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Health Net

Broker Book of Business Tool Update

You are now linked to your Exchange/Marketplace clients when they are loaded into our system. This allows you to find information about your clients who enroll in an Exchange/Marketplace plan but are in pending status due to their initial binder payment.

This feature lets you locate your client's Subscriber ID # (R number), so that they can make their first payment and be activated! Here's how to locate your pending Exchange clients:




Log in to your **HealthNet.com** account and select *Book of Business and Commissions*.

- 1 Select "Pending" from the Status drop down menu. Click *Search*.

- 2 You can view each Subscriber ID and the plan he or she applied for. **Please note:** Enrollees can pay online at www.healthnet.com > *New member Welcome Center*. The premium due can be found there once they log in.


Subscriber Name	Subscriber ID	Plan Type & Name	Official Enrollment Date	Plan Effective Date/ Cancellation Date	Status	Broker ID	Alerts
SMITH, JOHN	R000000	CA - EX HMO COMMUNITYCARE HMO EXCHANGE / CA 1 CC HMO SVR 94 EX	01/01/2016	01/01/2016	Pending	00000/ BKR ABCD	\$
SMITH, MARY	R000001	CA - EX HMO COMMUNITYCARE HMO EXCHANGE / CA 1 CC HMO SVR 94 EX	01/01/2016	01/01/2016	Pending	00000/ BKR ABCD	\$

3 You can also find dependent information.

Subscriber Details: JOHN SMITH   

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Subscriber Details **Dependent Details** Billing / Rate / Renewal Information

Name	Relation	Physical Address	DOB	Age	Status	Mbr Eff Date	OAD	
SMITH, JOHN JR	Child	1234 ABC Street, Anytown, CA 00000	01/01/2014	1	Pending	01/01/2016	No	

Not registered?

Go to www.healthnet.com/broker, and click on *Register* to set up your secure user account.