



Plan Administrator Portal User Guide

February 2025

Introduction

Your people, experience and plan sustainability come first.

You and your plan members are at the centre of every interaction – from the moment you join us and throughout your journey with us. We take the time to get to know you and your business so that we can serve you better, with a local and personal touch.

When you work with Saskatchewan Blue Cross, you'll have experts helping you design a group benefits plan that fits your unique needs with flexibility, affordability and convenience at its core. You can feel confident knowing you've partnered with a leading provider of employee benefit solutions, committed to innovation, transparency and ensuring you make the most of your investment into your people's health and wellness.

- **Dedicated support and resources for plan administrators.** Connect with a dedicated, local team of experts with more than 30 years of service excellence when you have questions or need support.
- **A personal and connected digital experience.** Administering Saskatchewan Blue Cross benefits to your employees can be done in minutes—all through your own online portal.
- **Training and resources designed to make your job easier.** Plan administrators have access to resources to help you build employee awareness and get plan members started, including training guides and toolkits.
- **Leading benefit plan management.** At Saskatchewan Blue Cross, we help you control and optimize benefit plan costs through technology, expertise, drug plan management, and extended health coverage cost controls to make sure you get the most out of your investment.
- **A people-first approach to disability.** Through personalized service and open communication, we work collaboratively to ensure the best possible outcome for plan members and plan sponsors.

For us, it's personal

Outstanding person-to-person service, secure online self-service solutions, and a friendly, local Client Experience Centre are at the heart of how we serve you.

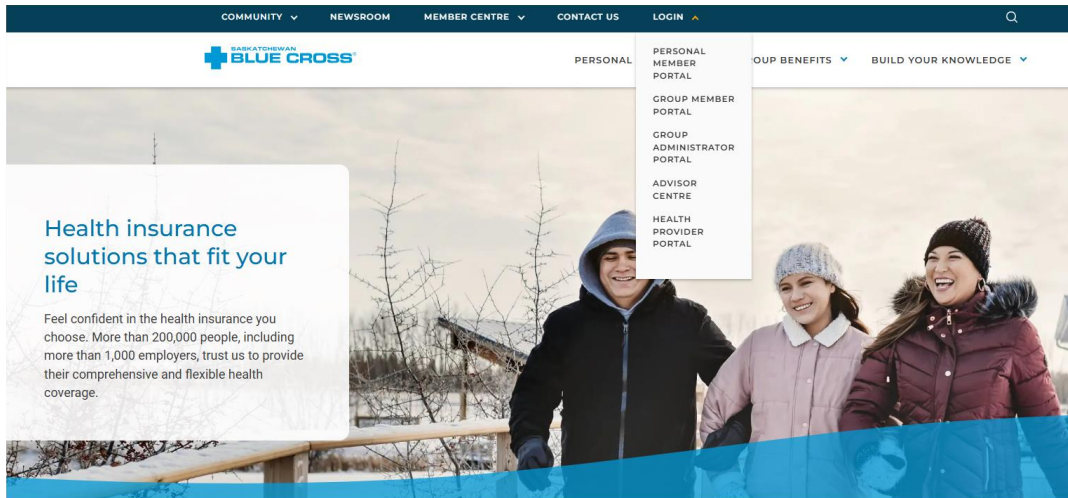
For more than 75 years, Saskatchewan Blue Cross has been recognized as an organization that delivers with people at the heart of every interaction. We believe in a personalized, thoughtful, and highly responsive experience. Each step with us is infused with customized care. With full-service offices located in both Saskatoon and Regina, we offer face-to-face service that many of our clients use and their employees appreciate.

