AmeriHealth
ADMINISTRATORS®

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Introduction

This online eligibility tool lets you manage your eligibility activity in a convenient two-step process.

Using this tool, you can:

- enroll new or newly eligible employees based in the U.S.;
- add or remove coverage for a dependent after a life event (birth, adoption, marriage, etc.);
- update plan members' personal information (name, address, etc.);
- terminate coverage of an employee or spouse.

All other transactions must be completed by our eligibility department.

If you need assistance, please contact your AmeriHealth Administrators representative.

Click on one of the tabs below for instructions.

Welcome to the Web Eligibility tool

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Adding a New Enrollment/New Hire

Enrollment Maintenance

Life Event/Transaction Approval

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Getting Started

Navigate to www.myahatpa.com. Enter your HR user ID and password.

Select “Enroll” from the navigaton bar to access your online eligibility tool.

If you need assistance, please contact your AmeriHealth Administrators representative.

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Adding a New Enrollment/New Hire

Changes take 2–3 days to process before they appear on the secure plan member and administrator portals. If you need to expedite a particular enrollment, please contact your Account Management team.

STEP 1 Select the "Administration" drop-down and click on "Administrator eElect." Then, click "Select Application."

STEP 2 Click "Admin Enroll" for the specific group (Status) in which you would like to add an enrollee. On the next screen, click "Continue" to begin enrollment.

STEP 3 Select "New Hire/Newly Eligible" and click "Continue."

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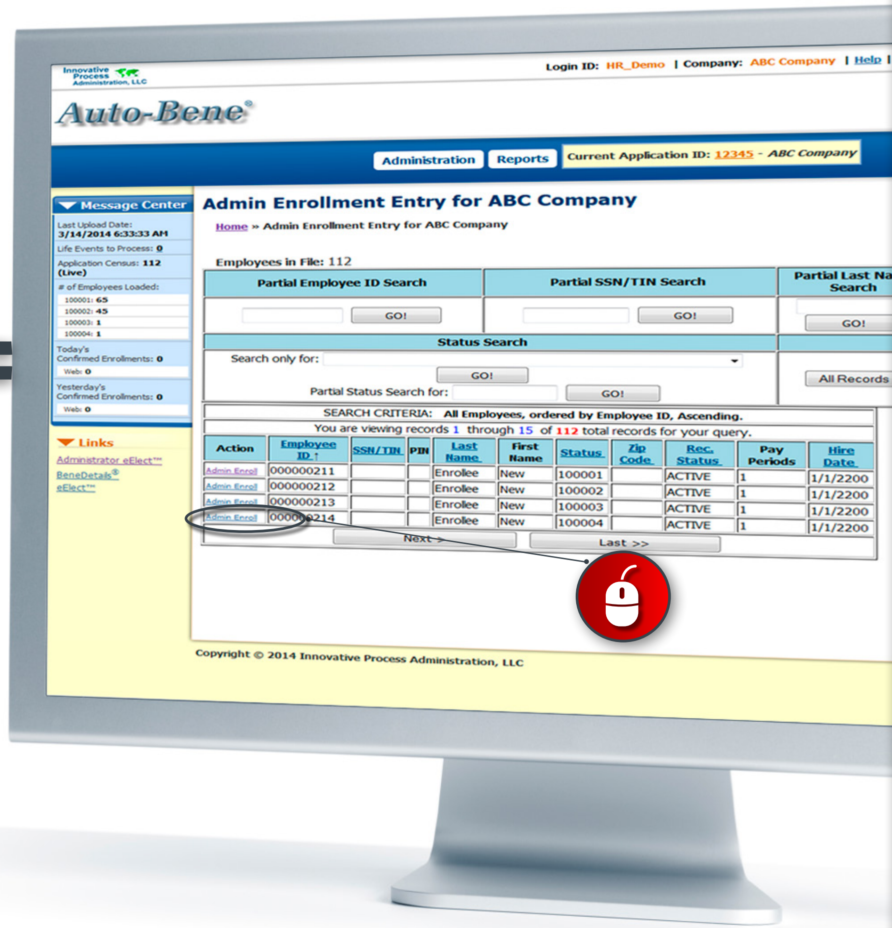

