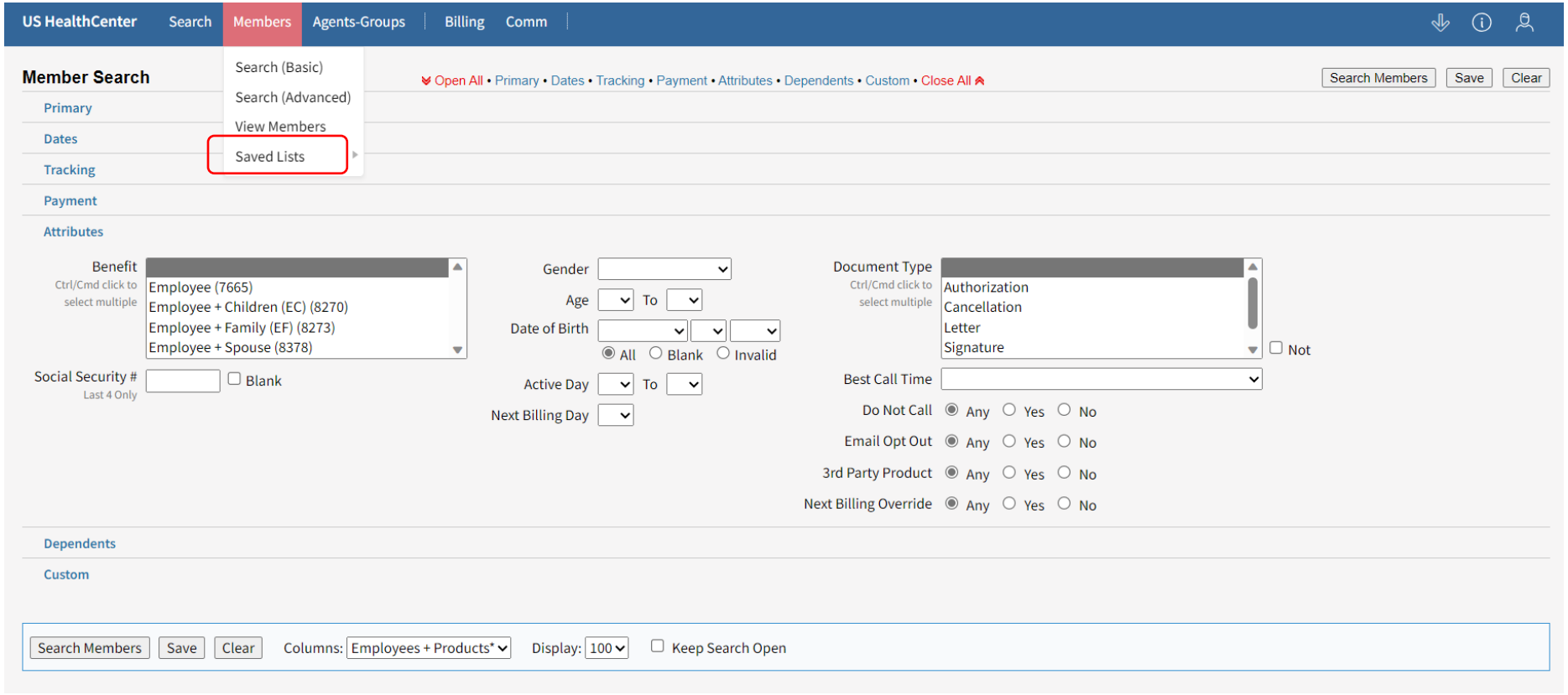
Do Basic and Advanced member searches under the Members tab in addition to the search tab.

View Members



View members will allow you to get a master list of all of your enrolled members. It will also allow you to click on them and see all of their listed information.

Saved Lists



Saved lists allow you to see all your saved employees, as well as products.

Allows for quick viewing of all information needed to explain plans and view employee information.

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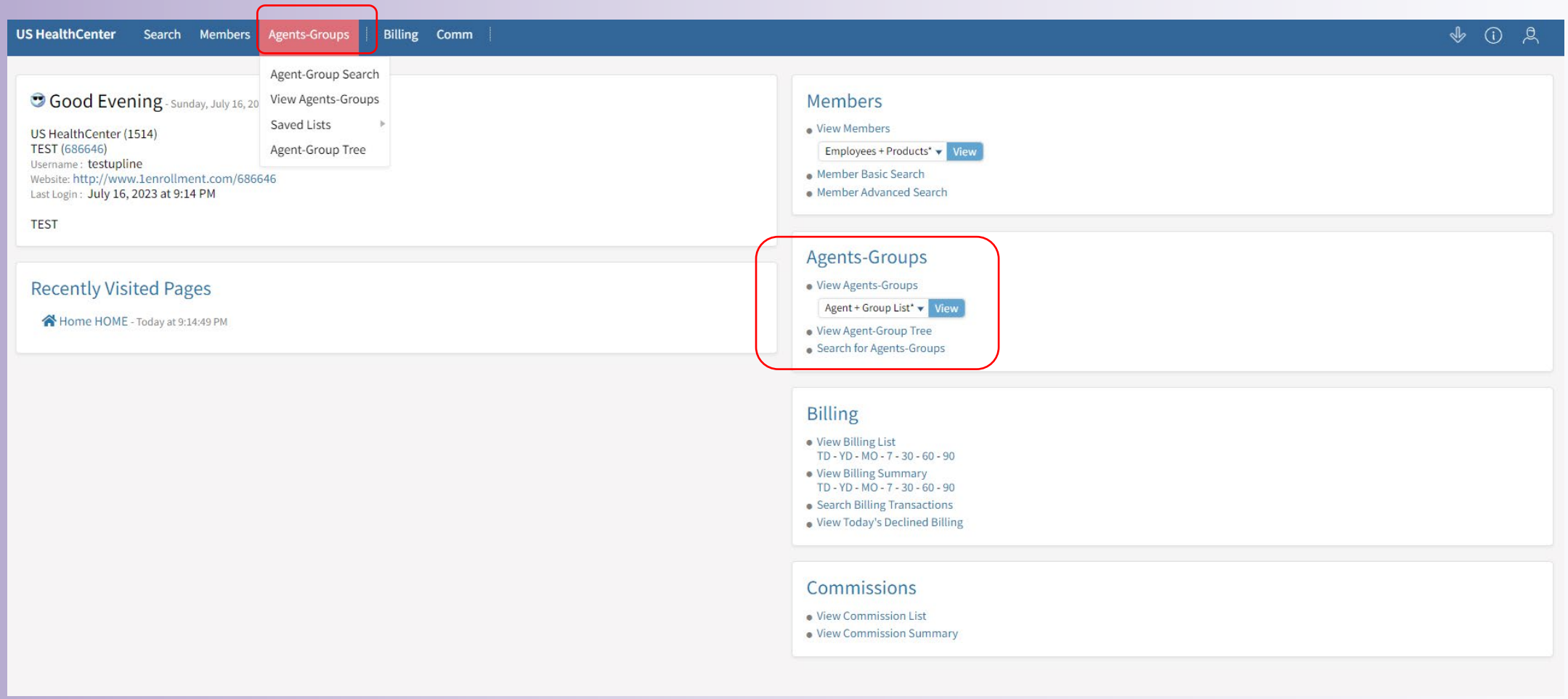
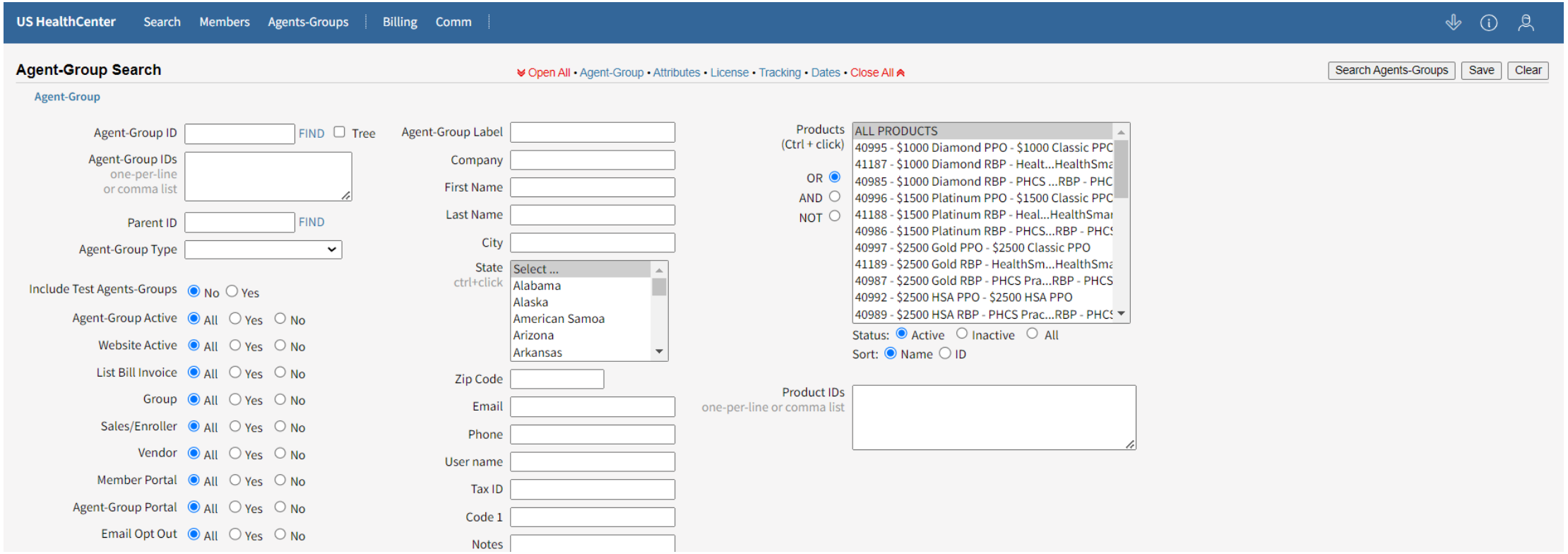
Agent-Group Tab

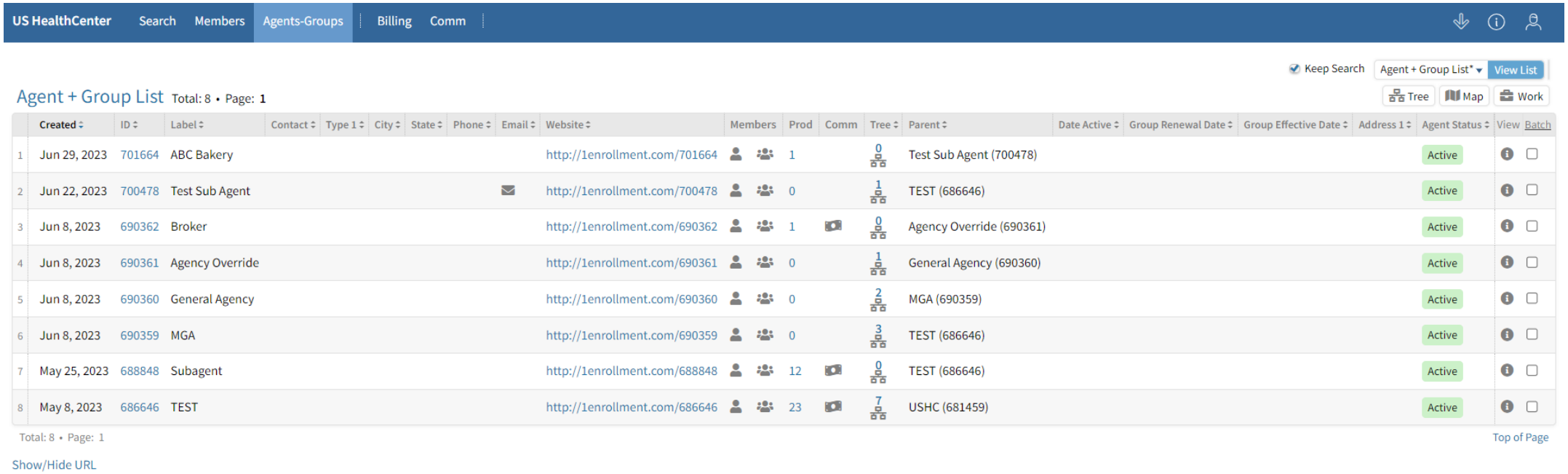


Agent-Group Search



- Do Agent-Group searches under the Agent-Group tab in addition to the search tab.
- The agent-group tab allows you to focus on information related to your employed agents as well as information in relation to them.

