

Summary of Benefits and Coverage Document (SBC) Quick Reference Guide

Access from Quick Links on Home Page

1. To access SBC from **Quick Links** on the Home Page of United eServices, select **Summary of Benefits and Coverage**. The **Summary of Benefits and Coverage Document Search** screen displays.
2. Under the **Search Details** section of the screen, enter the applicable information for **Plan**, **RX** and **State** sections. All mandatory fields are marked with an “*” asterisk.
3. Select **SEARCH FOR SBCS**

Note: if additional rows are needed, select **+ ADD FIVE MORE ROWS**



Plan*	RX*	State*	Employer	Franchise Code
1234567	1234	MI		N/A
				N/A
				N/A
				N/A
				N/A
				N/A
				N/A
				N/A
				N/A
				N/A

Buttons: Cancel, Search for SBCs, + Add Five More Rows

4. a). If SBCs are not found, a listing will appear under **SBCs Available for Request..** To request one to be built, select **Request this SBC**.






Summary of Benefits and Coverages Document Search Results

! SBC's will be accessible based on the requestor's login credentials. If you are requesting SBC's on behalf of someone else, you will need to access them through your login and distribute them manually. Please access your [account details](#) if you need to update your profile information.

We were able to find <###> pre-built SBC's that are ready to be downloaded now.
<###> SBC's that you searched for need to be built if you would like to download them. Please select the SBCs below that you would like to have built. This process can take up to 7 business days to complete.

SBCs Available for Request Submit a request to have an SBC built by selecting "Request this SBC"

These SBC's are not ready to download because they are not part of our pre-built inventory. Requests are typically completed within 7 business days. An email notification will be sent to you when the SBC(s) are ready for download. select up to 10 SBCs Show 10 per page Request Selected (1)

Plan	RX	State	Employer	Quote #	Franchise Code	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer/Employer1111	1234567	123456789	
<input checked="" type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789	

Request Submitted. The Search ID is 123456789

Showing 1 - 5 of 5 Results on Page 1

Note : If multiple are needed, place a checkmark next to the appropriate SBCs and then select **Request Selected**.

SBCs Available for Request Submit a request to have an SBC built by selecting "Request this SBC"

These SBC's are not ready to download because they are not part of our pre-built inventory. Requests are typically completed within 7 business days. An email notification will be sent to you when the SBC(s) are ready for download. select up to 10 SBCs Show 10 per page Request Selected (1)











Plan	RX	State	Employer	Quote #	Franchise Code	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer/Employer1111	1234567	123456789	
<input checked="" type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789	

Request Submitted. The Search ID is 123456789

Showing 1 - 5 of 5 Results on Page 1

b.) If SBCs are found they will display under the section **SBCs Ready for Download**. To view or download, **Select View/Download SBC**.

SBCs Ready for Download select up to 10 SBCs Show 10 per page Download Selected (1)

Plan	RX	State	Employer	Quote #	Franchise Code	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer/Employer1111	1234567	123456789	
<input checked="" type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	
<input type="checkbox"/> PlanXYZ	1234	MI	Employer	1234567	123456789 New	

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Note: If multiple are needed, place a checkmark next to the appropriate SBCs then select **Download Selected**.

SBCs Ready for Download

select up to 10 SBCs

	Plan	RX	State	Employer	Quote #	Franchise Code	
<input type="checkbox"/>	PlanXYZ	1234	MI	EmployerEmployer1111	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input checked="" type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>
<input type="checkbox"/>	PlanXYZ	1234	MI	Employer	1234567	123456789	New <input type="button" value="View/Download SBC"/>

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5. Select **NEXT**.