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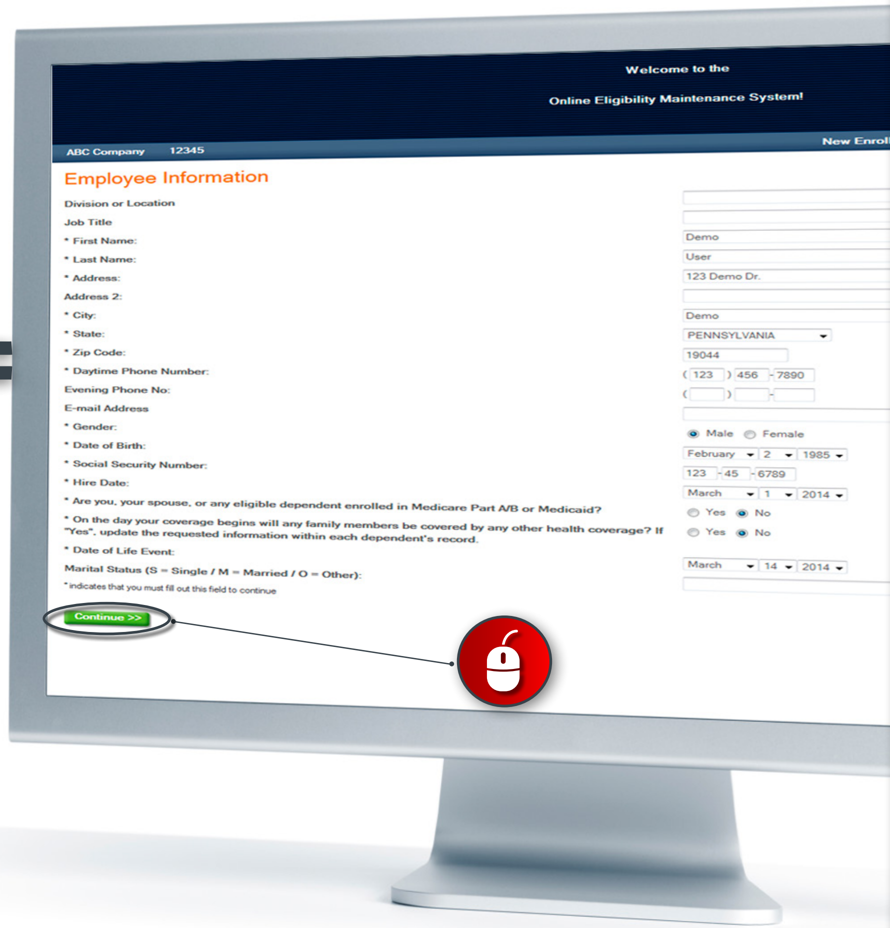
STEP 4
The wizard will step you through the enrollment process (enrollee, dependents, and benefit selection).

STEP 5
When you complete the information and selections, you will see the “Pre-Confirmation” screen. Verify that the information is correct and select “Continue” to save the data.

STEP 6
Click “Exit Enrollment.” Remember, enrollment transactions must be approved to be processed. For instructions, click the “Life Event/Transaction Approval” tab at the bottom of this screen.