View Agents Groups



- View Agent Groups allows you to get an overview of all agent groups you currently have built out in the system.
- It will tell you whether they are active or not, give you their agent ID numbers, and also allow you to see their website links.

Saved Lists

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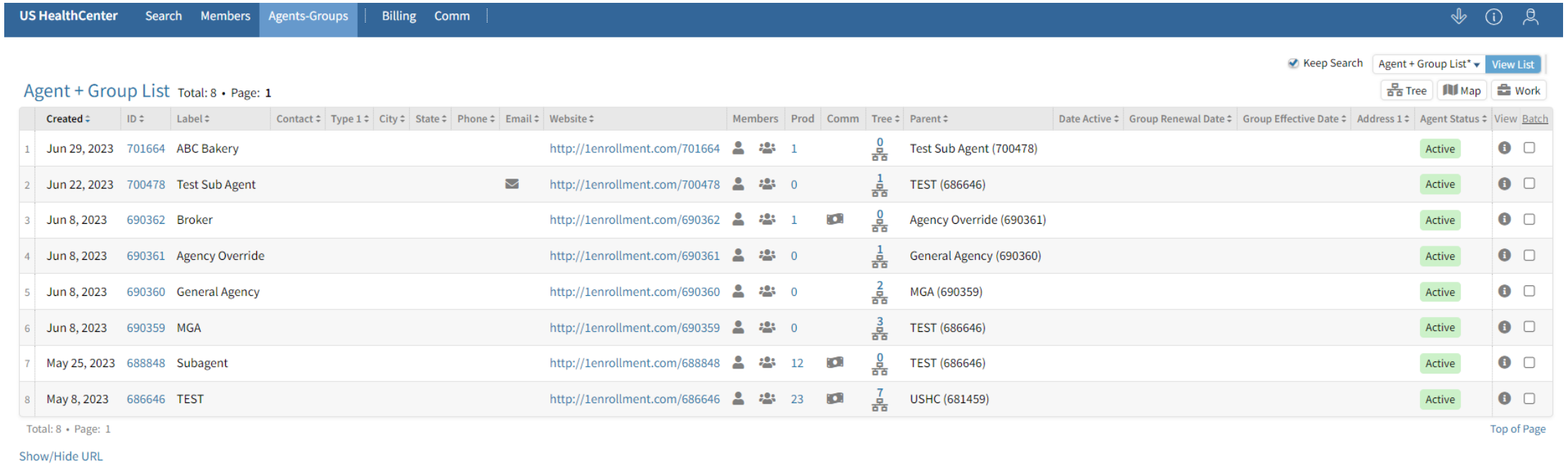
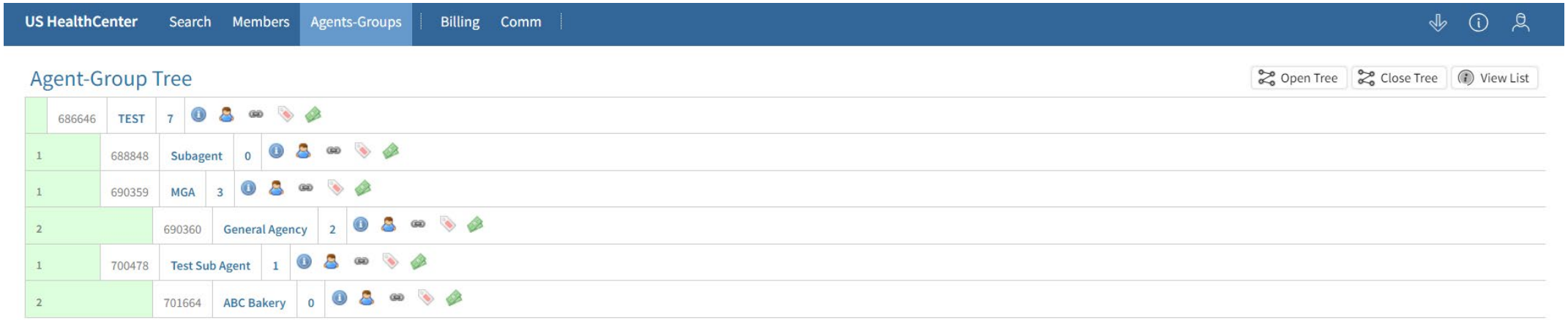


	Created	ID	Label	Contact	Type 1	City	State	Phone	Email	Website	Members	Prod	Comm	Tree	Parent	Date Active	Group Renewal Date	Group Effective Date	Address 1	Agent Status	View	Batch
1	Jun 29, 2023	701664	ABC Bakery							http://1enrollment.com/701664		1		0	Test Sub Agent (700478)					Active		
2	Jun 22, 2023	700478	Test Sub Agent							http://1enrollment.com/700478		0		1	TEST (686646)					Active		
3	Jun 8, 2023	690362	Broker							http://1enrollment.com/690362		1		0	Agency Override (690361)					Active		
4	Jun 8, 2023	690361	Agency Override							http://1enrollment.com/690361		0		1	General Agency (690360)					Active		
5	Jun 8, 2023	690360	General Agency							http://1enrollment.com/690360		0		2	MGA (690359)					Active		
6	Jun 8, 2023	690359	MGA							http://1enrollment.com/690359		0		3	TEST (686646)					Active		
7	May 25, 2023	688848	Subagent							http://1enrollment.com/688848		12		0	TEST (686646)					Active		
8	May 8, 2023	686646	TEST							http://1enrollment.com/686646		23		7	USHC (681459)					Active		

View a comprehensive list of all agents and groups. Information about them can be found by clicking on their agent ID numbers on the left-hand side of the page.

Agent Group Tree



The agent group tree page is an essential one to understanding the website. It will lay out the hierarchy of the agents, allowing for a commission breakdown to be put into place.

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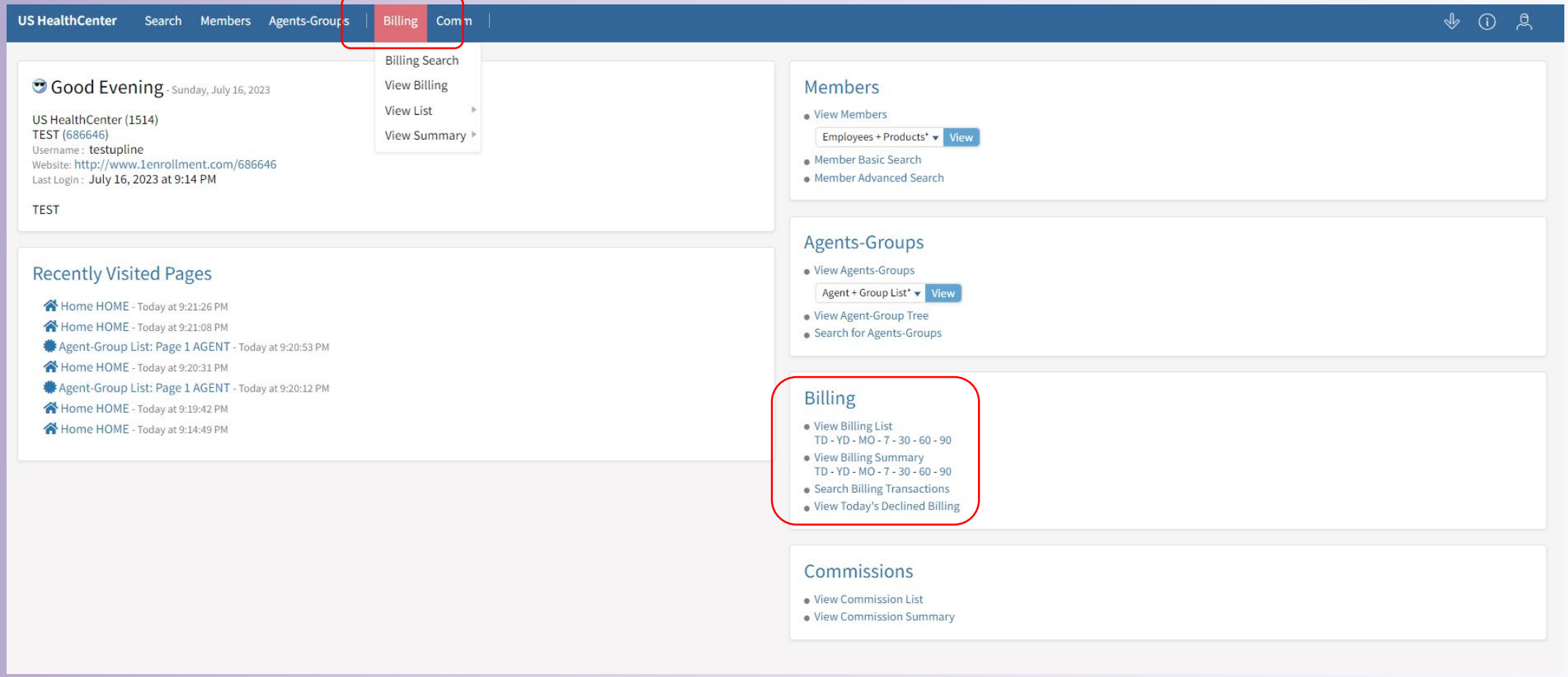
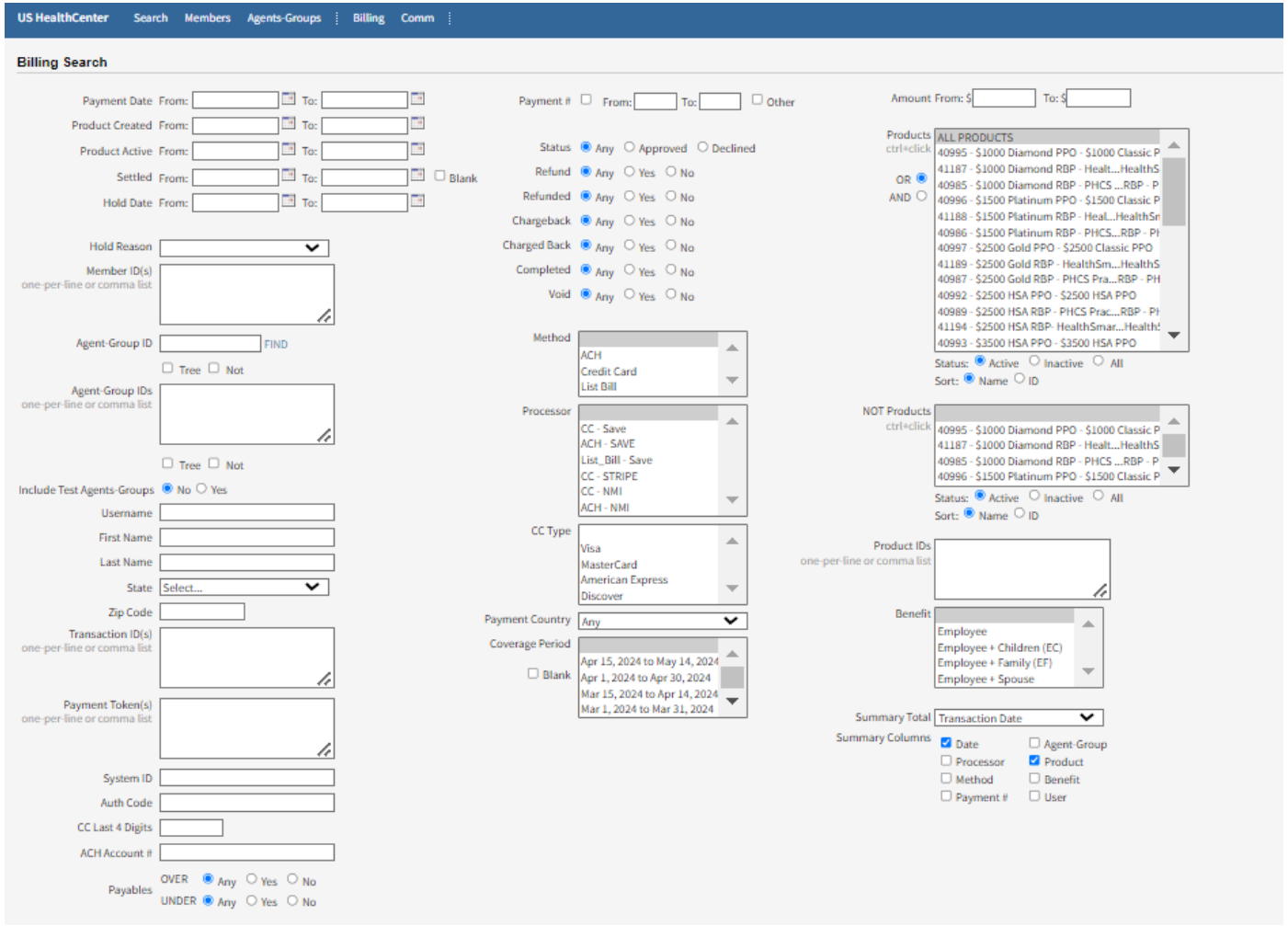
Billing Tab



Billing Search



Do billing searches under the Billing tab in addition to the search tab.

