

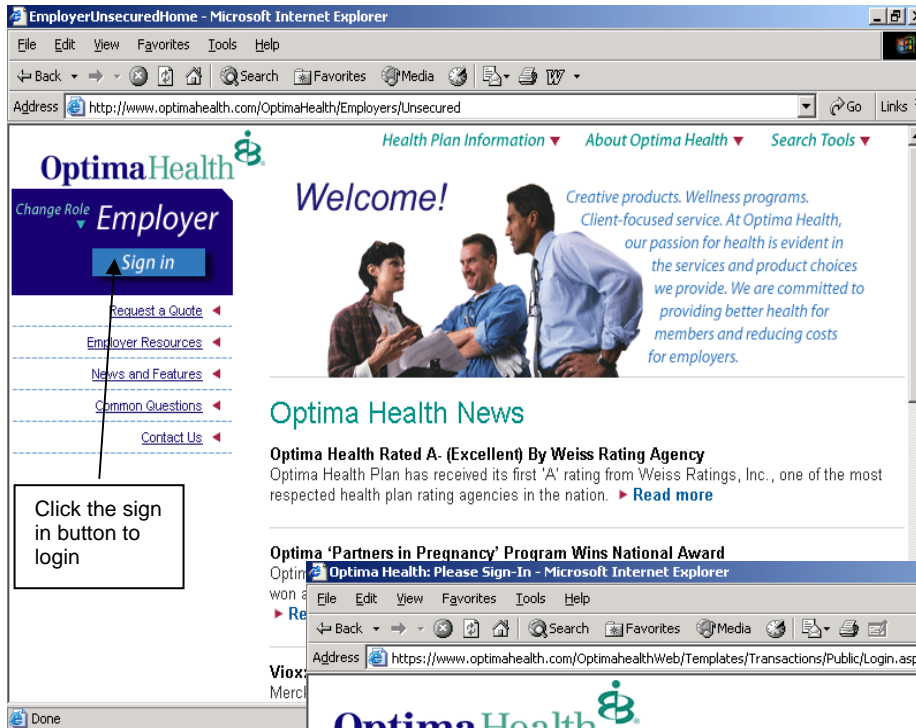
Benefit Administrator Login:

To access the Web Enrollment Web-site go to www.optimahealth.com

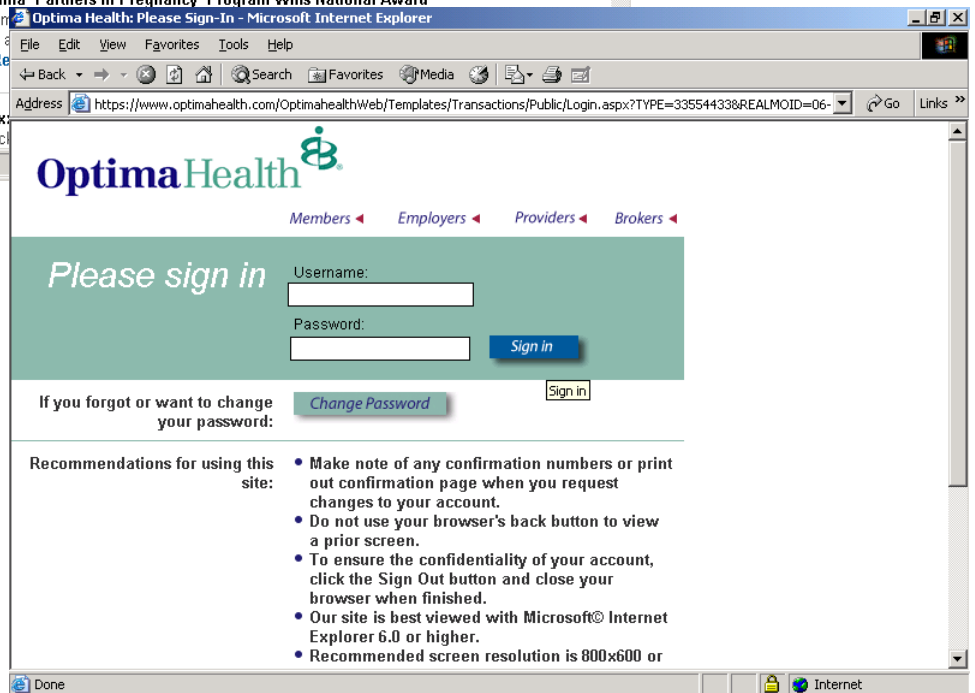


Click the word Employers to access the Employer site.

