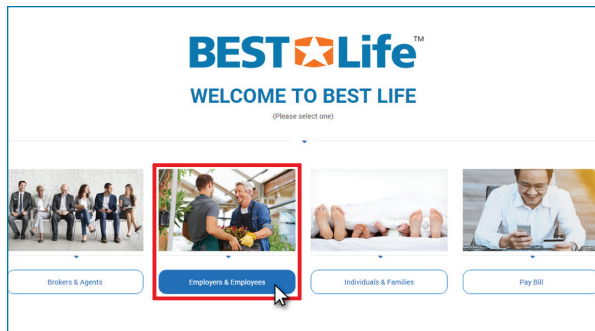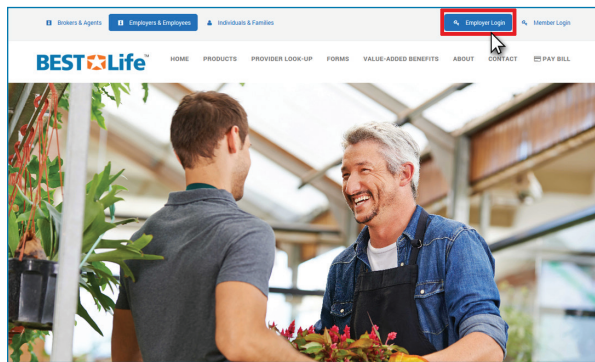# BEST ☆ Life ™

Employer Online Access

1 Go to **www.bestlife.com**

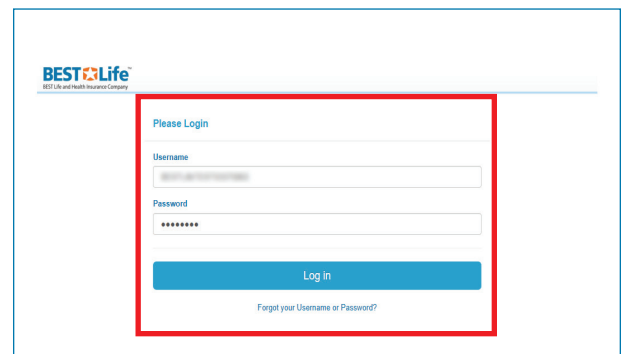**2** Select **Employer** and **Employee**

3 Click **"Employer Login"**

4 Enter **Username** and **Passwords.**

If you need to create an account for an employer group, please contact Customer Service at **800.433.0088**. In order to comply with HIPAA regulations regarding Protected Health Information (PHI), new account setup requires a verification process be completed.

Dashboard Overview

Overview: [1]
General group info. View group name and size.

Member: [2]
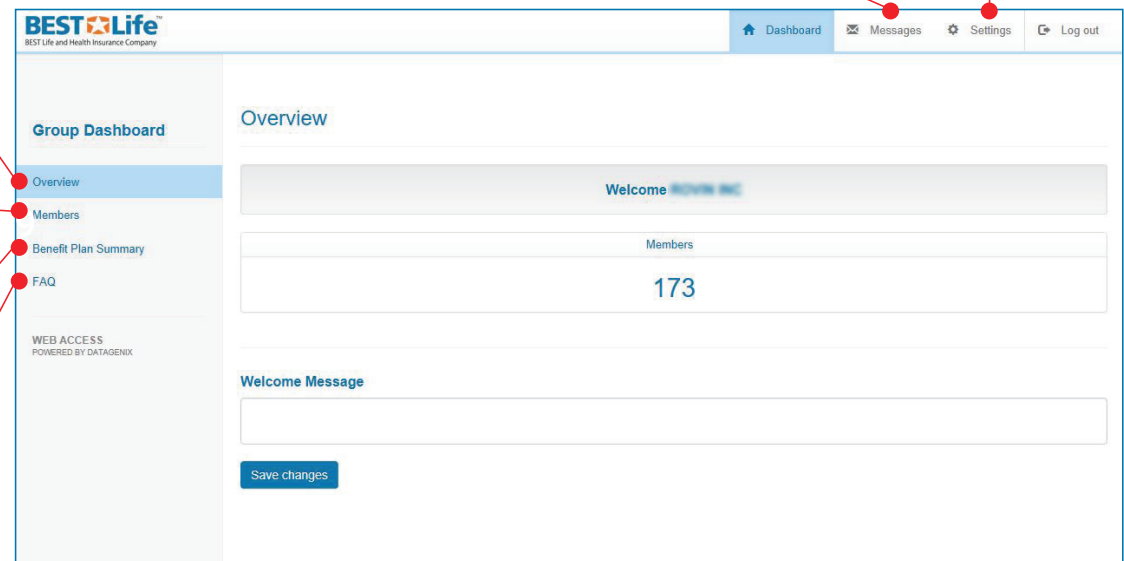Search members by member ID, date of birth, first or last name.

