aetna®

Quality health plans & benefits
Healthier living
Financial well-being
Intelligent solutions

Aetna Employer Secure Website

Administering your benefits starts here

Single portal to access your Aetna life and disability information

Our Employer Secure Website gives you access to data, forms, tools and information you need to administer your Aetna life and disability benefits.

Convenience

The Employer Secure Website makes it easy to get what you need, when you need it.

The site includes:

- One-stop benefits administration for your Aetna life and disability benefits, and the AD&D Ultra® plan
- Single sign-on to our self-service tools and websites
- Easy-to-navigate home page with the most-used tasks just a click away

Manage your life and disability plans and policies

Life

- Submit a new life and/or AD&D Ultra claim
- Life claim status lookup
- Life claim benefits payment inquiry
- View Evidence of Insurability reports
- Upload Evidence of Insurability requests via Excel
- Access approved premium waiver reports
- Access life forms, plan documents and coverage summaries
- Access Life Claim Activity reports
- Download and print forms related to your life plan

Disability

- Employee eligibility lookup*
- Disability claim status lookup*
- Disability benefits payment inquiry*
- Premium waiver status reports
- Evidence of Insurability status lookup
- Access disability claim status reports*
- Download and print forms related to your disability plan

*Requires setup for WorkAbility® site and will require secondary log-in information.

www.aetna.com

You're in control

You determine who has access to the Employer Secure Website within your company, user by user. We'll set security criteria so the system "knows" who gets access to functions, such as:

- What employee information each user can view
- The tasks each user can perform
- Allowing access to brokers or TPAs

With one ID and password

- Look up employee eligibility data
- Update an employee's profile*
- Submit enrollments and terminations*
- View customized reports
- Find standard forms and documents
- Email questions to your account team
- File a life claim
- Check life and disability claim status
- Review employee Evidence of Insurability status

Data security

The Employer Secure Website uses highly secure data encryption tools that require unique IDs and passwords to safeguard your data.

More information at your fingertips

You'll also find shortcuts to the secure Aetna tools you use such as:

- DocFind® online directory
- **www.aetna.com**
- Contact information
- FAQs and other helpful resources

It's all right here

Link to your most common tasks from the Employer Secure Website home page. Your ID and password give you customized access to only the features and data specific to your company, division or location. This can help you get your work done more quickly and easily.

Simplify your work and save time.
Contact your Aetna account manager today to learn more about our Employer Secure Website and what it can do for you.

*Available with an electronic enrollment capability.

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