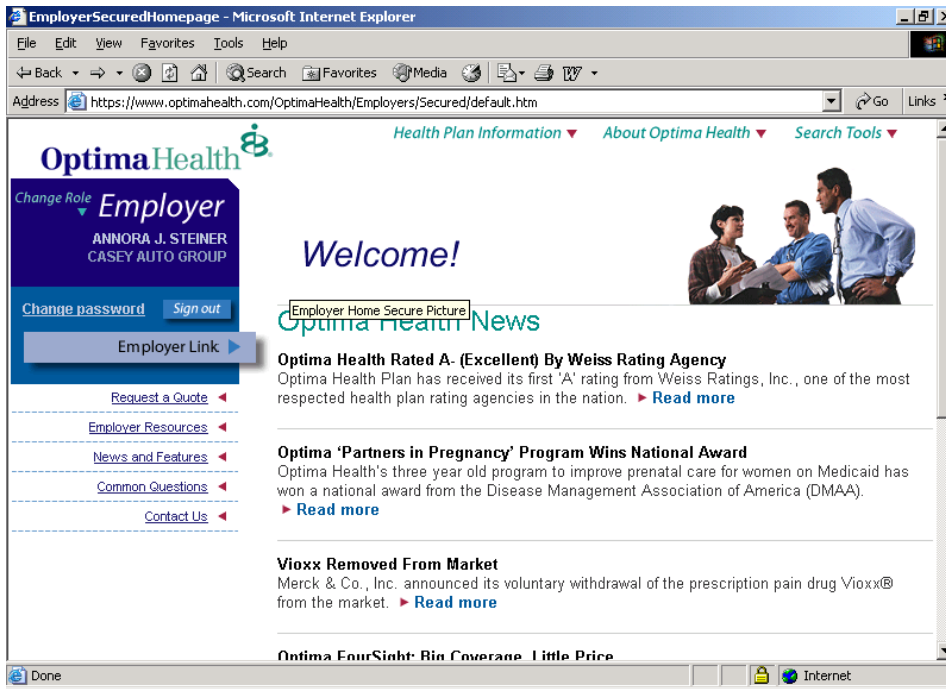
Click the Employer Sign in button



Enter the User Name and Password provided by Optima Health and then click the Sign In Button.