View Billing

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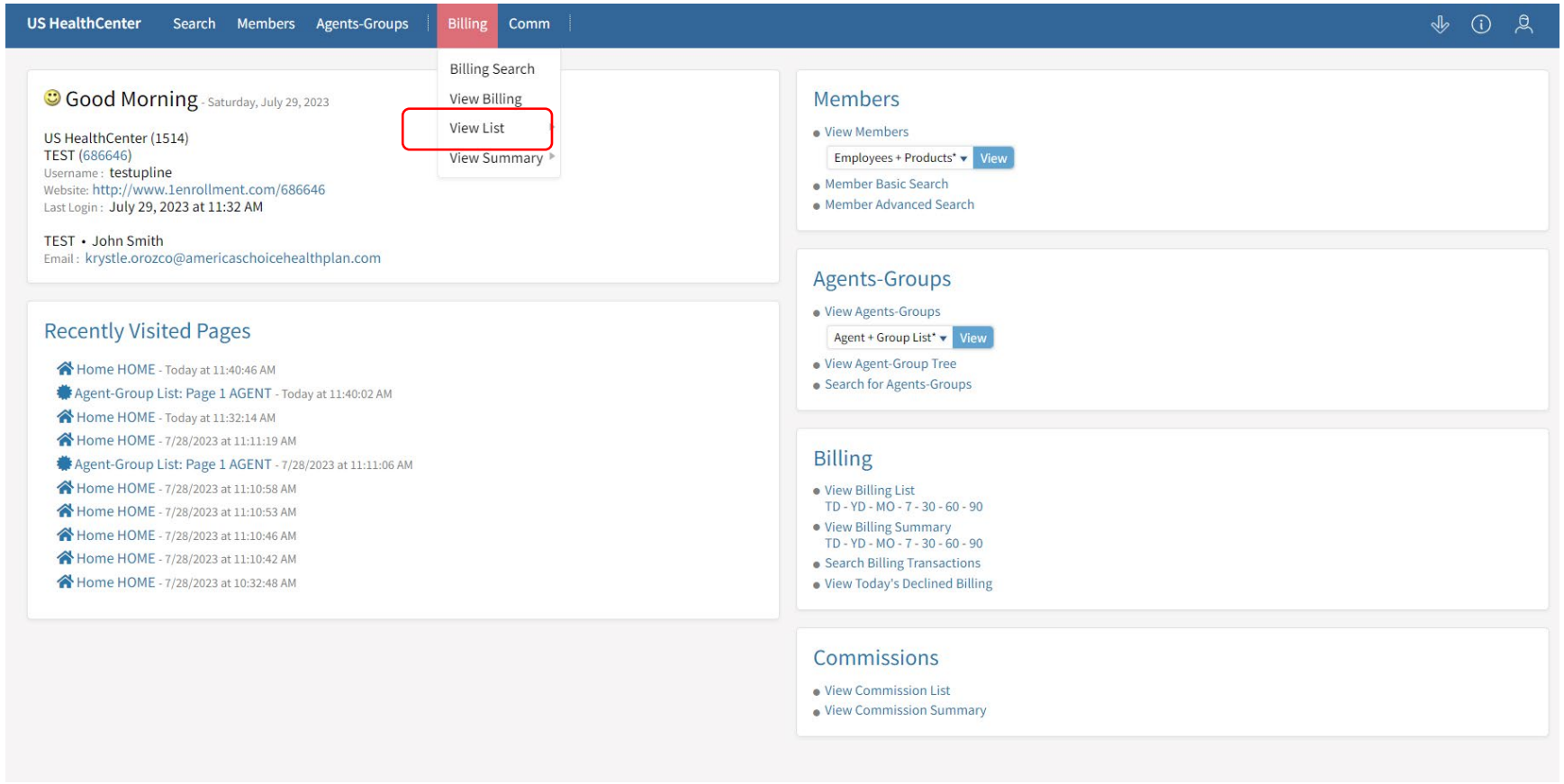
- Shows a list of all billing that is incoming and outgoing throughout the groups that are set up.
- Allows for easy financial management and billing statements.

View List



Allows for monthly, daily, and weekly breakdowns of billing coming and going.

View Summary

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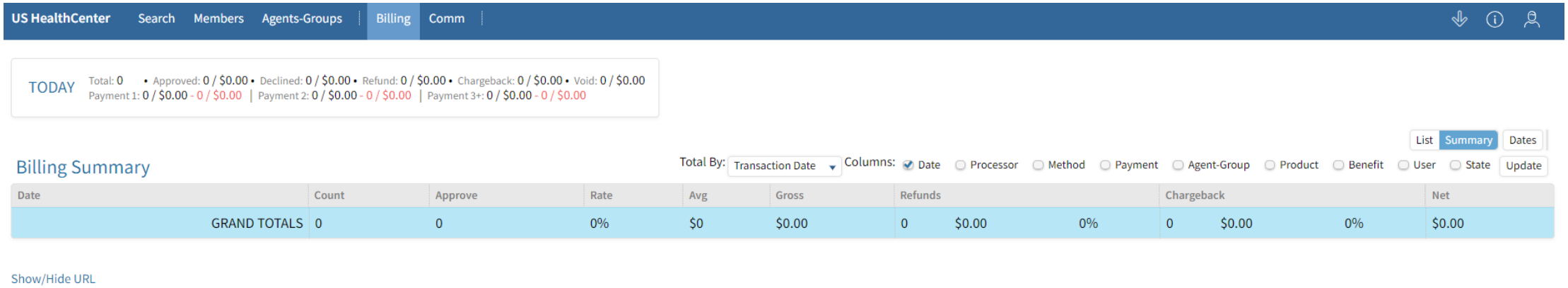

The billing summary gives you an overview, with breakdowns into categories.

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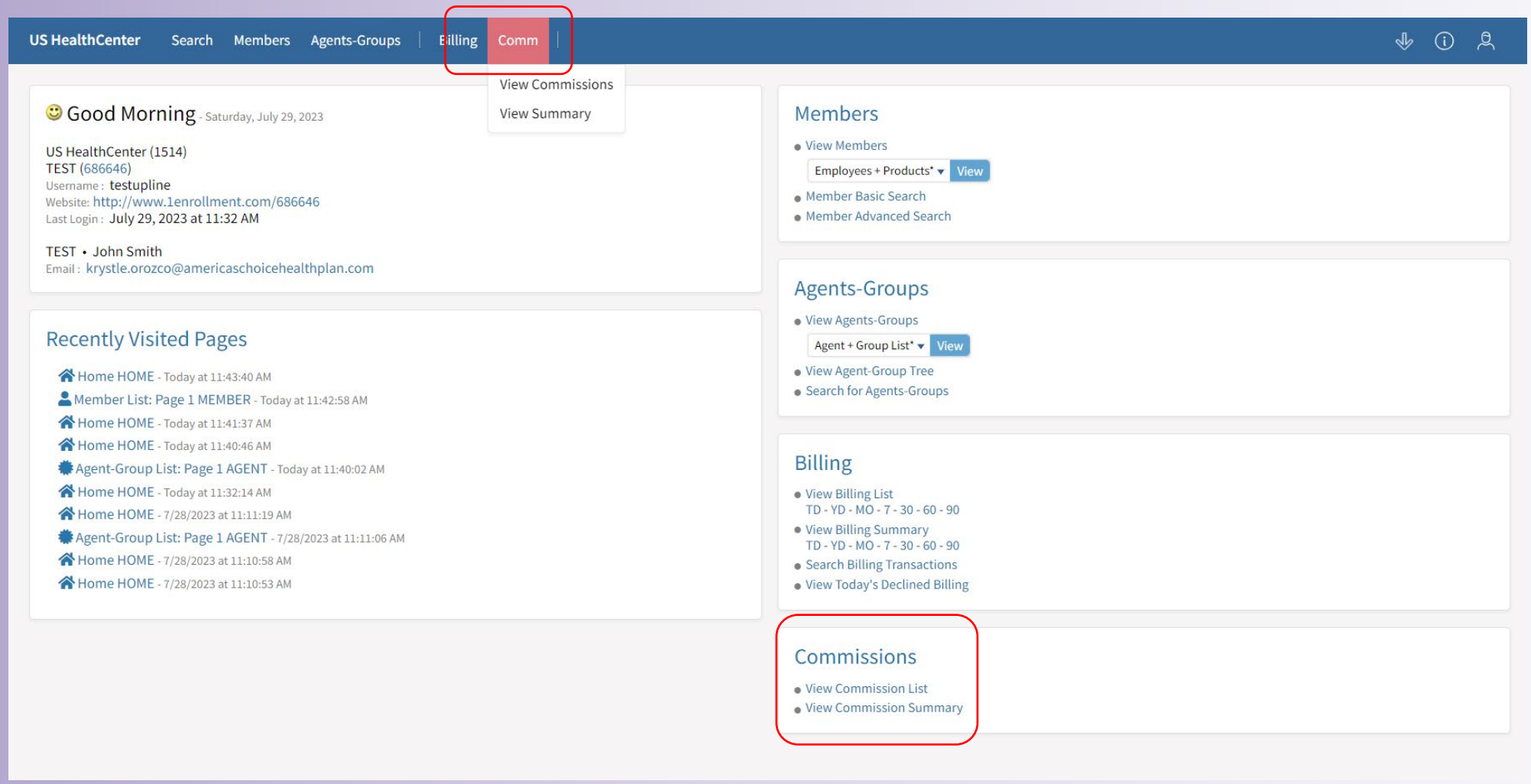
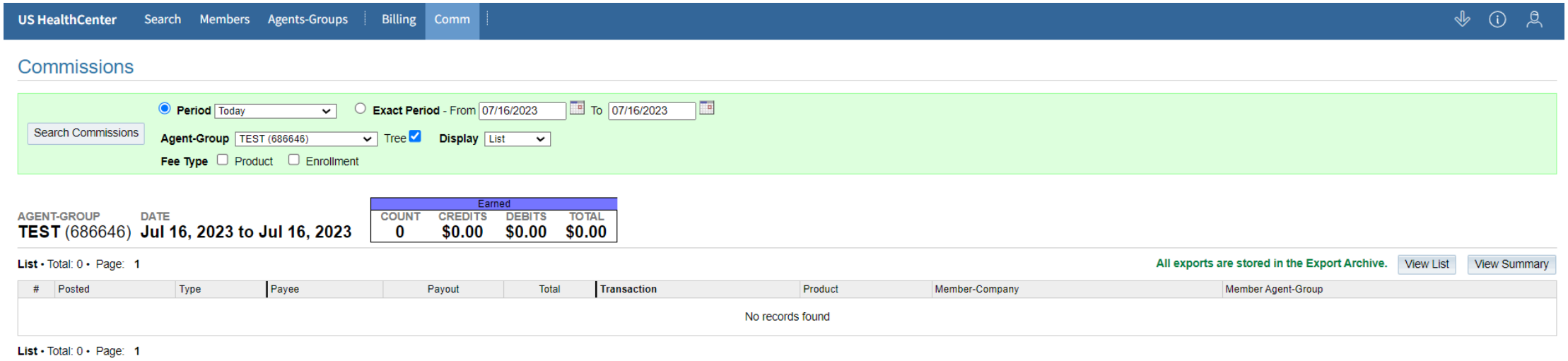
Commissions Tab