View member, eligibility and dependent informations and print ID card.

Benefit Plan Summary: [3]
View plan details.

FAQ: [4]
View commonly asked questions.

Messages: [5]
Contact Customer Service via email.

Settings: [6]
Change user name, email, language and password.

How Do I

[1] View general group information?
[2] View member, eligibility and dependent information and print ID cards?
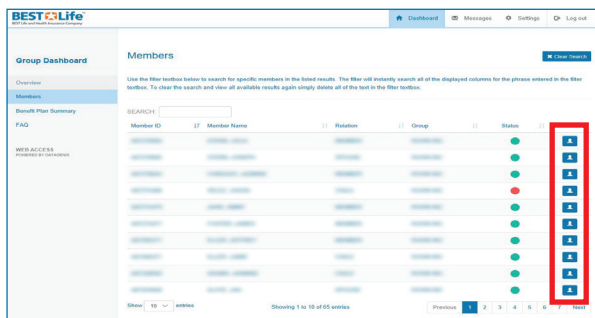[3] View plan details?

[4] Read frequently asked questions?
[5] Contact Customer Service?
[6] Adjust my settings?
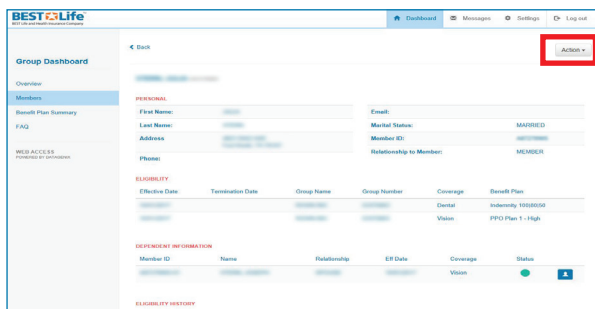
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Member

1 Click **"Member"** on the left column. Search members by member ID, date of birth, first or last name.
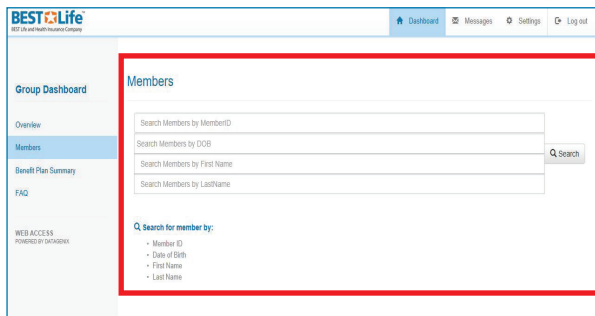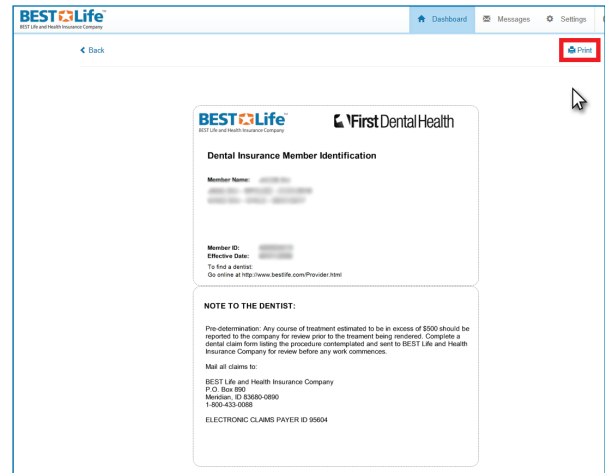

2 View results. Click on **member icons** on the far right to view member details.

3 Here you will see member, eligibility and dependent informations and print ID card. To print ID card, click on the **"Action"** on the top right and click **"View ID Card"**.

4 Click **"Print"** to print your temporary ID card.

If you have questions, please contact our Customer Service Department at **cs@bestlife.com** or call **800.433.0088**.