



SMALL GROUP QUOTING

Utilize eQuote to quote all of your Small Employer Groups (2-50 employees)

Log in to eQuote.

<https://apps.hometownhealth.com/eQuote/Account/Login.aspx?ReturnUrl=%2feQuote%2fBrokers%2fMain.aspx>

The screenshot shows the login page for Hometown Health's eQuote system. At the top left is the Hometown Health logo. To its right is a navigation menu with links: "Find a Doctor", "Member Support", "For Providers", "For Brokers", "Health and Wellness", and "News". Further right is a search bar with a magnifying glass icon. Below the navigation is a horizontal menu with dropdown arrows for "HOMETOWNRX", "INDIVIDUALS & FAMILIES", "MEDICARE", "FOR EMPLOYERS", and "MEMBERS". A status bar at the top right shows "Login" and "This site is secure". The main content area is titled "Sign in" and contains a form with two input fields: "User Name" and "Password". Below these fields is a "Log In" button. A link "Forgot your Password? Click here." is positioned below the "Log In" button. At the bottom of the form, there is a section for new users: "Don't have an account yet? Create one now!" followed by a "Register" button.

On the home page select "Prospects" Click on "Prospects" or "Add New Prospect Group"

Home Admin Logout This site is secure 

Welcome to Hometown Health - eQuote

The online Producer quoting tool.

[Click here for secure documents.](#) [My Info](#)
[Click here to go to VUE Site](#)



Employer Groups

Prospects (56)

Review, edit, and select plans for your existing prospects and/or add a new prospect.

[My Existing Prospects Groups >>](#)

[Add New Prospect Group >>](#)

Renewals (0)

Review and select plans for your existing Renewal groups.

[My Renewal Groups >>](#)



Individuals

Individual and Family (31)

Review, edit, and select plans for your existing prospects and/or add a new prospect.

[My Individual Prospects >>](#)

Medicare Supplemental (Medigap) (0)

Add, review, edit, and select plans for Medicare Supplemental (Medigap) prospects.

Select "Add New"

Home Admin Logout This site is secure 

My Prospects My Renewals **+ Add new**

Search

JoStella Coffee Co RFP -Quote Review 9/1/2018	Close Prospect
CARNEYS FULL SERVICE MOVERS, INC. RFP -Quote Review 9/1/2018	Close Prospect
RenoRelo Worldwide RFP -Quote Review 9/1/2018	Close Prospect
Memor Health RFP -Quote Review 9/1/2018	Close Prospect
Dayna's June test group	Start New Quote

Enter group information. Classification should be "Fully Insured". Size should be "Small (1-50)"

Add/Edit Group

Please enter the below information.

Mode: Quick Quote [\[show full form\]](#)

Group Info

Legal Name *

Classification *

Size *

- Please select -	▼	- Please select -	▼
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Effective Date

Rating Zip Code

Eligible Employee Count



Once information is entered above click on "Add"

Information from previous screen will be populated in this screen. Click on "Get Quote"

October 2018 Test Group Close Prospect
Status: Prospect Created

Details	Documents
ID 8847 Address Rating Zip Code 89521 Eligible Employees 3 Contribution to Employee N/A Contribution to Dependent N/A	You do not currently have any documents for this group.

Contract 1 :: 10/1/2018 - 9/30/2019

Contract Status
Prospects and Leads

Get Quote

Enter census manually here OR upload census electronically. If you enter the census manually you will enter the employee first and last name and date of birth or age. You do not need to enter the employee name. We will need either date of birth or age.

October 2018 Test Group - Census

Effective: 10/1/2018
Status: Prospect Created

Type	Last Name (optional)	First Name (optional)	Age/Date of Birth	Plan (optional) [apply to all]
Employee				▼
Employee				▼
Employee				▼

+ Add Employee **Save Census** **Save and Run Quote**

If you want to add dependents click on the box to the left of the name

Type	Last Name (optional)
Employee	
Employee	
✖ Delete Record	
+ Add Spouse	
+ Add Child	

If you want to upload a census click on the box on the upper right hand side of the page:

Logout This site is secure ☰

Then “upload census”

Actions

 Upload Census

 Rate Sheet for Approval and Review

 Save and Run Quote

Select Plans

Group Details/Overview

Edit Group

Download our excel template. ****The excel template is in the correct format****

Census Upload ✕

Warning: the census upload will delete any existing census members you may have already loaded. Please be certain that this is what you want to do.

 Download Excel Template

Note: you must use the designated template. Please be careful to not modify the template structure, otherwise your upload may fail. Families must be kept together, and the employee must always come first.

