

Date: [Date]

To: [Plan Sponsor/Company Name] employees

Subject: Important: Electronic Delivery of Group Health Benefits Policy and Portal Access

Dear [Employee Name/Plan Member],

We are pleased to announce that your Group Health Benefits policy documents are now available for viewing and download. In our effort to provide faster service and reduce environmental impact, we are delivering these documents electronically via our secure member portal.

Accessing Your Benefits Portal

To view your policy, coverage details, and member ID cards, please follow the steps below:

1. Visit our website at: [URL]
2. Click on the "Member Login" or "Register" button.
3. If you are a first-time user, use your [Employee ID/SSN/Member ID] to create an account.
4. Once logged in, navigate to the "Documents" or "Policy Information" section.

What is available online?

- Summary of Benefits and Coverage (SBC)
- Group Policy Certificate/Booklet
- Electronic Member ID Cards
- Claims History and Status
- Provider Directory

Paper Copies

While we provide these documents electronically, you have the right to request a paper copy of your policy documents at any time, free of charge. To request a printed version, please contact [Department Name] at [Phone Number] or [Email Address].

Action Required

Please log in to the portal by [Date] to confirm your contact information is correct and to ensure you have access to your health insurance details.

If you have any questions regarding your benefits or trouble accessing the portal, please contact our support team at [Support Phone Number].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]