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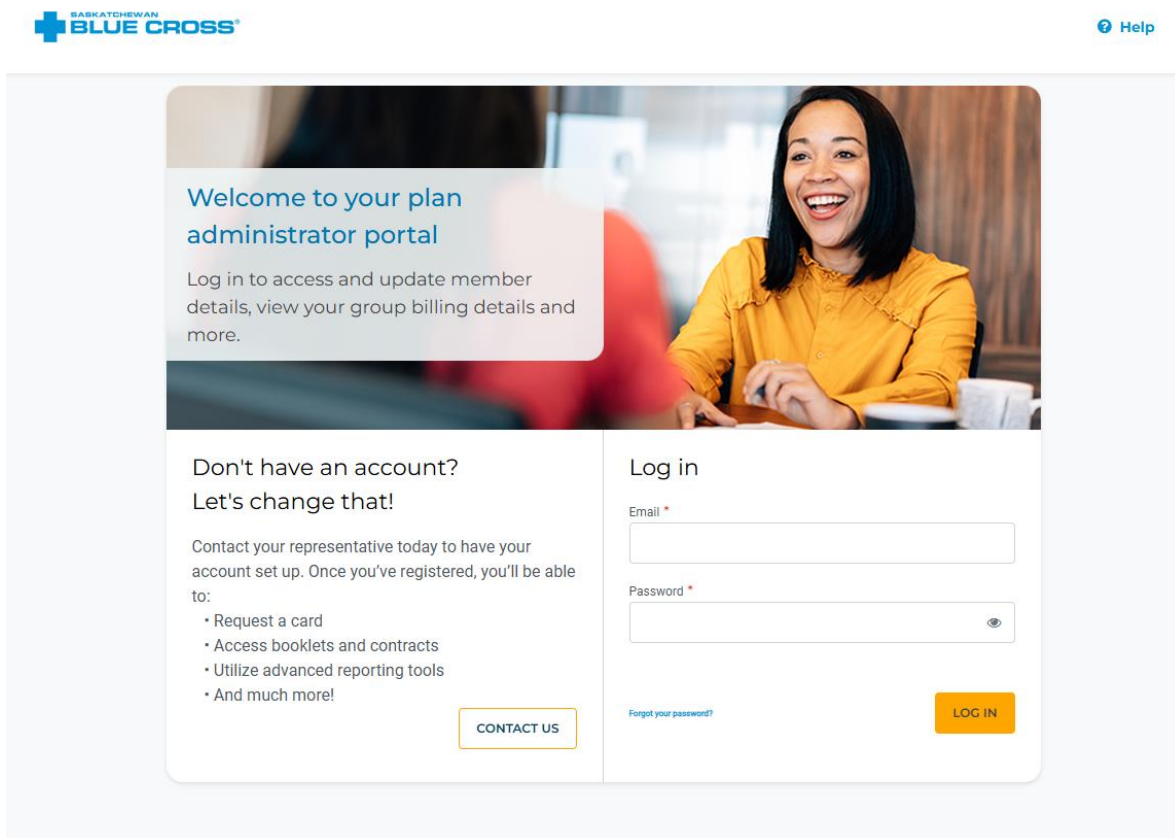
Logging-In

Visit www.sk.bluecross.ca and click LOGIN found within the navy toolbar. Select Plan Administrator Portal from the dropdown menu.



Or use the direct link here: <https://portal.sk.bluecross.ca/GAP/>

The Plan Administrator Portal will open in a new window.



First Time Users

Once your access has been granted you will receive an email from Saskatchewan Blue Cross letting you know that your account is ready. Follow the link and password creation instruction to get started!

Returning Users

Simply enter your Email and Password, along the left side of the screen and click Log In.

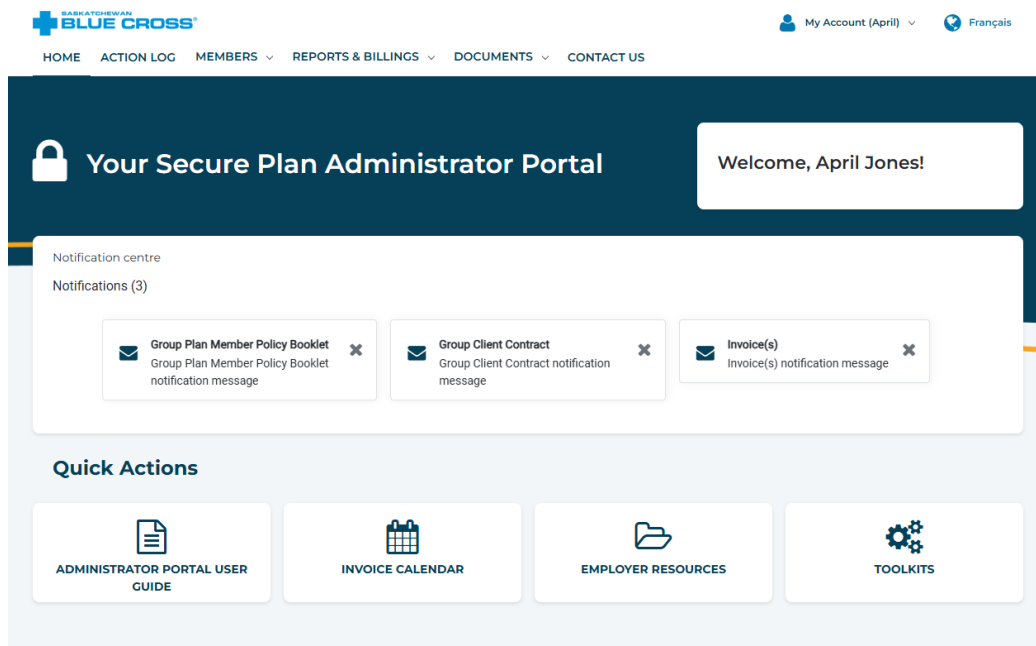
Forgot your Password? Click the Forgot your Password link, enter in your email address and click Change Password. A secure email will be sent with instructions on how to set a new password.