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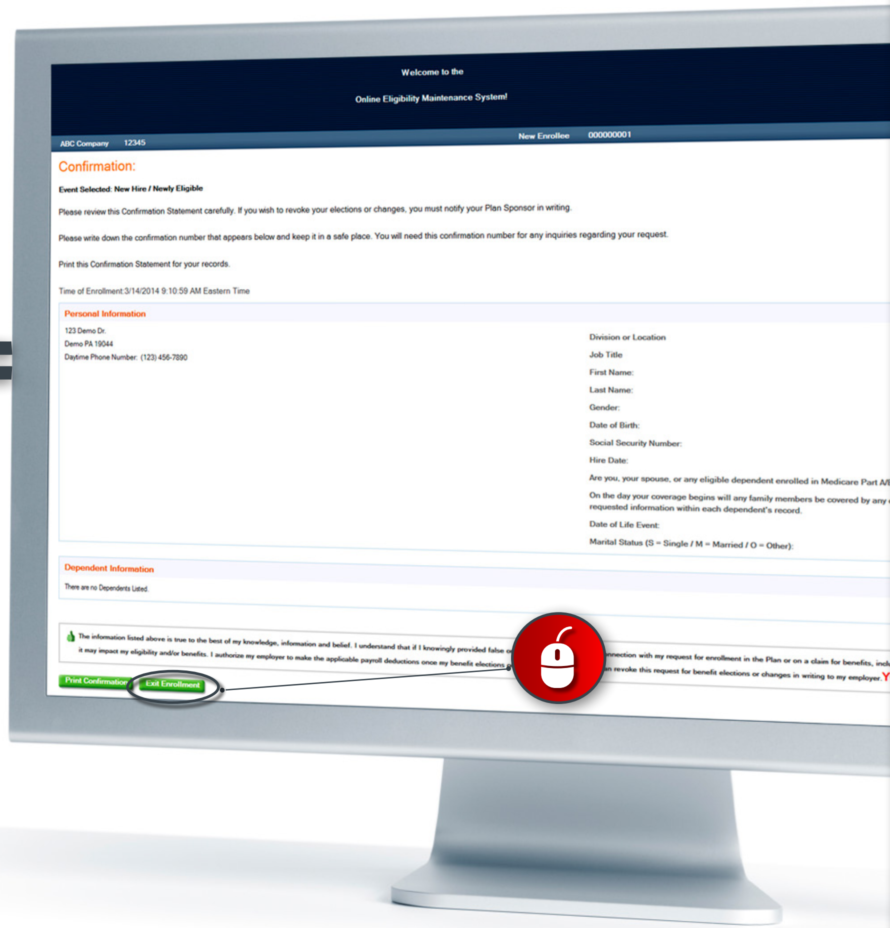

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Enrollment Maintenance

All changes must be approved and processed before they can take effect. Please allow 2-3 days for transactions to process.

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STEP 2 Click "Admin Enroll" next to the corresponding "Employee ID" of the enrollee that requires a change. On the next screen, click "Continue" to process enrollment/change.

STEP 3 Select the type of action/change desired from the menu and click "Continue."

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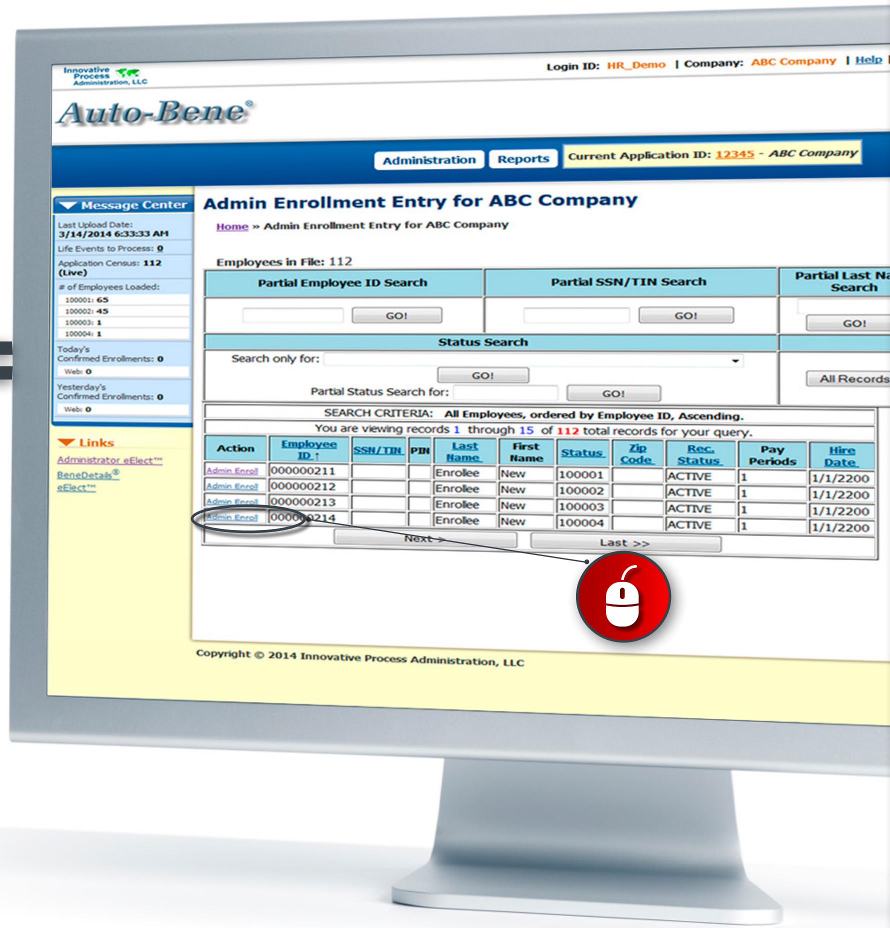