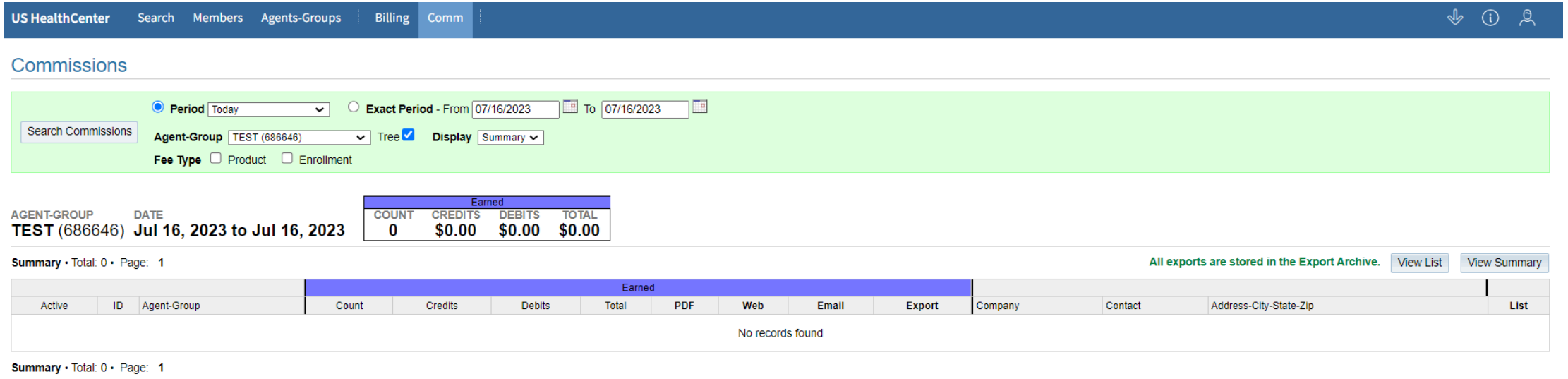


View Commission



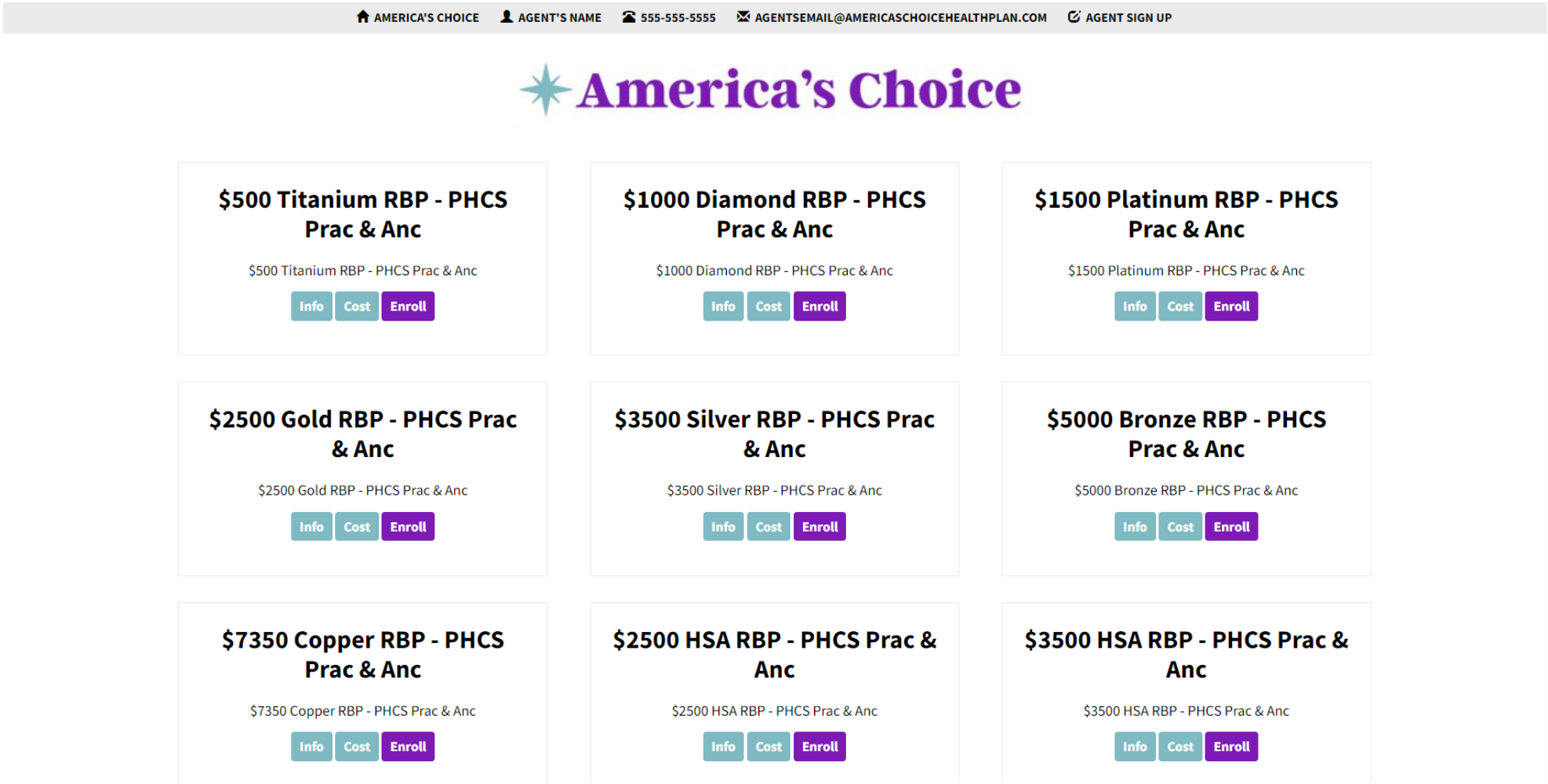
- View your current payments and transactions.
- View the grand total of how much is being paid out, for billing purposes.

View Summary



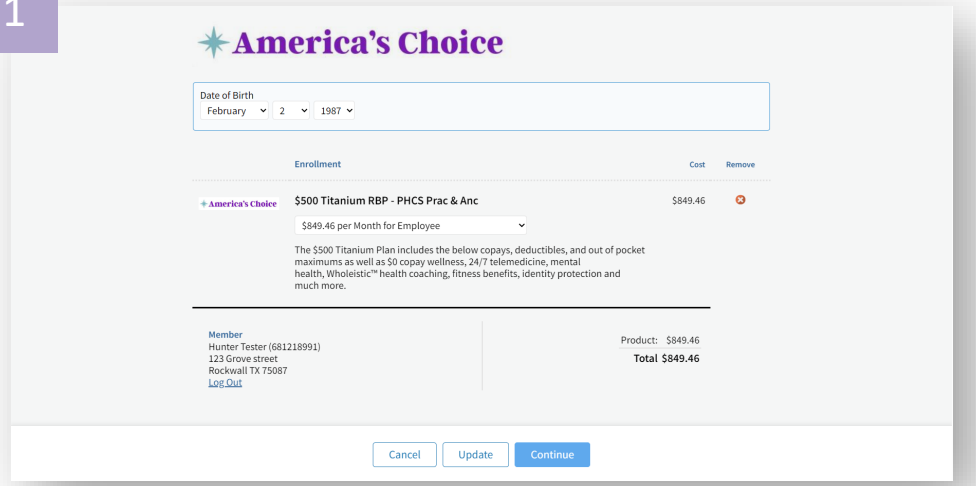
View a comprehensive overview and breakdown of the commission amounts and where they are going.

