

From: Karen Giles [karen.giles@meritain.com]
Sent: Tuesday, November 08, 2011 10:33 AM
Subject: Egyptian Trust–MIGRATION UPDATE–Enrollment and New Web Portal–This is important–Please Read



This email is being sent to all of the Superintendents, Board of Managers Members and Bookkeepers we have on file for the Egyptian Trust. If you received this email in error please forward to the appropriate party and contact Krista Breakfield at the Metro East Service Office of Meritain Health to update the contact information.

Dear Participating Employer Group ~

As you are all aware, we are in the process of migrating the Egyptian Trust group to the new and improved Employer Portal and Claims System. The Employer Portal is where you will make your enrollment additions, terminations, and any other changes.

Please Note: As of today, the current web portal is not available for you to make changes until the following occurs:

1. You attend the 30 minute training session for the new portal. You will receive an email invitation to attend one of the many training sessions via phone and webinar.
2. After you attend the training, you will receive an email with instructions to finalize your setup and access to the new portal. You will be required to click on the link provided in the email to complete your setup. This should take less than 5 minutes.

Until you have gone through the training and completed your on line set up you may fax your completed enrollment forms and enrollment change forms to our office for handling. They can be faxed to 888.525.2799 or emailed to Krista Breakfield at krista.breakfield@meritain.com. We will see that your enrollments are handled immediately until the time that you are set up on the new employer portal. For your convenience, click on the following link to the Enrollment Form:

<http://www.egtrust.org/2011%20enrollment%20form%206-3-11.pdf>

and the Enrollment Change Form:

<http://www.egtrust.org/Enrollment%20Form%20-%20Changes%20Only%20Updated%208-11.pdf>

The training sessions will be scheduled throughout the day for 30 minutes beginning Monday, November 14th and hopefully completed by end of business Tuesday, November 15th.

NEW ID CARDS – It is expected that by the end of business this Friday, November 11th, all of the new ID cards will be shipped to the covered members homes.

Please let me know if you have any questions. Thank you and have a good day.

Karen L. Giles
V.P. Client Relations

Meritain Health
13 Executive Drive, Suite 19
Fairview Heights, IL 62208

Toll Free: 866-588-2431, opt. 3, ext. 6104
Fax: 888-525-2799

karen.giles@meritain.com

Register at www.mymeritain.com to view your claims and enrollment information and much more!