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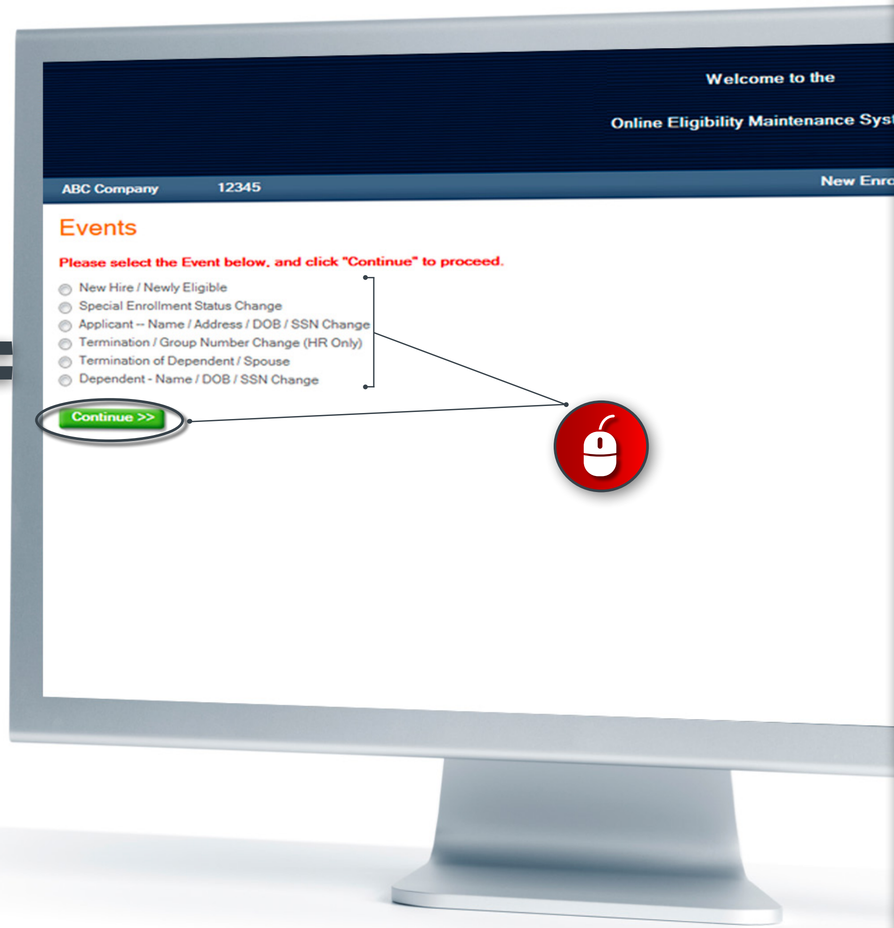