Enrollment Information

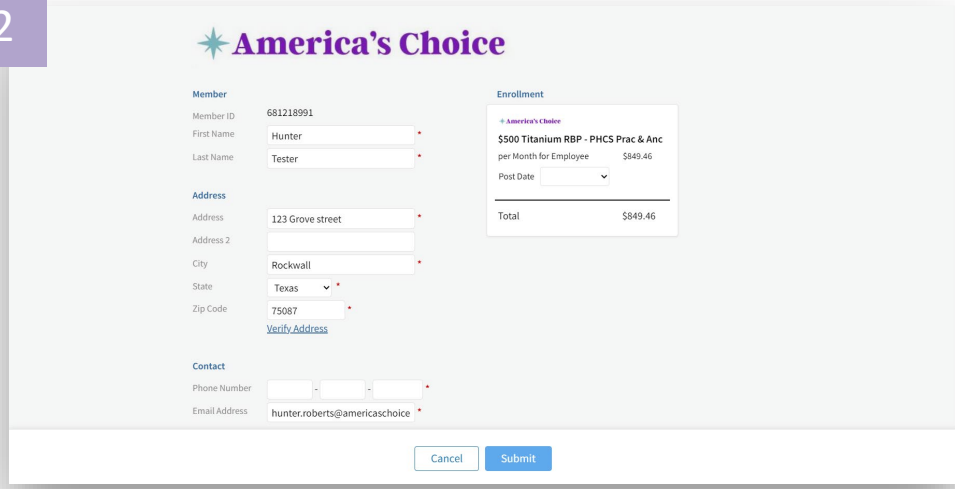


Enrollment Checkout Process

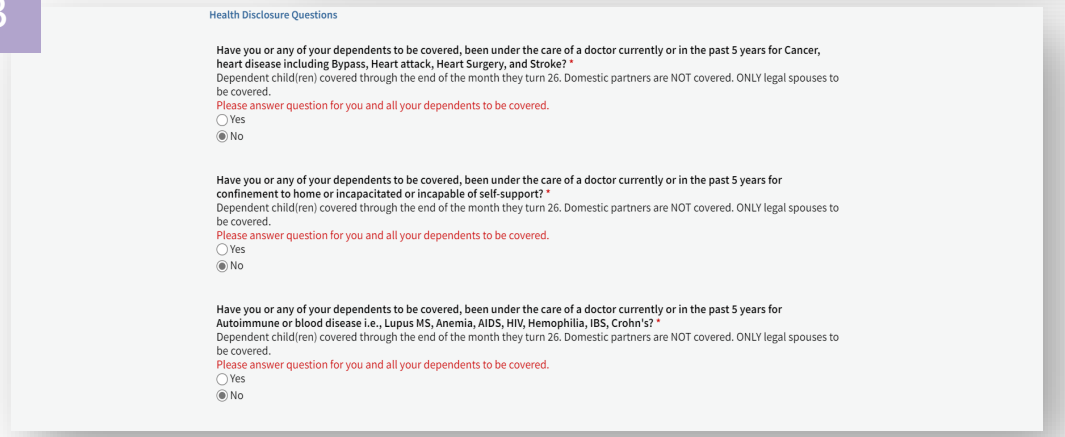
1



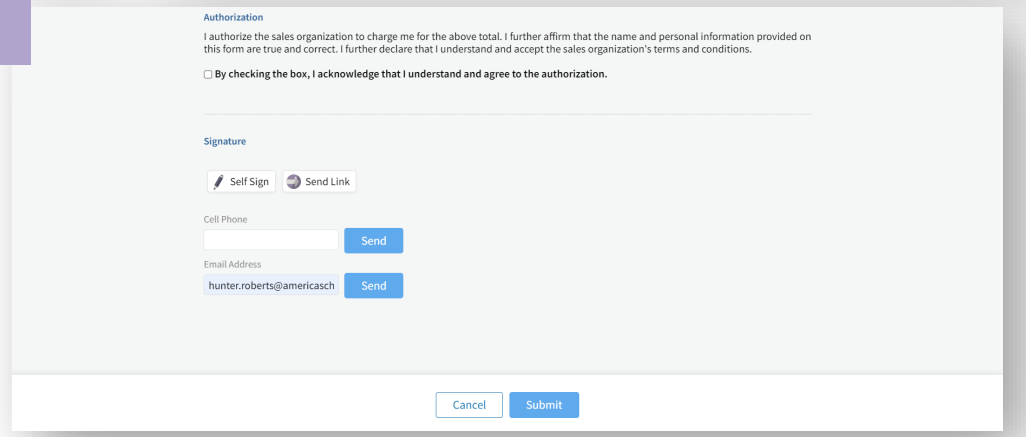
2



3



4



Signature Page

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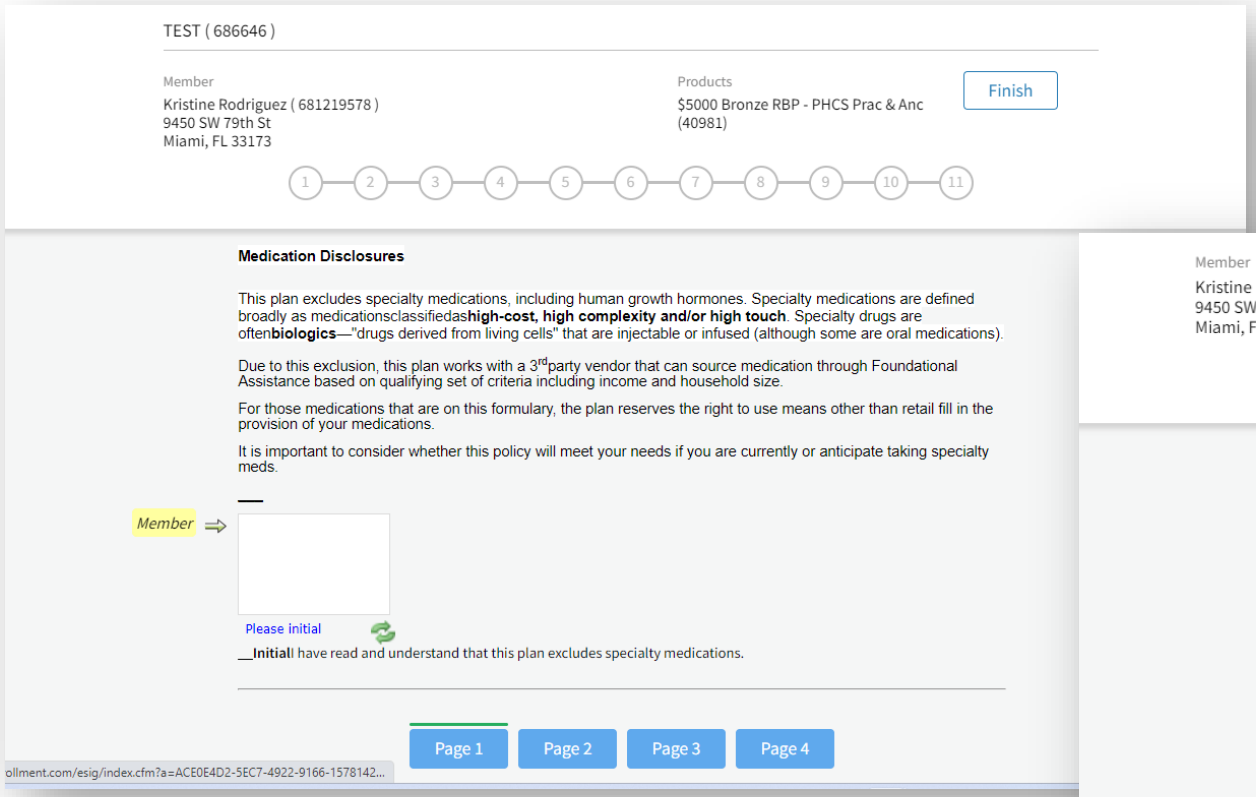
This is what the signature portion will look like after you receive the email.



Member's Documents

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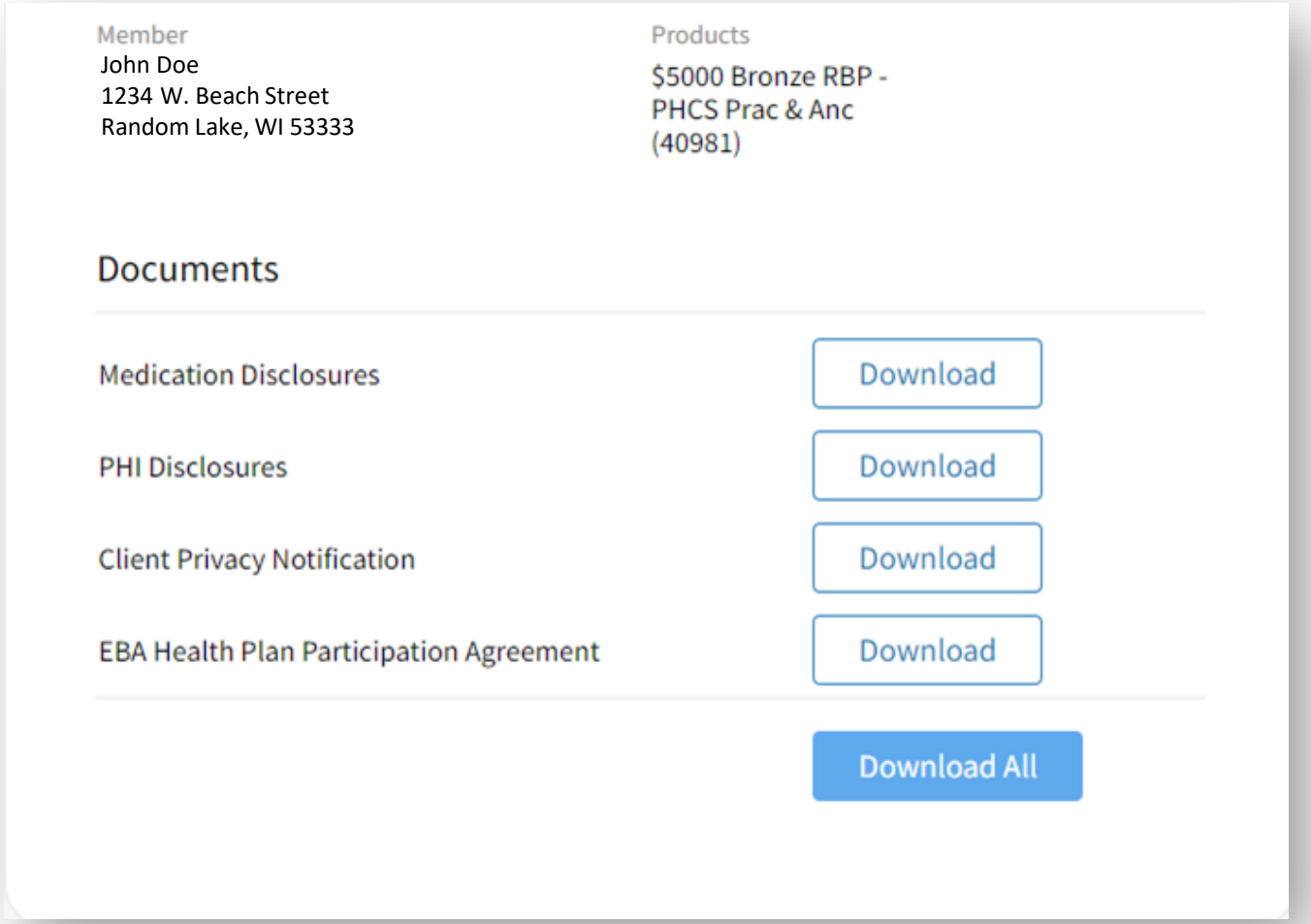
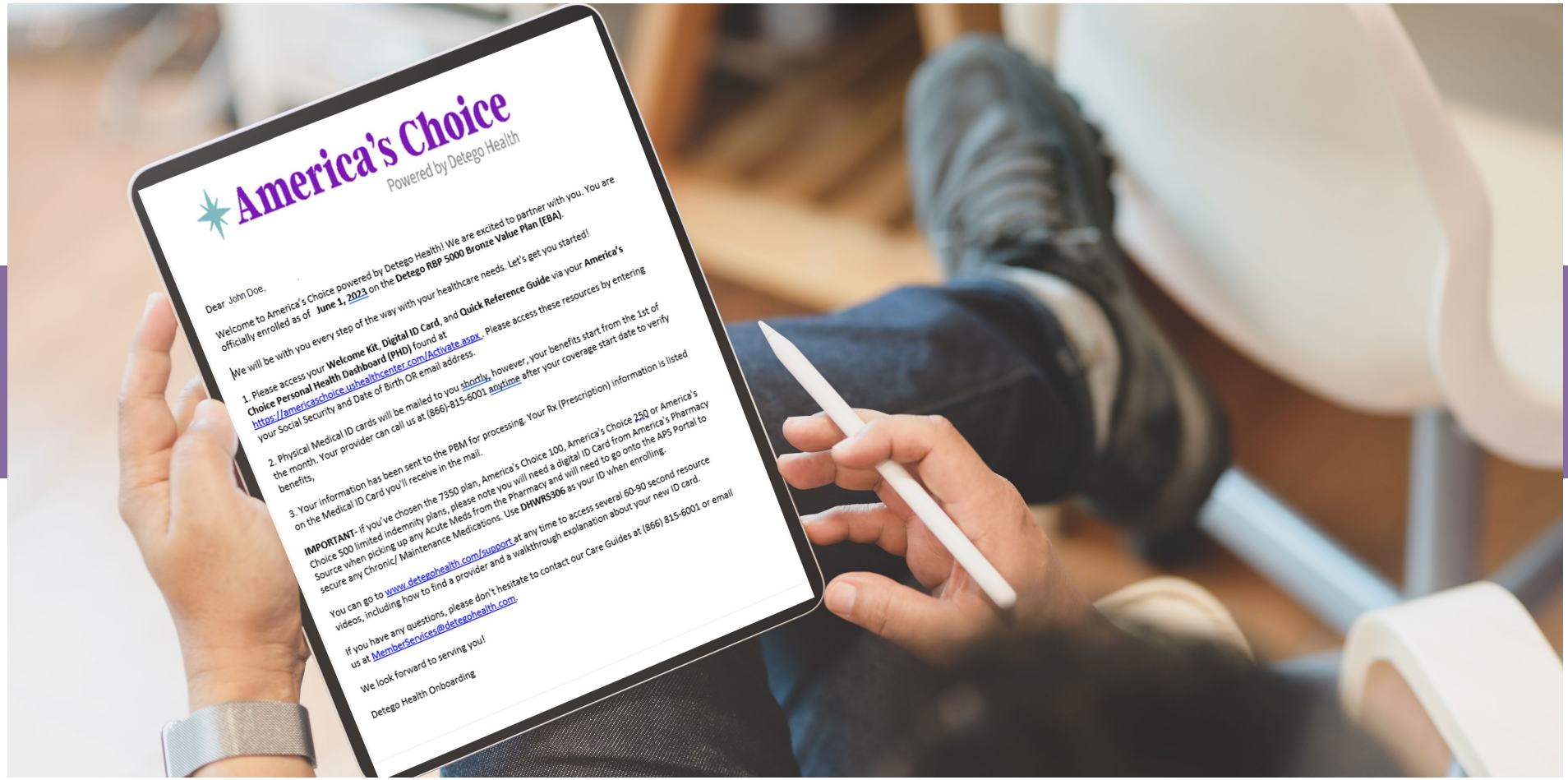


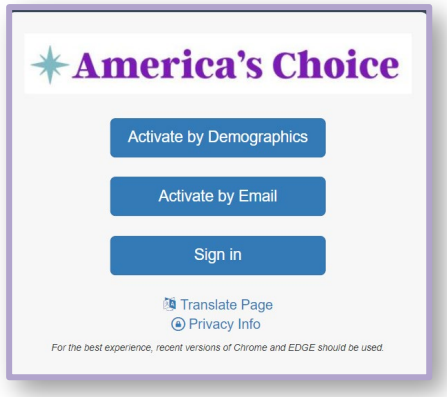
Welcome Email

Once the group is set up the members will receive an email with instructions to access resources and important details of their plan.



