

LAUREL HEALTH SYSTEM MEDICAL PLAN

SELF-ENROLLING INTO GROUPWEB

The following instructions are intended to help covered employees utilize The Loomis Company Internet Services System (Group Web) by providing detailed instructions for enrolling into the system.



- Use the Internet Address <http://www.loomisco.com> to access The Loomis Company's web site. The page shown to the left will appear.

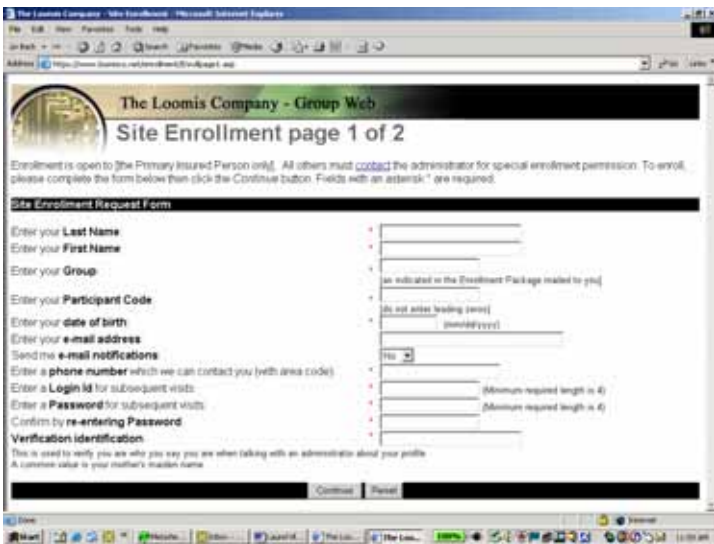
- Click on the [View My Claims](#) folder across the top.



- Since you are not yet enrolled do not type any information into the Login or Password boxes, simply click on the [Site Enrollment](#) link on the upper right hand side of the screen.



- Use the drop down box and select Employee.
- Click **Continue**.



- Input your information into the form. All items must be entered to use this web site.
- **Group:** type in 5287
- **Participant Code:** this is the employee's Social Security number with a leading zero and no dashes. Please disregard the **[do not enter leading zeros]** message on the screen. Social Security #s must be 10 digits long. See example below:
 - Example: If your Social Security # is 582-98-7248, enter 0582987248 into the space provided.
- You will set your own Login ID & Password. Please remember what you enter. Your password can be changed, but Loomis has no way of knowing what you entered for a password.
- Click **Continue**.

GroupWeb Development Version 1.3 - Site Enrollment - Microsoft Internet Explorer

Address: <http://www.loomis.com/gw13/enrollment/Enrollpage1.asp>

Enter your **Last Name:** Healthcare

Enter your **First:** Joe

Enter your **Group:** 1234
[as indicated in the Enrollment Package mailed to you]

Enter your **Employee SSN:** 0000012345
[do not enter leading zeros]

Enter your **date of birth:** 07/13/1951 (mm/dd/yyyy)

Enter your **e-mail address:** joehealthcare@xyz.com

Send me **e-mail notifications:** Yes

Enter a **phone number** which we can contact you (with area code): 123-456-7890

Enter a **Login Id** for subsequent visits: joehealthcare (Minimum required length is 4)

Enter a **Password** for subsequent visits: ***** (Minimum required length is 4)

Confirm by **re-entering Password:** *****

Verification identification: Nick name

This is used to verify you are who you say you are when talking with an administrator about your profile. A common value is your mother's maiden name.

- After you have completed all the information items Click **Continue**.
- Another screen will appear showing inaccurate entries (if any) until all information corresponds to our data.

The Loomis Company - Site Enrollment - Microsoft Internet Explorer

Address: <http://www.loomis.com/gw13/enrollment/enrollpage2.asp>

The Loomis Company - Group Web
Site Enrollment page 2 of 2

Below is a summary of the associated data you will be able to access with your Login Id. If you need additional access beyond what is displayed below, then please [contact](#) the administrator.

Site Enrollment Summary

Login ID: joehealthcare
User Name: Healthcare, Joe
E-Mail Address: joehealthcare@xyz.com
Phone Number: 123-456-7890

You can update the above entries on the Personal Information page after you have signed on.

Group	Employee SSN
1234	0000012345

- The Site Enrollment Summary screen will appear validating your information was accurately entered.
- Click **Continue**.

You can now sign on to GroupWeb.

If at any time you require help to self enroll into GroupWeb, please call (610) 374-4040 and ask for the Internet Help Desk.