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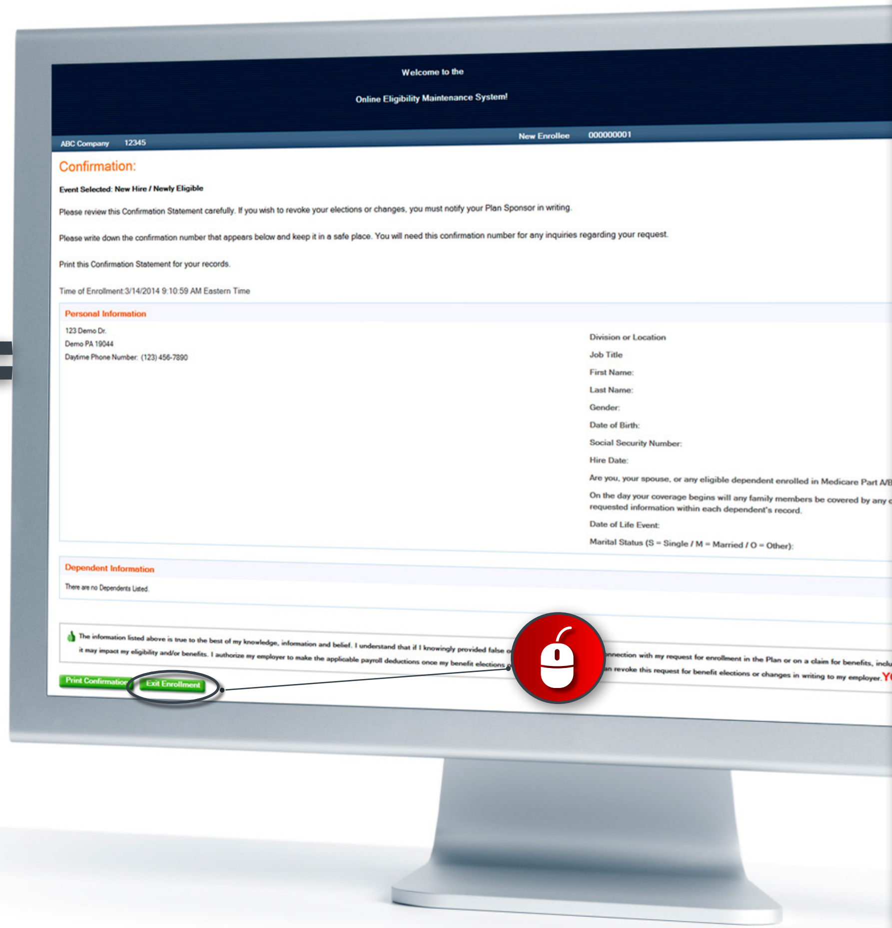

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Life Event/Transaction Approval

All changes to enrollment must be approved and processed before they can take effect. Please allow 2-3 days for transactions to process and appear on the portal.

STEP 1 Select the “Administration” drop-down and click on “Life Event/Transaction Approval.” Then click “Select Application.”

STEP 2 Select “Non-Processed Enrollment Only” and “Search” if the list does not appear automatically.

STEP 3 Click “Process” from the “Action” column of the enrollee's data.

STEP 4 Choose an action: “Approve,” “Pending,” or “Disqualify/Deny.”

STEP 5 Enter the effective date of the action in the “Life Event Effective Date” field. Then click “Update.” Your transaction is now ready to process.