Browse...

Upload Census Cancel

- Once you download the template and complete the information save to your computer.
- To upload the census go back to

 Logout  This site is secure



Upload census

Actions

 Upload Census

 Rate Sheet for Approval and Review

 Save and Run Quote

Select Plans

Group Details/Overview

Edit Group

Click on "Browse" You will then upload the completed excel census from where you saved it on your computer

Census Upload

Warning: the census upload will delete any existing census members you may have already loaded. Please be certain that this is what you want to do.

 Download Excel Template

Note: you must use the designated template. Please be careful to not modify the template structure, otherwise your upload may fail. Families must be kept together, and the employee must always come first.

Browse...

Upload Census [Cancel](#)

You will see the census entered:

October 2018 Test Group - Census

Effective: 10/1/2018
Status: Prospect Created

Type	Last Name (optional)	First Name (optional)	Age/Date of Birth	Plan (optional) [apply to all]
Employee	Doe	Jane	01/02/1970	<input type="checkbox"/>
Employee	Smith	James	03/12/1985	<input type="checkbox"/>
Employee	Public	John Q	05/08/1990	<input type="checkbox"/>

[+ Add Employee](#) [Save Census](#) [Save and Run Quote](#)

Click on 'Save and Run Quote'

October 2018 Test Group - Census

Effective: 10/1/2018

Status: Prospect Created

Type	Last Name (optional)	First Name (optional)	Age/Date of Birth	Plan (optional) [apply to all]
Employee	Doe	Jane	01/02/1970	<input type="checkbox"/>
Employee	Smith	James	03/12/1985	<input type="checkbox"/>
Employee	Public	John Q	05/08/1990	<input type="checkbox"/>

Select plans. You will be able to filter plans by HMO/PPO and tier level (Bronze/Silver/Gold)

October 2018 Test Group

Side-by-side

Select Plans

Effective: 10/1/2018

Status: Prospect Created

Filter your results

Showing 44 plans (out of a total of 44)

Review Quote

Save

Select all

Price Range



Product Type

- HMO
- PPO

Pediatric Dental

- Without
- With

Tier

- BRONZE
- SILVER
- GOLD

Deductible



18 SG HMO 00-NA 0000 P D7350X2



Tier BRONZE

\$790.08

/ Month

Individual Deductible \$7,350.00

Individual Out-of-Pocket \$7,350.00

Summary of Benefits

18 SG HMO 00-NA 0000 P D7350X2 PD



Tier BRONZE

\$814.92

/ Month

Individual Deductible \$7,350.00

Individual Out-of-Pocket \$7,350.00

Summary of Benefits

18 SG HMO 00-NA 0000 E D6650X2 HSA



Tier BRONZE

\$818.41

/ Month

Individual Deductible \$6,650.00

Individual Out-of-Pocket \$6,650.00

Summary of Benefits

***You can view the full summary of benefits for each plan from this page. The monthly premium will be calculated based on the census entered in previous screen.

Once you filter your choices the plan types you have chosen will appear:

Showing 18 plans (out of a total of 44)

Review Quote

Save

Select all

Next to each plan you would like to review click on the red box

18 SG HMO 25-70 CINS E D2700X2 HSA	
Tier SILVER	\$919.41 / Month
Individual Deductible \$2,700.00	
Individual Out-of-Pocket \$6,650.00	
 Summary of Benefits	

The plan will now be selected and the box will be blue

18 SG HMO 25-70 CINS E D2700X2 HSA	
Tier SILVER	\$919.41 / Month
Individual Deductible \$2,700.00	
Individual Out-of-Pocket \$6,650.00	
 Summary of Benefits	

When all desired plans are selected click on "Save"

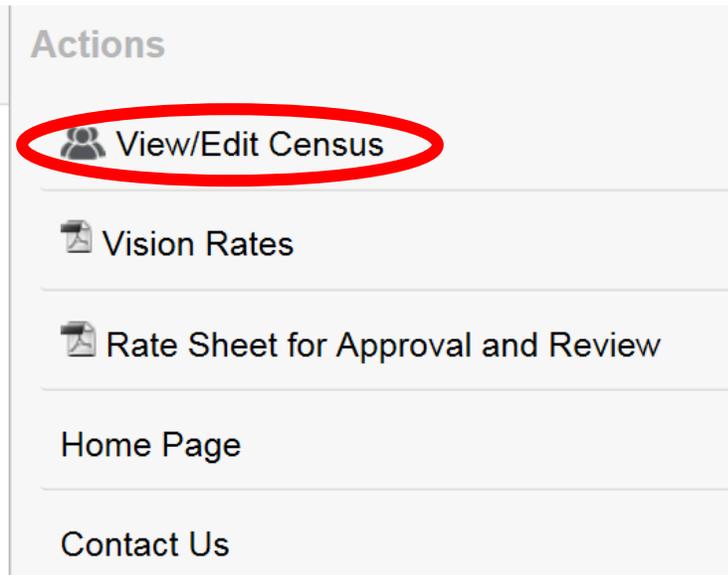
Showing **18 plans** (out of a total of 44)

