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## I3 Employer Group Reporting Tool

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### How do I access the I3 reporting tool?

Go to [optimahealth.com](http://optimahealth.com) and choose **Employers** from the links at the top of the page. Sign in to the secure portal and select **Group Reporting** from the left menu bar.

### I do not have a login for the Employer Portal. How do I get one?

To obtain a log-in ID to the Optima Health secure employer portal:

- Visit [optimahealth.com](http://optimahealth.com)
- Choose the *Employers* link at the top of the page
- Click on *Manage Plans*, then *Downloadable Forms and Applications*
- Scroll down to the **Employer Sign In** heading. Please complete the [Confidentiality Agreement and Portal User Profile Form](#) and return either via fax (to the number shown on the form) or via e-mail at [Large\\_Group\\_Enrollment@sentara.com](mailto:Large_Group_Enrollment@sentara.com).

After you submit the form, you will receive a secure email from our Enrollment Department to inform you your username and password are active.

### I have forgotten my password to be able to sign in to the Employer Portal. What do I do?

Go to [optimahealth.com](http://optimahealth.com) and choose **Employers** from the links at the top of the page. Click the **Forgot Password?** link under the sign-in prompts. The self-service tool will assist you in resetting your password. You may also call Account Services at 1-866-431-7972, option 2.

### Who do I call if I have a technical issue with the reporting tool?

Please contact your Client Executive if you are experiencing technical difficulties.

### Can I set my date range for longer than 12 months? Am I able to compile data for multiple benefit years?

The tool provides current-year/prior-year comparisons based on the date span selected (up to a 12-month period). For example, if January–June is selected, the reports will compare January–June of the current year versus January–June of the prior year (provided prior data is available). Within the drill-down sections of the reports, timespans of greater than 12 months can be selected but there will be overlap with the prior year comparison.

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### What are the browser requirements for the reporting tool?

Our site is best viewed with Microsoft Internet Explorer 8.0 or higher.