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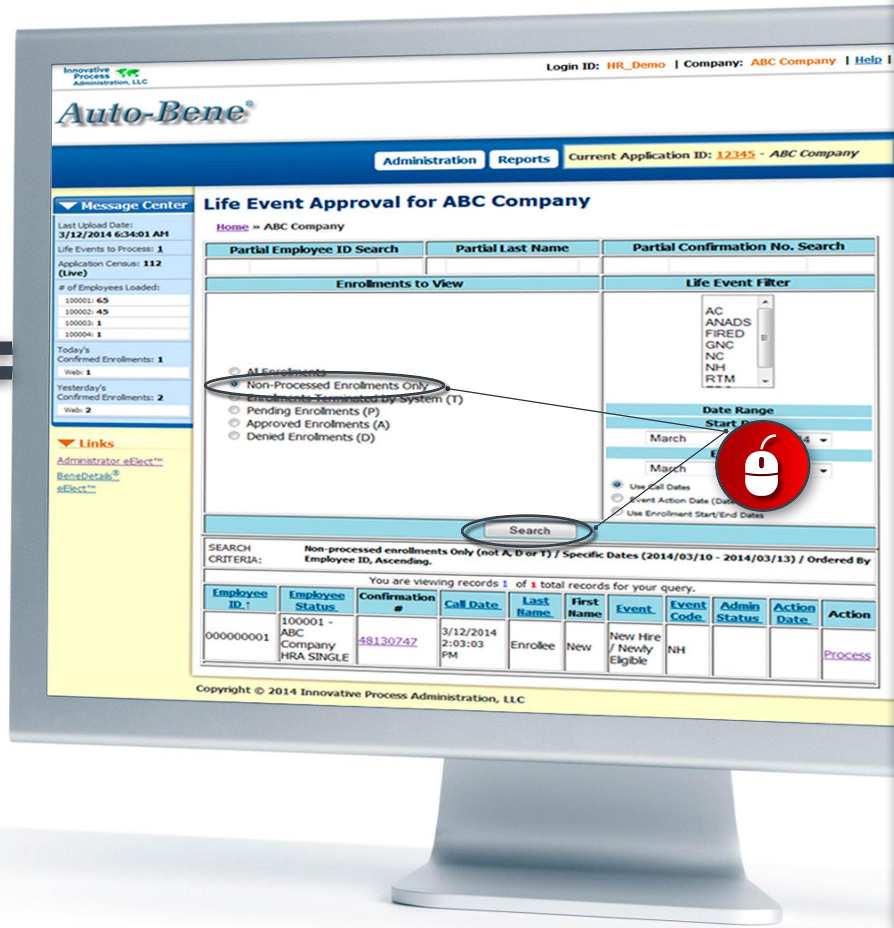

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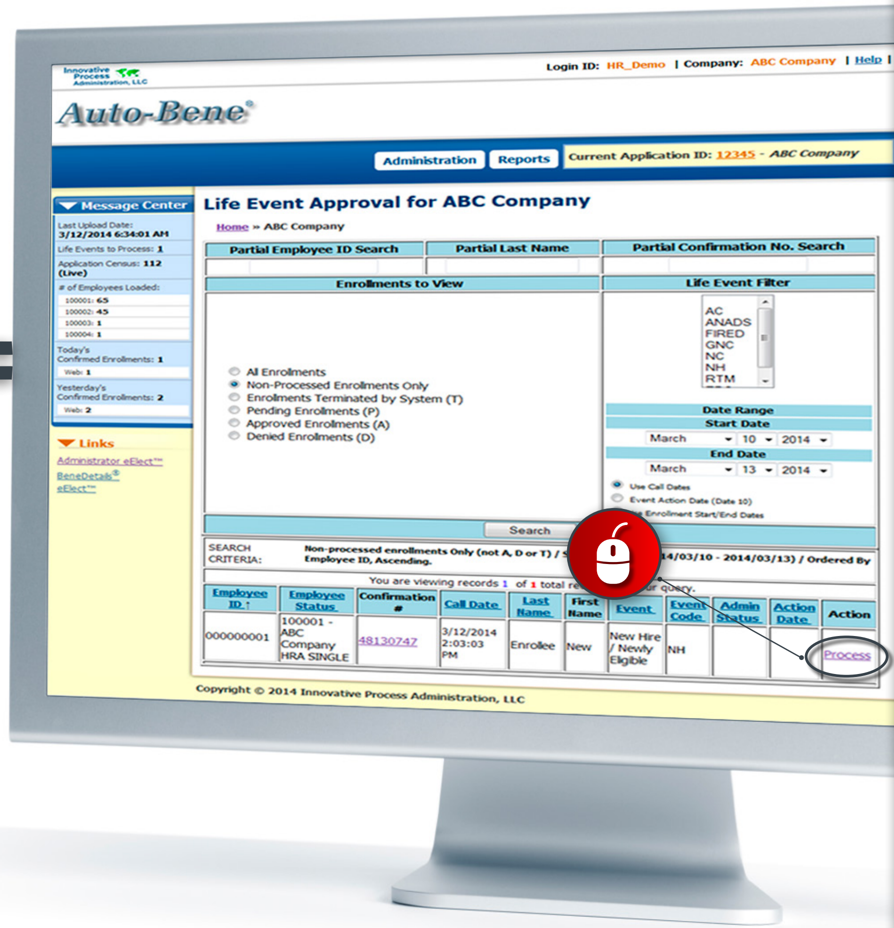

