

# Compassi Employer Self Service

## Important information

Compassi Employer Self Service is an online life and disability plan administration tool that enables you to make changes to your life and/or disability insurance plans without filling out or submitting forms.

You can also view information about your life and/or disability plans and view your monthly bill.

### Using Compassi Employer Self Service

By using Compassi Employer Self Service, you can submit changes at your convenience. You can make plan changes throughout the month as you are notified of the changes.

Compassi Employer Self Service also saves you time: your changes are updated quicker, which means your monthly billing statement will be more accurate.

### Life and Disability plan administration functions

You can add new employees, terminate employees, view enrolled employees, view your billing statement, change employee name, change employee marital status, change employee class, change employee salary, change the number of hours an employee works per week, correct employee Social Security number.

### Accessing Compassi Employer Self Service

Go to <https://compassi.anthem.com/compassi/public/login.jsp>

### Getting access

Complete the [User Agreement](#) and email it to us at [compassicustomersupport@anthem.com](mailto:compassicustomersupport@anthem.com).

Once we receive the agreement, we'll send your User ID and Password to you.

If you forget your user id or password, just call us at 1-866-792-0065. We'll be happy to send you your User ID and password information.

### Compassi Employer Self Service demo

Watch our informative [online demo](#) to see how easy it is to use Compassi Employer Self Service tool.

### Getting training

We're happy to arrange training. Just call 1-866-792-0065 and we'll set up a training session with you.

### Compassi support

You can call our Compassi support line if you need help at 1-866-792-0065.

### Multiple plan administrators

Just ask for a User ID and Password for each of your administrators.

### Third-party administrator (TPA) access

Just complete the User Agreement and list the TPA as an authorized user if you'd like a TPA to have access on your behalf. We need to approve the use of the TPA and will confirm to you that the TPA can have access. We'll also send the TPA a User ID and password.

### Turn-around time for changes entered on Compassi

All transactions processed are processed immediately.

Confirmation message will display when transactions process successfully.

Your online changes will update without submitting any forms. The only form you will need to submit is for a new employee whose benefit is above the Guaranteed Issue limit for your benefit plan and for late entrants. You will need to submit an Evidence of Insurability form for the employee to have benefits in excess of the Guaranteed Issue limit.

### Security features

Compassi has a 3-step security process which includes OIDC, LDAP, and MFA. This elevates our security protocols to the next level. OIDC ensures that all API calls are secure. LDAP helps to secure initial authentication while MFA adds additional validation to the authentication of all user transactions.

This benefit description is intended to be a brief outline of benefits available. It does not include all of the terms of coverage. The entire terms are contained in the contract documents (the applicable Certificate, Policy, and/or Trust Agreement). In the event of a conflict between the contract documents and this benefits description, the contract documents will prevail.

In California, Life and Disability products are underwritten by Anthem Blue Cross Life and Health Insurance Company. In Georgia, Life and Disability products are underwritten by Greater Georgia Life Insurance Company using the trade name Anthem Life. In New York, Life and Disability products are underwritten by Anthem Life & Disability Insurance Company. In all other states: Life and Disability products are underwritten by Anthem Life Insurance Company. Anthem is a registered trademark of Anthem Insurance Companies, Inc.