The screenshot shows a web page titled "Manage your account" with a background image of wheat stalks at sunset. The page is divided into two main sections. The top section contains the heading "Manage your account" and the instruction "Follow the steps below to reset your password". Below this, there are two columns. The left column is titled "Forgot your password?" and contains the text "Enter your email and we'll send you instructions to change your password." The right column is titled "Enter your email address" and contains a text input field labeled "Email" with a red asterisk, and a yellow button labeled "CHANGE PASSWORD".

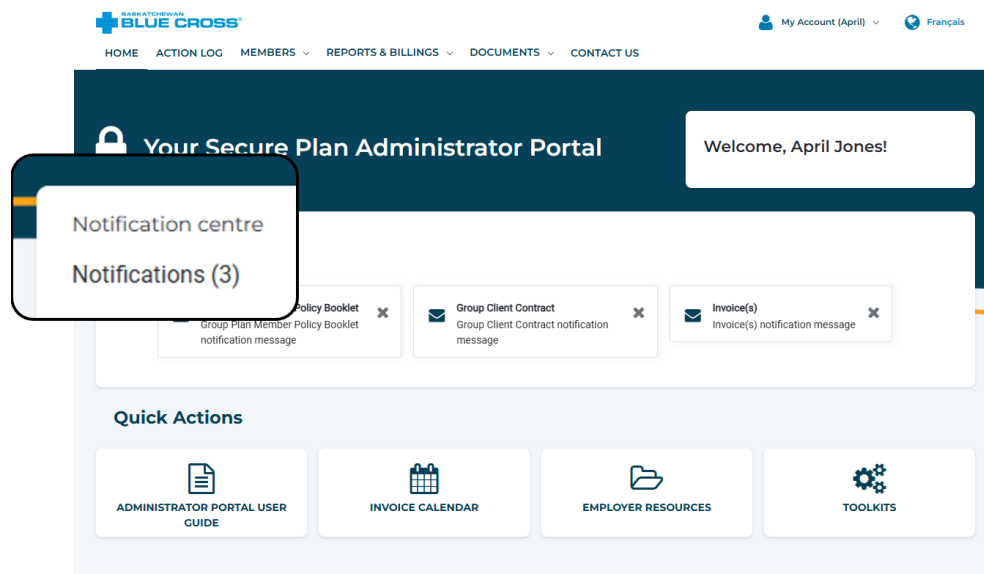
Main Navigation & Landing Page

The Plan Administrator Portal is designed to support the day-to-day administration of the benefits plan. Plan Administrators will be welcomed to their user-friendly, interactive site.



Notification Centre

Notifications, Announcements and Alerts can be viewed and acknowledged here. Plan Administrators will also receive email notices when there is activity or action required in the Plan Administrator Portal.



Quick Links

Quick Links are shortcuts that give Plan Administrators direct access to frequently used resources.