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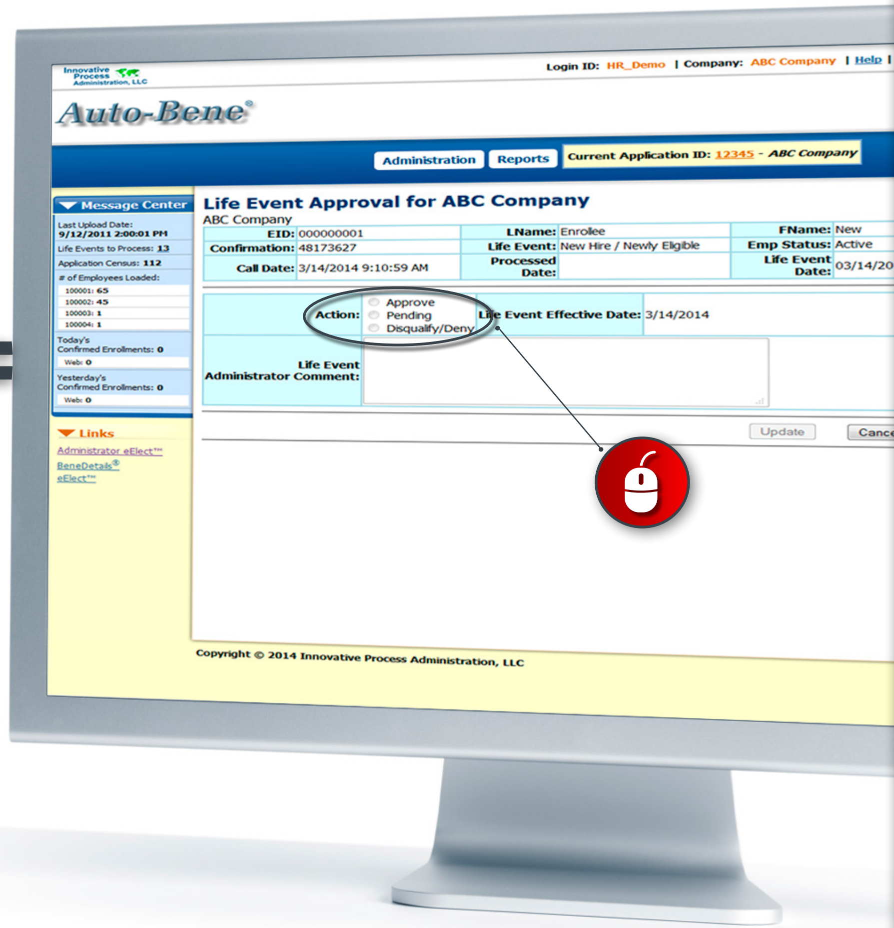

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