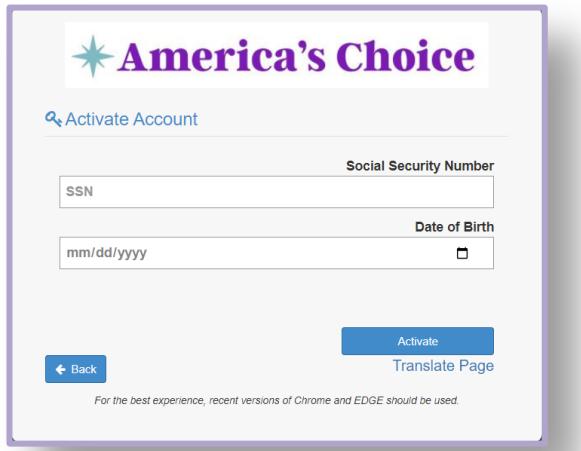
How Members Activate their Account

Personal Health Dashboard™

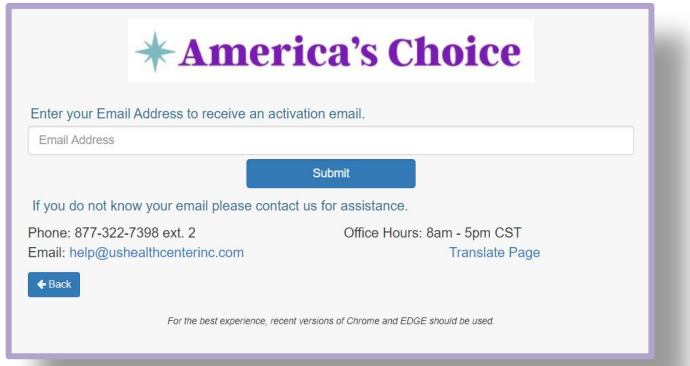


- Visit: https://americaschoice.ushealthcenter.com/activate or scan the code.
- Select Activate by Demographics or by Email
- Enter your personal information to activate your account.
- You will receive your username and be prompted to create a password.
- Select Login and enter your password

Activate by Demographics



Activate by Email



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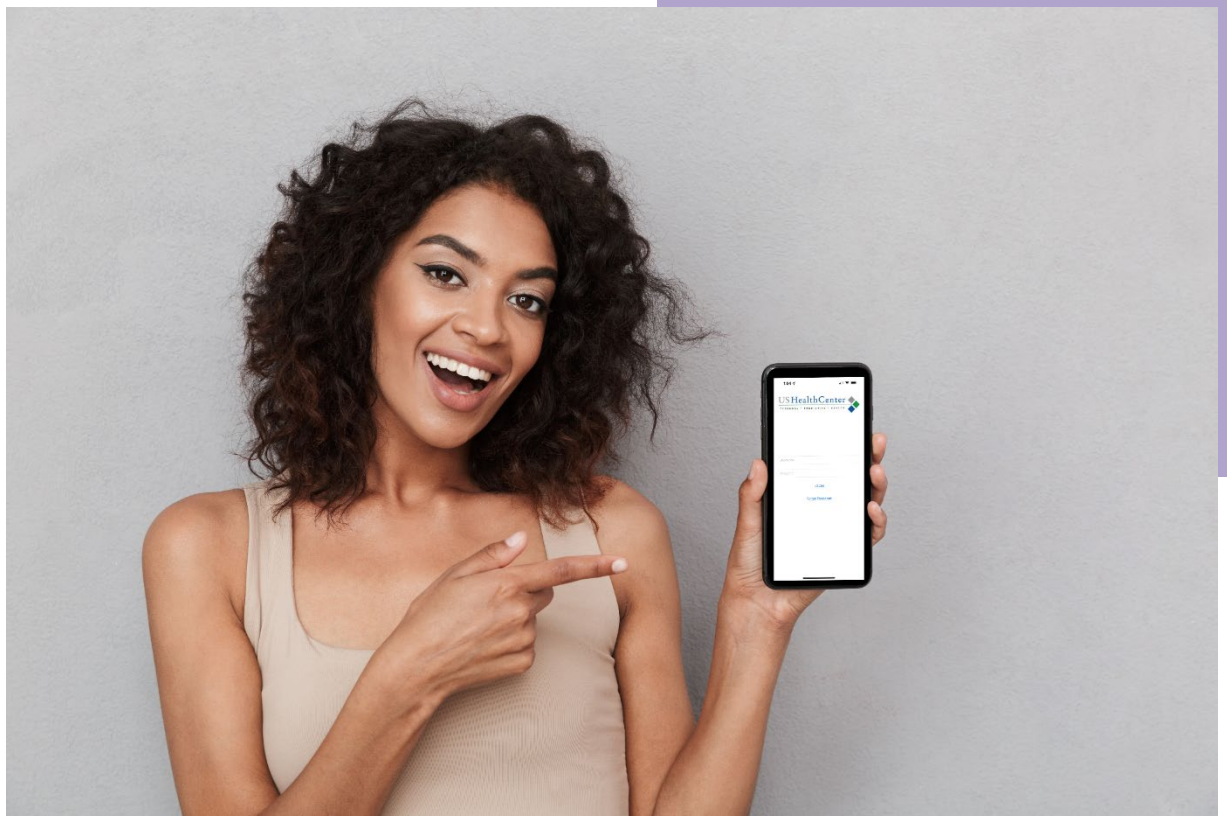
Overview of the Personal Health Dashboard™

Mobile App



Your Personal Health Dashboard™ (PHD) is a secure online personalized web portal which can be accessed at any time from any device.

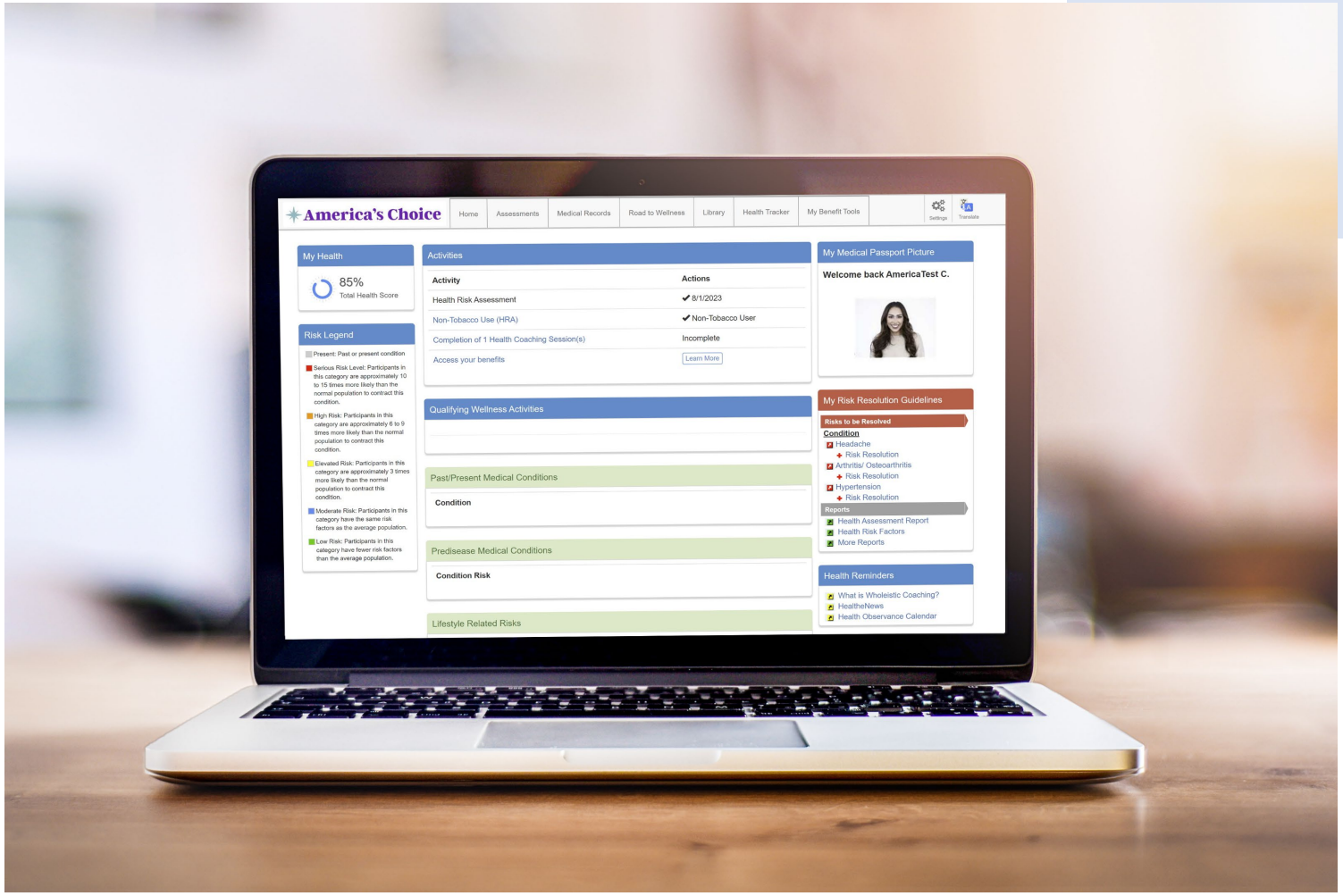
AFTER you activate your account, you can access your PHD via the mobile App.

Download our free app by searching US HealthCenter in your App Store or scan the code.

PHD

America's Choice

Home Page



My Health

Easily view your WellCentive score and Health Counts Points you've earned.

Activities

Quickly access activities that have been completed or still need your attention.

Overview of your Health

View up to 3 years of your Predisease medical conditions and lifestyle related risks.

Risk Resolutions

Quickly access information on your risks to be resolved, access reports and view the monthly newsletter and calendar.

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Assessments

Health Risk Assessment

Take your Health Risk Assessment (HRA).

Mini Assessments

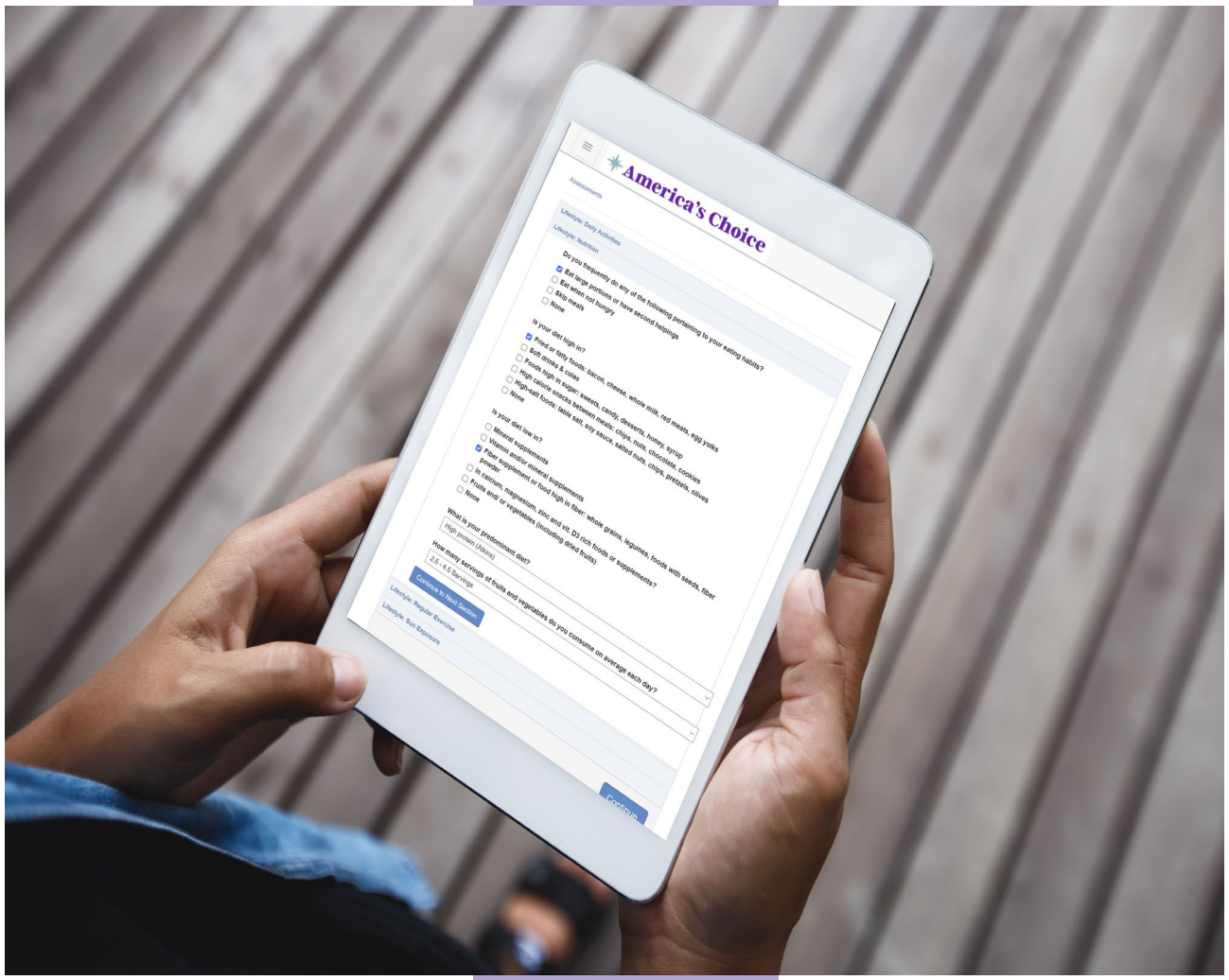
Choose from a few mini assessments to help yourself on your journey to wellness.