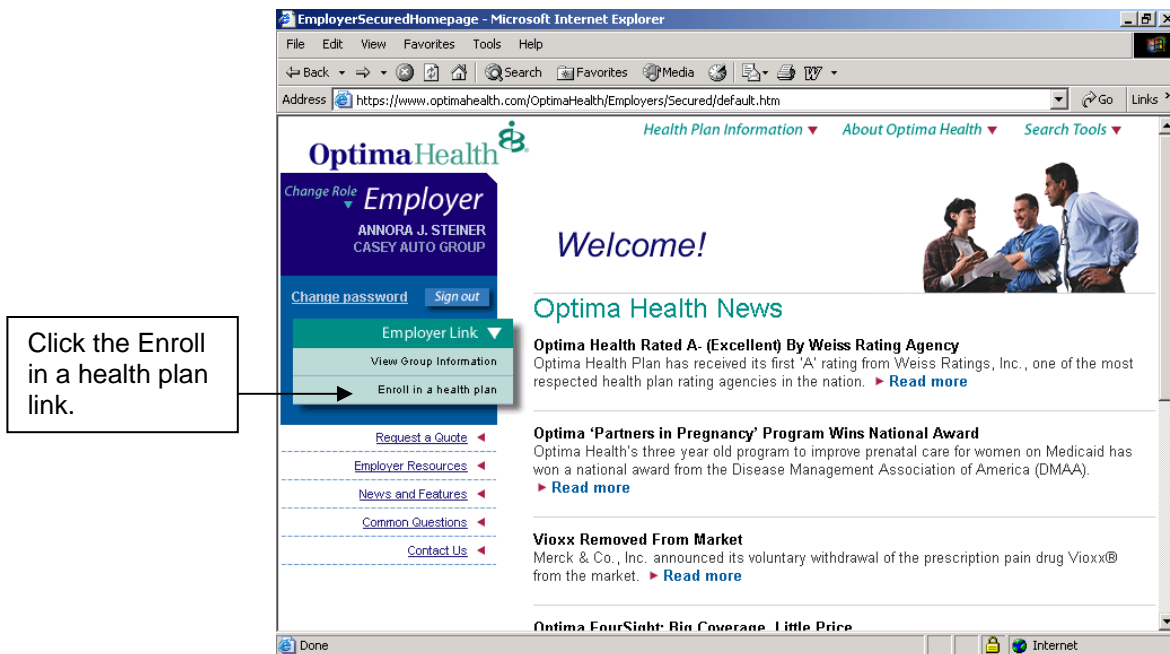


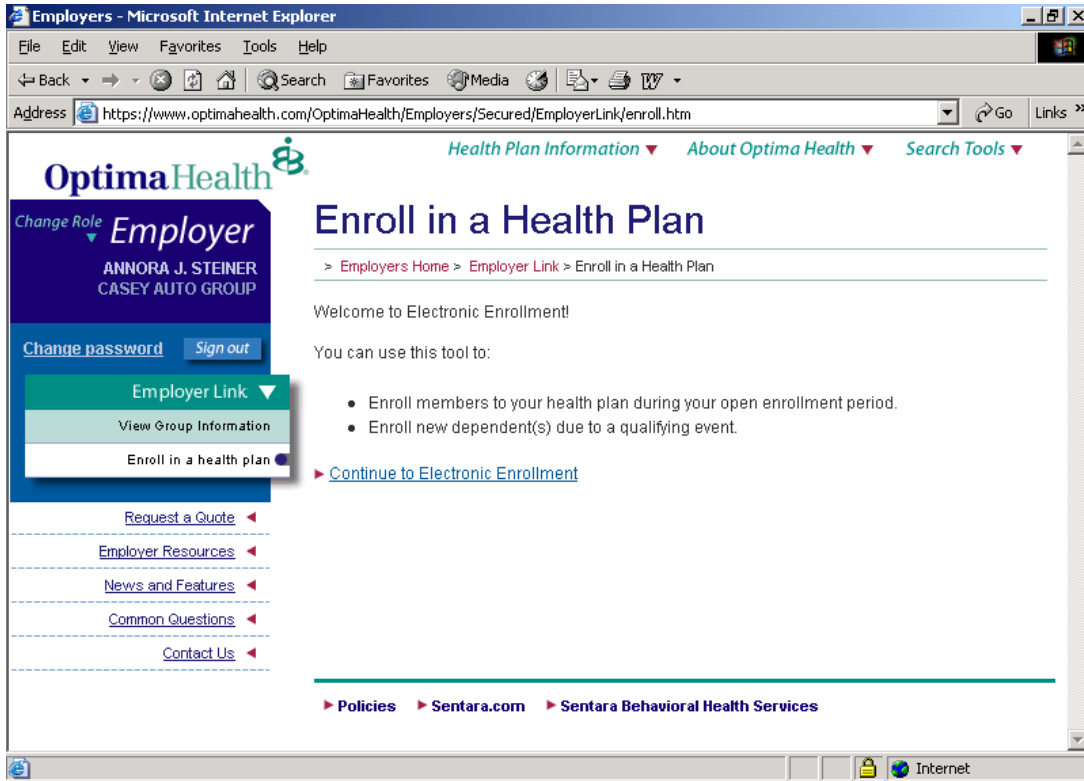
The first time the User Name and Password is used a prompt may appear requesting the password to be changed. For security reasons the password provided by Optima Health should be changed. Do not answer the secret question.



After login the Employer Group Screen will appear. The Benefits Administrator name and group name should appear in the upper left-hand side of the screen.

To access the web enrollment site, click on the Employer Link arrow and a drop down box will appear. Click on the “Enroll in a health plan” link.





A welcome page will appear. Click “Continue to Electronic Enrollment” to open a new window to enter the Empowered Benefits site to enroll, term, or transfer an employee.