The screenshot displays the Saskatchewan Blue Cross Plan Administrator Portal. At the top, the logo for Saskatchewan Blue Cross is visible on the left, and user account information 'My Account (April)' and a language selector 'Français' are on the right. A navigation menu includes 'HOME', 'ACTION LOG', 'MEMBERS', 'REPORTS & BILLINGS', 'DOCUMENTS', and 'CONTACT US'. The main header area features a lock icon and the text 'Your Secure Plan Administrator Portal' on the left, and a white box with 'Welcome, April Jones!' on the right. Below the header is a 'Notification centre' section with 'Notifications (3)'. Three notification cards are shown: 'Group Plan Member Policy Booklet' (notification message), 'Group Client Contract' (notification message), and 'Invoice(s)' (notification message). A 'Quick Actions' callout box highlights four buttons: 'ADMINISTRATOR PORTAL USER GUIDE', 'INVOICE CALENDAR', 'EMPLOYER RESOURCES', and 'TOOLKITS'. The bottom of the page features the Saskatchewan Blue Cross logo, the Saskatchewan Health Services logo, and the letters 'SK'.

My Account

The My Account section is where Plan Administrators can easily view and update portal account details and change your password.

The screenshot displays the 'My Account (April)' dropdown menu with 'Update Profile' and 'Log out' options. The main page header includes the Blue Cross Saskatchewan logo and navigation links: HOME, ACTION LOG, MEMBERS, REPORTS & BILLINGS, DOCUMENTS, and CONTACT US. Below the header is a dark blue banner with a lock icon and the text 'Your Secure Plan Administrator Portal'. The 'Notification centre' section shows three notifications: 'Group Plan Member Policy Booklet', 'Group Client Contract', and 'Invoice(s)'. The 'Quick Actions' section contains four buttons: 'ADMINISTRATOR PORTAL USER GUIDE', 'INVOICE CALENDAR', 'EMPLOYER RESOURCES', and 'TOOLKITS'.

User Management


This feature is available to designated Plan Administrators. It allows users to manage other plan administrator accounts, within your organization, in near-real time. Plan Administrators with User Management access are able to:

- Edit Existing Plan Administrator Accounts
- Add New Plan Administrator Accounts
- Remove Plan Administrator Accounts
- Password Reset for Existing Plan Administrator Accounts

Enrolment

Member Search

This powerful search tool helps quickly locate members within your plan. Use the blue check box to include or exclude canceled or future effective dated members.

My Account (April) ▾ Français

[HOME](#) [ACTION LOG](#) [MEMBERS ▾](#) [REPORTS & BILLINGS ▾](#) [DOCUMENTS ▾](#) [CONTACT US](#)

[Home](#) > [Members](#) > Member search

Member search

Policy * Division *

ID Number First name Last name

Include cancelled and future effective dated members

[RESET](#) [SEARCH](#)

Results can be viewed or exported. Member details can be viewed by selecting the Member's ID.

Member search results


[EXPORT AS CSV](#) [EXPORT AS PDF](#)

1 to 6 of 6 items Show 10 ▾

Policy ▾	Division ▾	Class ▾	ID ▾	First name ▾	Last name ▾	Date of birth ▾	Status ▾	Address ▾	Action
57412	0		105425	MARK	ETTING	1 Jan 1980	ACTIVE	516 SECOND AVE N	View
57412	0		105379	JULIE	GARFIELD	10 Oct 2000	ACTIVE	PO BOX 11472	View
57412	0		105378	ALI	JONES	5 Apr 1970	CANCELLED	516 SECOND AVE N	View
57412	0		105360	RAY	MILLAND	5 Jul 1965	FUTURE	BOX 444	View
57412	0		105383	JOHN	O'NEAL	1 Sep 1981	ACTIVE	510 MAIN ST	View
57412	0		105825	JIM	SMITH	7 Feb 2000	FUTURE	123 TEST ST	View

Eligibility Changes

A variety of transactions can be managed within the Member Detail area. Plan Administrators, with edit permissions, can transfer, terminate, add or remove family members, update salary and occupation, add, remove or change benefits, update beneficiaries and more.