Successes

Tell us your success story.

Surveys

Take various satisfaction surveys to improve our service to you.



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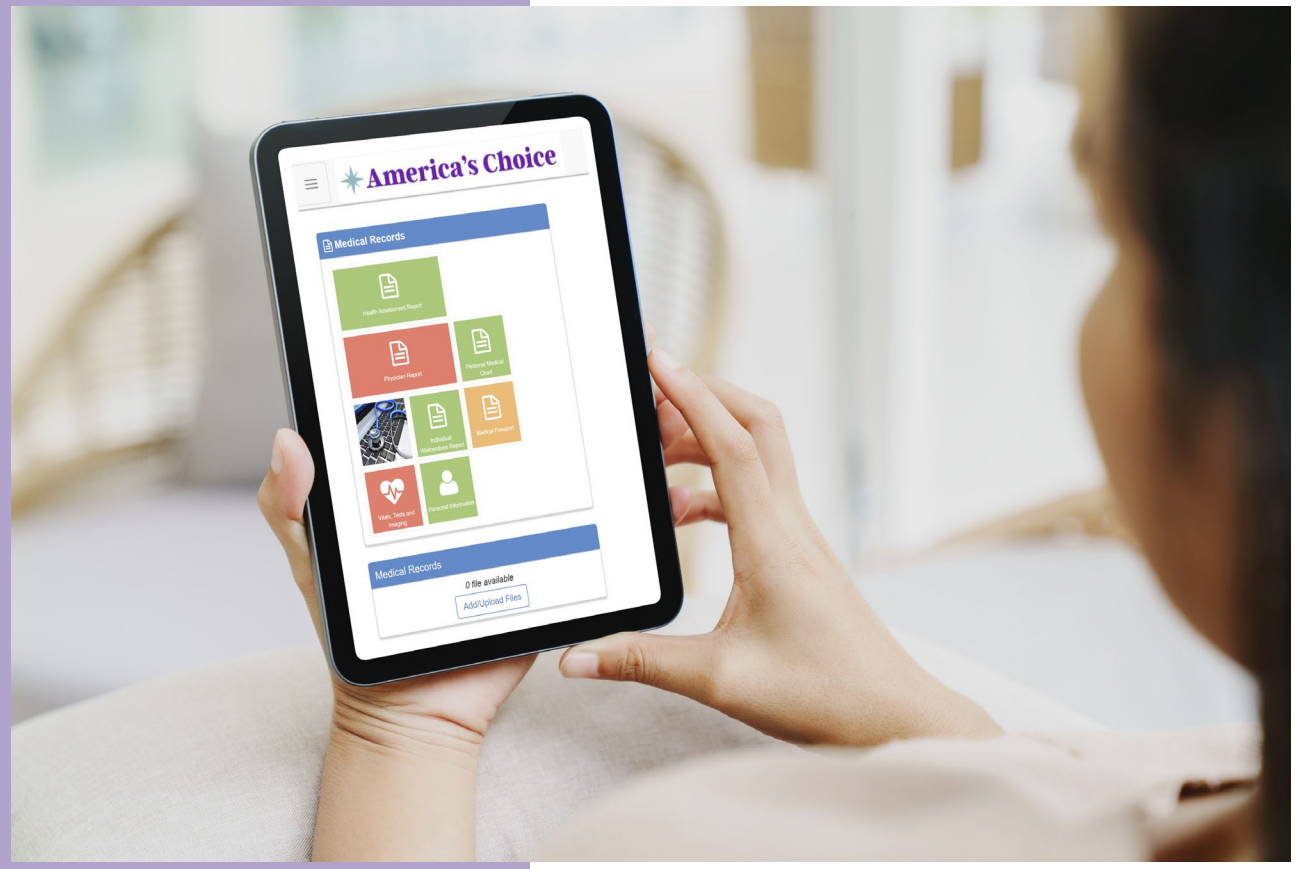
Medical Records



Health Assessment Report

View and print your personal health report.

Mini Reports

View and print your Health Risk Report, Diet & Activity Report, Stress Report and your Individual WellCentive Report.

Tools

Access your medical passport and health maintenance schedule. Compare costs in your area services using the cost comparison tool.

Record Vitals, Labs & Imaging

Enter everything from your current blood pressure to your measurements and lab results.

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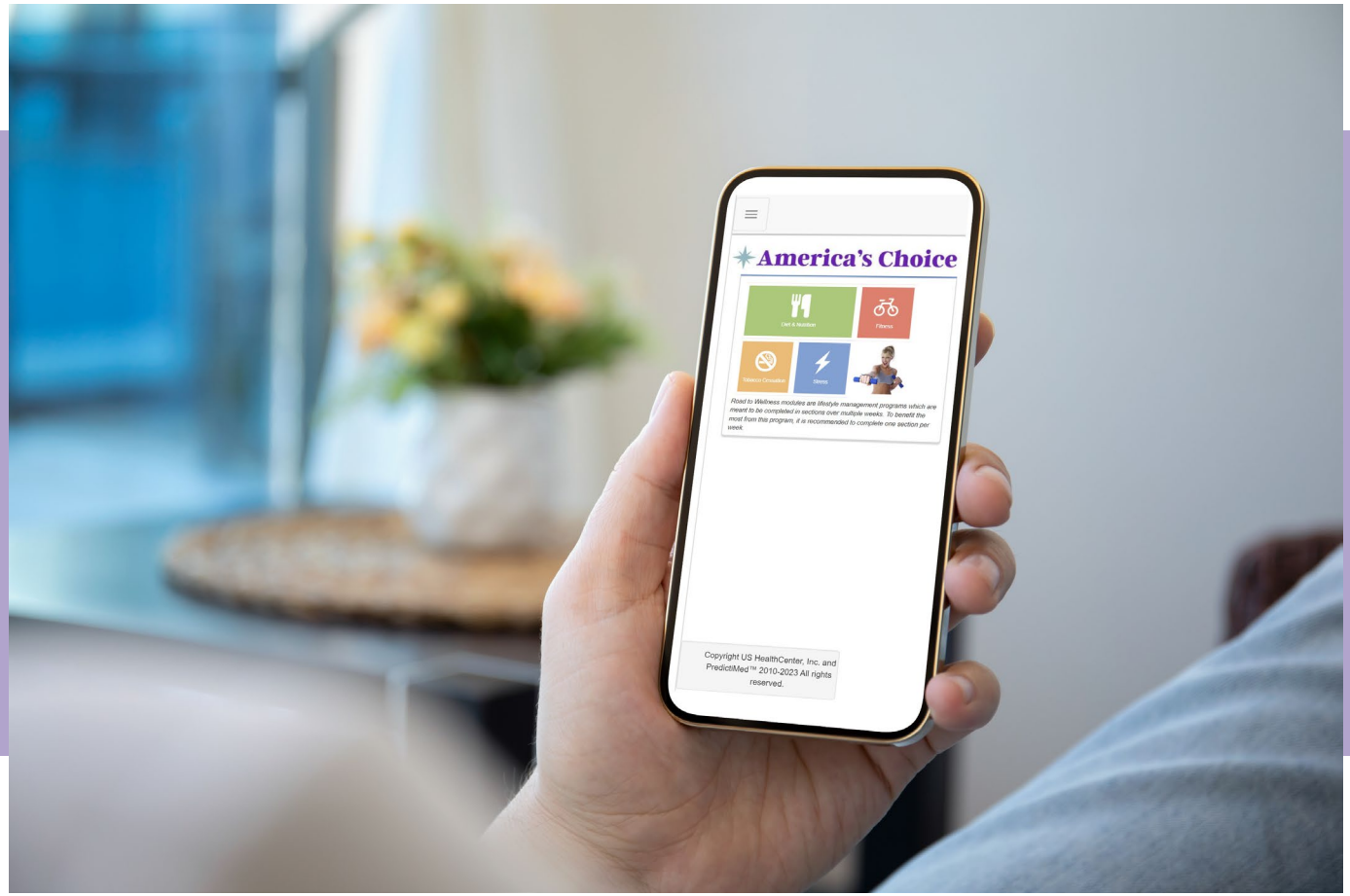
Road to Wellness

Take any of the four Road to Wellness modules to help you on your journey to wellness.



1. Nutrition
2. Fitness
3. Tobacco Cessation
4. Stress Reduction

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Library

Disease & Medical Conditions

Learn about diseases, prevention, treatments, tests and procedures, injuries and first aid.

Self Help

Research valuable ways to address minor situations for you and your family.

Anatomy Reference

Use this tool to explore skin, muscular and skeletal parts of the body.

Video Library

Access hundreds of videos in many different categories. Spanish version available for many.

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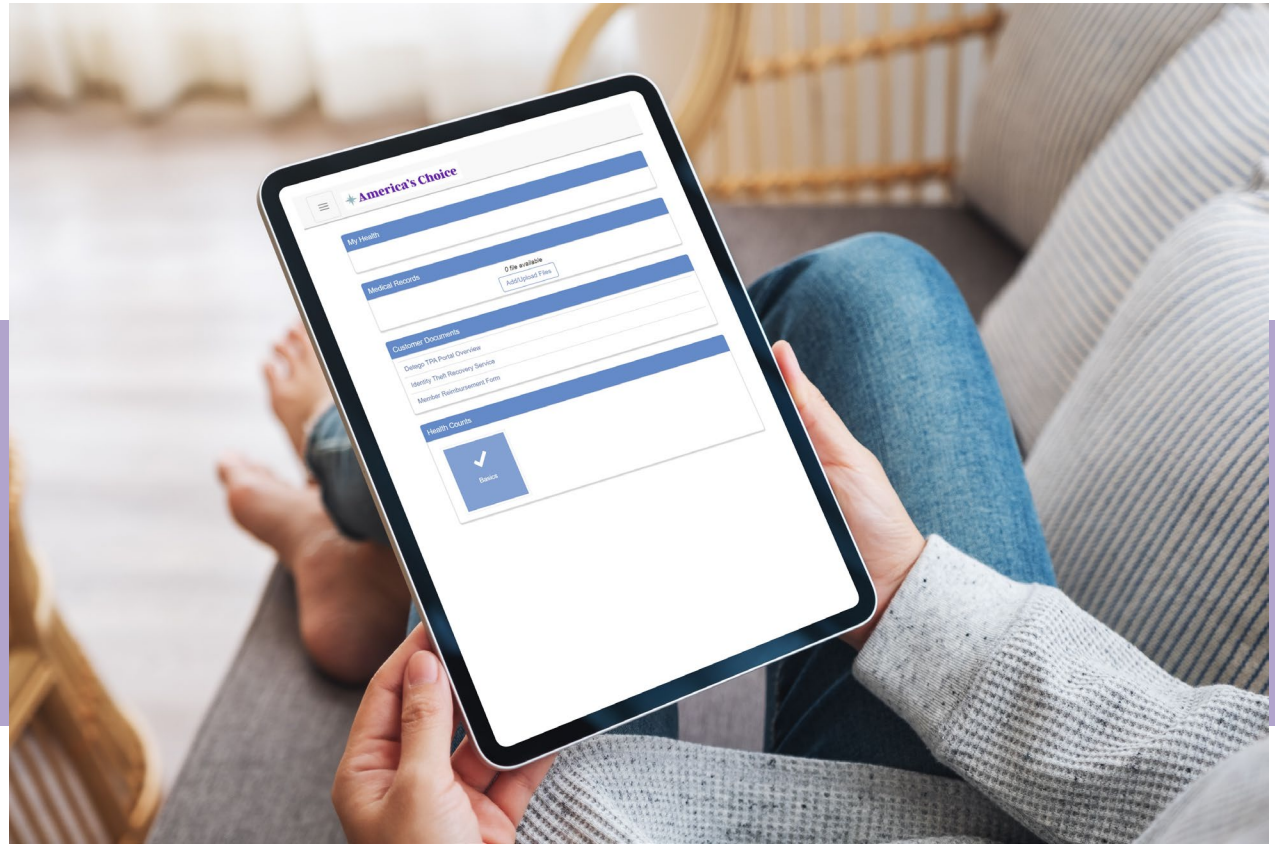
Health Counts



Register for Activities

Click on a tile to register for an activity your employer is offering.

