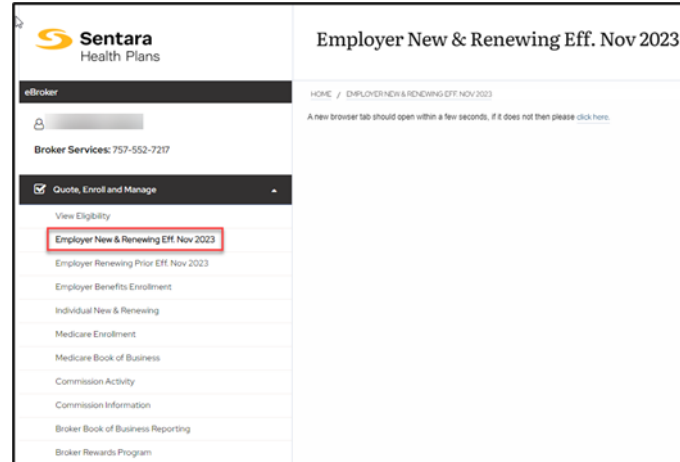


Purpose: Instructions to locate or find the Plan number for an Account in eBroker.

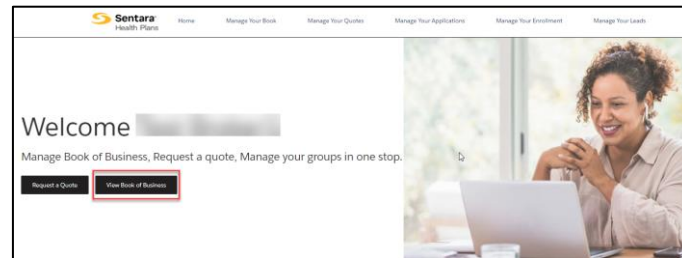
- “Plan Number” or “Group Number” are the same thing.
- “Group Name” or “Account Name” are the same thing.

After you login, the Sentara Health Plans landing page displays.

Under the **Quote, Enroll and Manage** Section, click **Employer New & Renewing Eff. Nov 2023**.



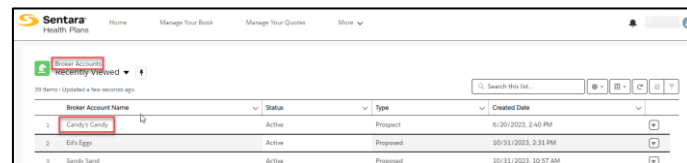
Click on **View Book of Business**.



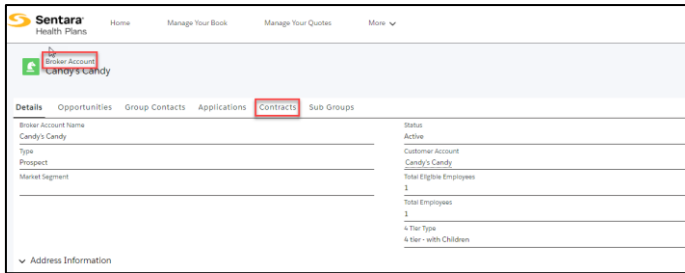
The **Broker Accounts** page displays your list of **Accounts**.

Note: Click the arrow next to **Recently Viewed** to display the **entire Book of Business**, otherwise you will only be searching the Account from your recently viewed list of options and the Account you are searching for might not display.

Click on the desired **Broker Account Name** in the list.



The **Broker Account** page displays. Click on the **Contracts** tab.



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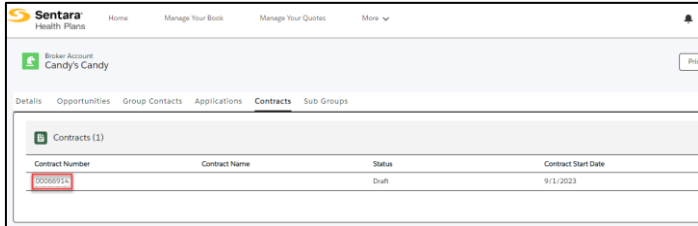
Broker Account Candy's Candy

Details Opportunities Group Contacts Applications **Contracts** Sub Groups

Broker Account Name	Candy's Candy	Status	Active
Type	Prospect	Customer Account	Candy's Candy
Market Segment		Total Eligible Employees	1
		Total Employees	1
		Plan Type	Alder - with Children

Address Information

Click on the **Contract Number**.



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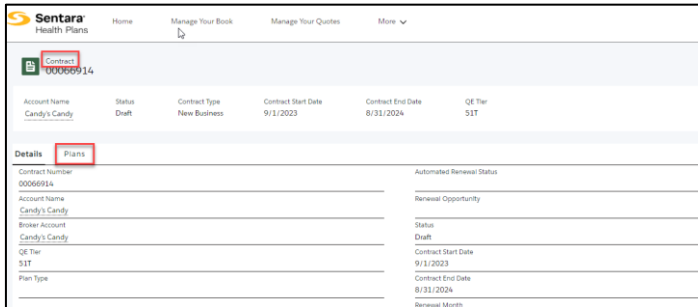
Broker Account Candy's Candy

Details Opportunities Group Contacts Applications **Contracts** Sub Groups

Contracts (1)

Contract Number	Contract Name	Status	Contract Start Date
0006914		Draft	9/1/2023

The **Contract** page displays. Click on the **Plans** tab.



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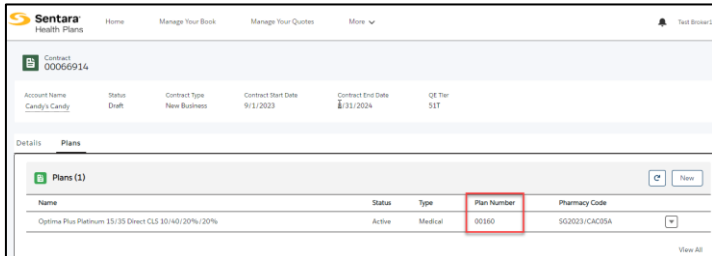
Contract 0006914

Account Name	Status	Contract Type	Contract Start Date	Contract End Date	QE Tier
Candy's Candy	Draft	New Business	9/1/2023	8/31/2024	51T

Details **Plans**

Contract Number	0006914	Automated Renewal Status	
Account Name	Candy's Candy	Renewal Opportunity	
Broker Account	Candy's Candy	Status	Draft
QE Tier	51T	Contract Start Date	9/1/2023
Plan Type		Contract End Date	8/31/2024
		Renewal Month	

The **Plan Numbers** displays in the Plan Line items.



Sentara Health Plans

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Contract 0006914

Account Name	Status	Contract Type	Contract Start Date	Contract End Date	QE Tier
Candy's Candy	Draft	New Business	9/1/2023	8/31/2024	51T

Details **Plans**

Plans (1)

Name	Status	Type	Plan Number	Pharmacy Code
Optima Plus Platinum 15/35 Direct CLS 10/40/20%/20%	Active	Medical	00160	S02023/CAC05A

View All