[Review Quote](#)  Select all

To obtain the total premium and breakdown for each employee click on:

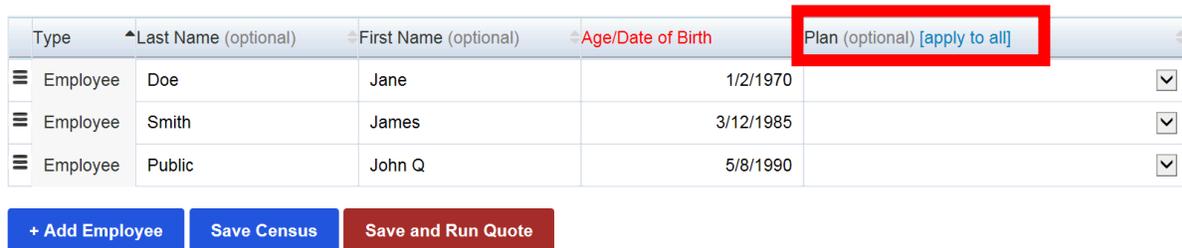
 Logout  This site is secure 

Select "View/Edit Census"



The screenshot shows a vertical menu titled "Actions". The first item, "View/Edit Census", is circled in red. Below it are "Vision Rates", "Rate Sheet for Approval and Review", "Home Page", and "Contact Us".

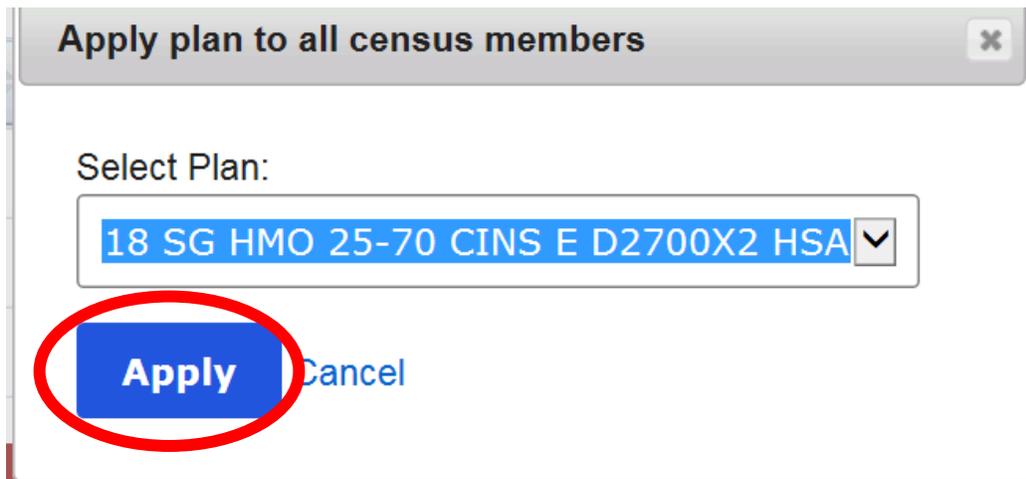
Apply each saved plan to the census. **You will need to do this for each plan selected**



Type	Last Name (optional)	First Name (optional)	Age/Date of Birth	Plan (optional) [apply to all]
Employee	Doe	Jane	1/2/1970	
Employee	Smith	James	3/12/1985	
Employee	Public	John Q	5/8/1990	

Below the table are three buttons: "+ Add Employee" (blue), "Save Census" (blue), and "Save and Run Quote" (red).

The dropdown will have each plan option that was saved. Select the first plan and click "Apply"



The dialog box has a title bar "Apply plan to all census members" with a close button (X). Below the title bar is the text "Select Plan:" followed by a dropdown menu. The dropdown menu is open, showing the selected option "18 SG HMO 25-70 CINS E D2700X2 HSA" with a downward arrow. At the bottom of the dialog are two buttons: "Apply" (blue) and "Cancel" (grey). The "Apply" button is circled in red.