Obtain Company Documents

Find forms regarding your program and download for easy access.

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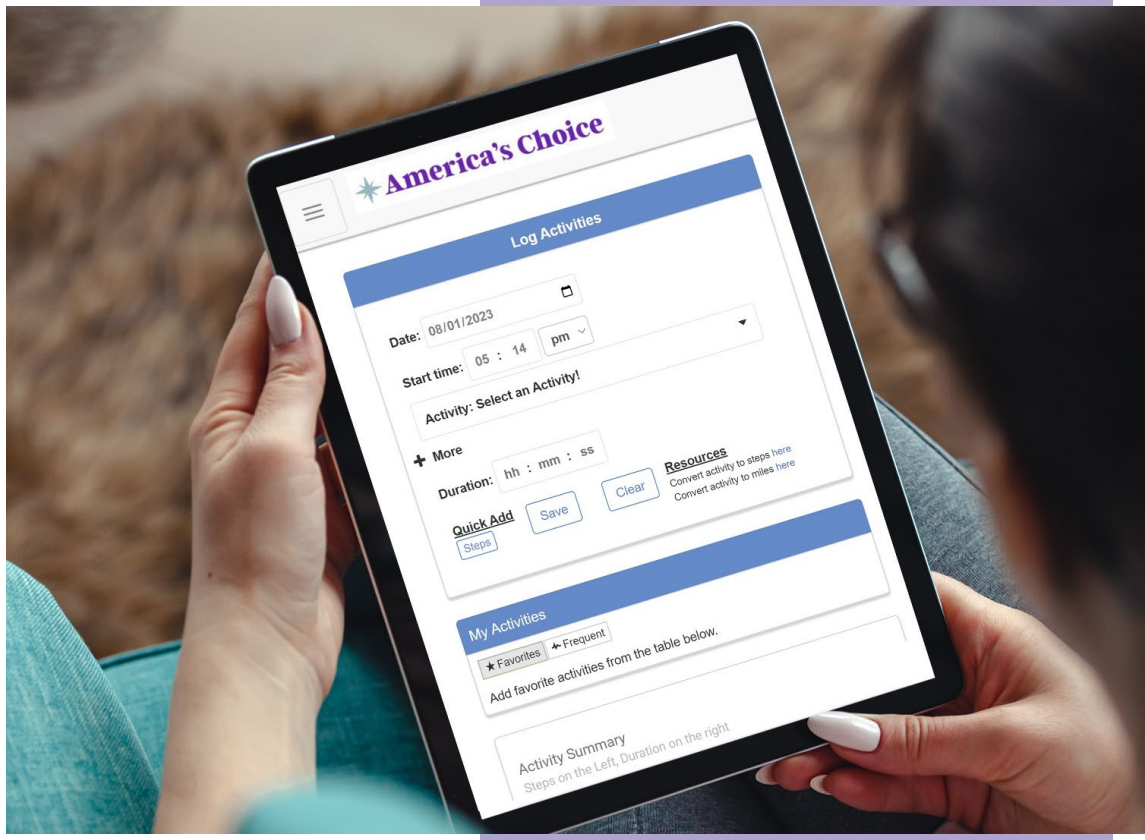
Health Tracker

Track your Health

Tracking your health is important because it can help keep you accountable, identify times when you might be falling short or show if you really are meeting your needs and goals. Click on the appropriate tile to track:

- Diet and nutrition
- Fitness
- Hydration
- Fruits and Veggies
- Sleep
- Vaccinations
- Vitals
- Body Measurements
- Imaging
- Tests



Device Connection

Easily connect your Fitbit or Garmin or Apple Watch or mobile device to the Personal Health Dashboard™ to automatically track steps.

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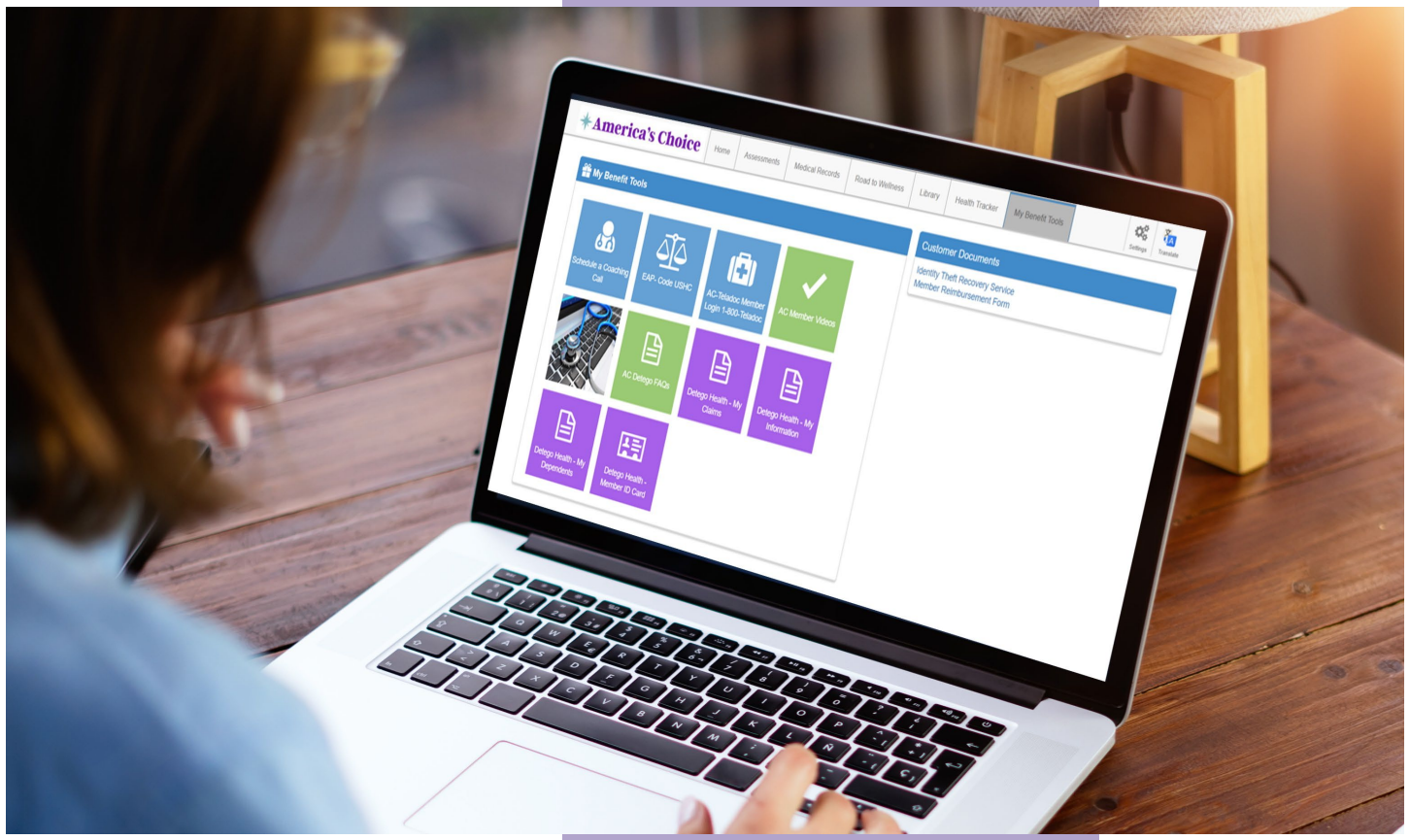
My Benefit Tools



One Stop Source

The Benefits Page houses all of your company's important documents and forms as well as the links to your benefit providers. Find links to your:

- Health Coaching
- EAP
- Telemedicine
- AC Member Videos
- AC Detego FAQs
- Detego Health – My Claims
- Detego Health – My Information
- Detego Health – My Dependents
- Detego Health – Member ID Card

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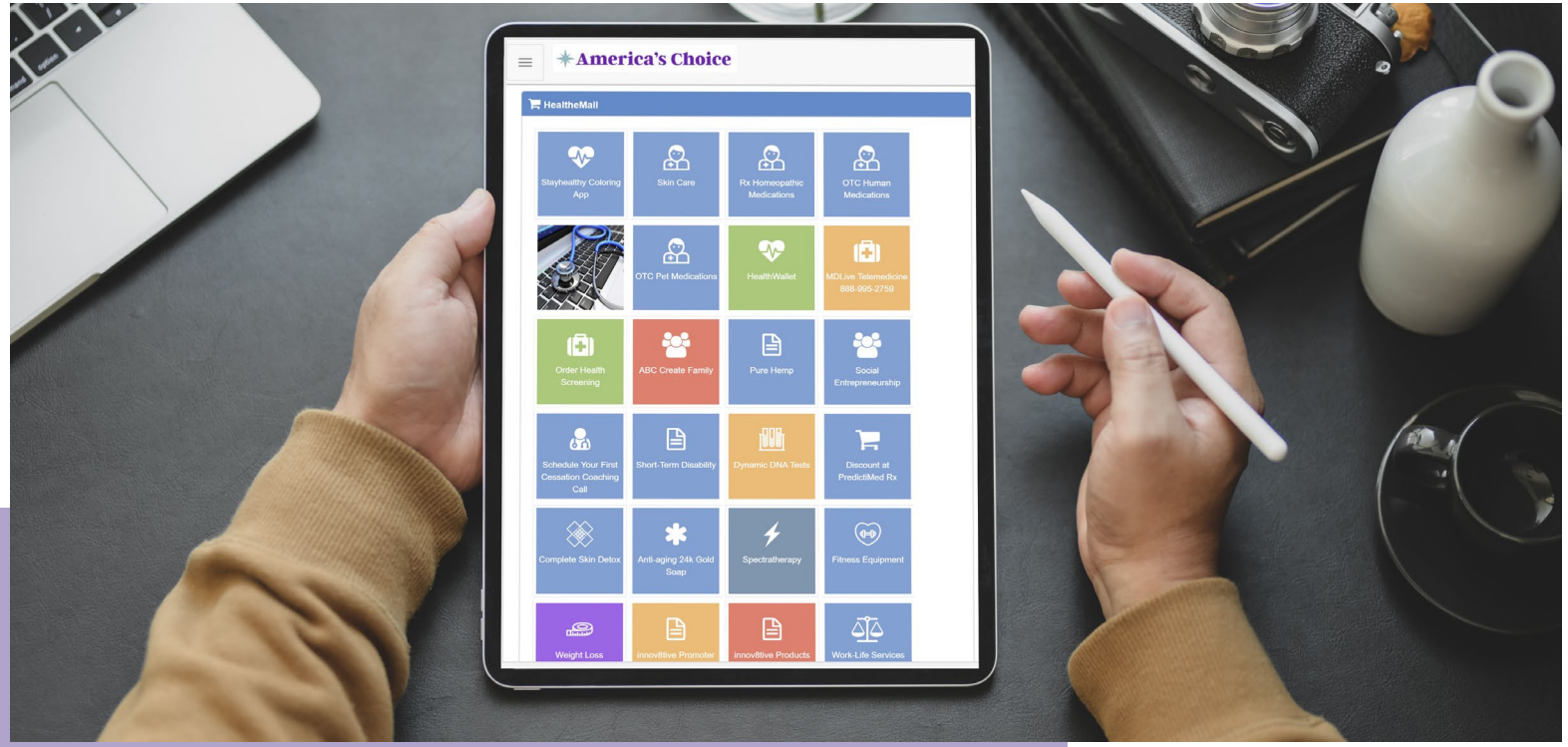
HealtheMall



Our HealtheMall offers innovative products that help many different aspects of your well-being. Discover products for everything from couples counseling, weight loss, pain management, travel benefits, vitamins and much more.

America's Choice

Members Will Receive Their Welcome Kit

The welcome kit includes information on:

- Background of America's Choice
- Tools and benefits Included in the plan
- Provider look up tools
- America's Choice FAQ'a
- Required Notices

Important Contacts

America's Choice

PHD Login Issues

- Contact: US Health Center (877)322-7398 x2 or help@ushealthcenterinc.com

Network Issues/General Questions/Medical Equipment/Balance Billing/Plan Changes etc

- Contact: Detego Member Services (866)815-6001 or MemberServices@detegohealth.com

Broker Related Questions

- Contact: America's Choice at quotes@americaschoicehealthplan.com
- Link to the PHCS RBP QRG