

# MyPlanTools for Employers

MyPlanTools for Employers is the Quartz secure online tool which allows you access to benefit and claim information. This secure portal is specifically for you and provides the information you need to manage your group's plan.

## MyPlanTools for Employers includes –

### ■ Online Enrollment

- Easy-to-use dashboard to add new employees, manage current employees and monitor the status of all applications
- Flexible application process including a member email option
- Secure online access to enrollment information 24 / 7
- Convenient process to review and / or edit prior to submission

### ■ Benefits

- View your group's benefit information, including –
  - Summary of Benefits and Coverage
  - Plan Document and Summary Plan Description
- View and confirm benefit eligibility
- Email Customer Service

### ■ Account Preferences

- Update your demographic information, such as –
  - Address
  - Phone number
  - Email address
  - Password

### ■ View your invoices online

### ■ Print ID Cards

## Group Administration

You will be assigned a designated administrator to maintain your group's enrollment. Login information for MyPlanTools should not be shared; administrators have the ability to assign account access to others based on their individual employment responsibilities.

MyPlanTools should be updated regularly and employees no longer participating in your group's plan should be removed immediately.

## Login Instructions

To login, go to [QuartzASO.com](http://QuartzASO.com) and click the MyPlanTools button. Enter your username and click *Login*. Then enter your password and click *Login*.



# Quartz

**QuartzASO.com**

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