The plan will be applied to the entire census

October 2018 Test Group - Census

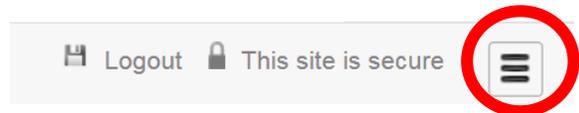
Effective: 10/1/2018

Status: Prospect Created

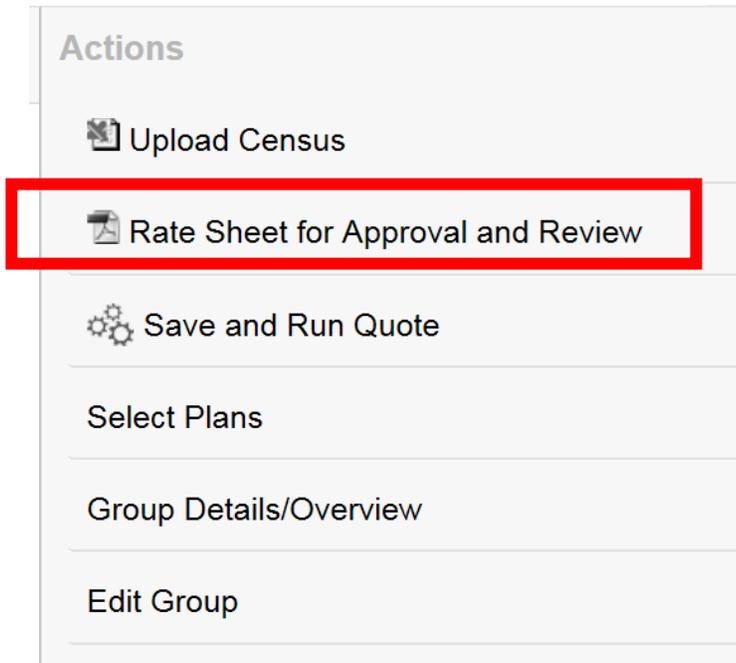
Type	Last Name (optional)	First Name (optional)	Age/Date of Birth	Plan (optional) [apply to all]
Employee	Doe	Jane	1/2/1970	18 SG HMO 25-70 CINS E D2700X2 HSA
Employee	Smith	James	3/12/1985	18 SG HMO 25-70 CINS E D2700X2 HSA
Employee	Public	John Q	5/8/1990	18 SG HMO 25-70 CINS E D2700X2 HSA

[+ Add Employee](#) [Save Census](#) [Save and Run Quote](#)

To obtain the individual breakdown of the rates for each member click on



The select “Rate Sheet for Approval and Review”



The rate sheet will be available in a PDF document. You can either print or save the document.

October 2018 Test Group

Effective Date: 10/1/2018

Quote Date: 8/15/2018



Grand Total Premium:

\$919.41* / Month
\$11,032.92* / Annum

Jane Doe	18 SG HMO 25-70 CINS E D2700X2 HSA	\$383.48
Employee	1/2/1970	\$383.48
James Smith	18 SG HMO 25-70 CINS E D2700X2 HSA	\$280.98
Employee	3/12/1985	\$280.98
John Q Public	18 SG HMO 25-70 CINS E D2700X2 HSA	\$254.95
Employee	5/8/1990	\$254.95

You can email the quote directly to the client for their review as well. Click on:

Logout This site is secure 

Click on Group Details/Overview

- Actions
- Upload Census
- Rate Sheet for Approval and Review
- Save and Run Quote
- Select Plans
- Group Details/Overview**
- Edit Group

Click on "Review Quote"

October 2018 Test Group

Status: Prospect Created

Close Prospect

Details	Documents
ID 8847 Address Rating Zip Code 89521 Eligible Employees 3 Contribution to Employee N/A Contribution to Dependent N/A	You do not currently have any documents for this group.
Contract 1 :: 10/1/2018 - 9/30/2019	
Contract Status Prospects and Leads	Review Quote

Click on "Email Quote"



You can print a PDF of the benefits as well.

If the group is ready to submit their application they can either do so online or complete a paper submission

The small group online application instructions can be found at:

www.hometownhealth.com

For Brokers

<https://www.hometownhealth.com/new-small-group-online-application-process/>

The small group checklist can be found at:

<https://www.hometownhealth.com/wp-content/uploads/2018/07/New-Renewal-Small-Group-Checklist-072018.pdf>