My Account (April) ▾ Français

[HOME](#) [ACTION LOG](#) [MEMBERS ▾](#) [REPORTS & BILLINGS ▾](#) [DOCUMENTS ▾](#) [CONTACT US](#)

[Home](#) > [Members](#) > [Member search](#) > [Update member](#) > [Member detail](#)

Member detail: JULIE GARFIELD

Policy: 57412-0 | ID: 105379

[TRANSFER MEMBER](#) [TERMINATE MEMBER](#) [REQUEST MEMBER CARD](#)

- 1. PLAN MEMBER INFO**
- 2. SALARY & OCCUPATION
- 3. FAMILY MEMBERS
- 4. BENEFITS
- 5. BENEFICIARIES

Plan member information

Group	
Policy 57412	Division 0

Member status detail

Status	Termination / Reinstatement date	Termination reason
ACTIVE		

Member Information

Name JULIE GARFIELD	Date of birth 10 Oct 2000	Sex ⓘ Female
Employee Id	Permanent date employed 7 Aug 2024	

[UPDATE](#)

New Member

Adding a new member is a streamlined experience, guided by required fields, tooltips and clear instructions. Plan Administrators have the ability to preview the New Member prior to submitting the transaction.

BANKATHEWIAN BLUE CROSS My Account (April) Français

HOME ACTION LOG MEMBERS REPORTS & BILLINGS DOCUMENTS CONTACT US

Home > Members > Add member

Add member

1. DETAILS 2. BENEFITS 3. FAMILY MEMBER 4. PREVIEW

Details

Group

Policy * Division

Member info

First name * Last name * Date of birth * Sex *

Date employed * Application date * Employee ID

Waive plan waiting period

Primary address

Country *

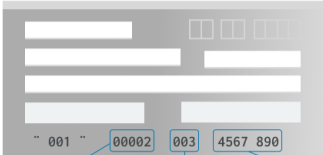
Street Address *

City * Province * Postal code *

Email Phone number

Direct Deposit Information

Branch/transit # Bank/institution # Account #



Branch/transit (5 digits) **Bank/institution** (3 digits) **Account** (7-12 digits)

Any additions made on this screen may affect your billing. Please ensure all information submitted is correct.

CANCEL SAVE & EXIT SAVE & CONTINUE

Benefits

Please ensure employee salary and beneficiary information is updated & accurate

Health

Benefit	Waive reason
<input checked="" type="checkbox"/> Class A All Employees Health Age 70 & Over	Select..
<input checked="" type="checkbox"/> Class A All Employees Health under 70	Select..
<input checked="" type="checkbox"/> Class A All Employees Second Opinion	Select..
<input checked="" type="checkbox"/> Class B All Owners Health Age 70 & Over	Select..
<input checked="" type="checkbox"/> Class B All Owners Health Under Age 70	Select..

Dental

Benefit	Waive reason
<input checked="" type="checkbox"/> Class A All Employees Dental	Select..
<input checked="" type="checkbox"/> Class B All Owners Dental	Select..

Life

Benefit	Waive reason	Coverage amount
<input checked="" type="checkbox"/> Class A All Employees AD&D	This benefit cannot be waived	
<input checked="" type="checkbox"/> Class A All Employees CI	This benefit cannot be waived	
<input checked="" type="checkbox"/> Class A All Employees Dependent Life	This benefit cannot be waived	
<input checked="" type="checkbox"/> Class A All Employees Life	This benefit cannot be waived	
<input type="checkbox"/> Class A All Employees Optional Life	This benefit cannot be waived	Coverage amount
<input checked="" type="checkbox"/> Class B All Owners Life	This benefit cannot be waived	

Disability

Benefit	Waive reason	Coverage amount
<input checked="" type="checkbox"/> Class A All Employees LTD	This benefit cannot be waived	
<input checked="" type="checkbox"/> Class A All Employees WI	This benefit cannot be waived	
<input checked="" type="checkbox"/> Class B All Owners LTD	This benefit cannot be waived	
<input checked="" type="checkbox"/> Class B All Owners WI	This benefit cannot be waived	

Spending Account

Benefit	Waive reason
<input checked="" type="checkbox"/> Class A All Employees HSA	Select..
<input checked="" type="checkbox"/> Class A All Employees PWA	Select..

Any changes made on this screen may affect your bill. Please check your statement to ensure all information is correct.

CANCEL

SAVE & EXIT

SAVE & CONTINUE

Add member

1. DETAILS 2. BENEFITS **3. FAMILY MEMBER** 4. BENEFICIARIES 5. SALARY & OCCUPATION 6. HSA 7. PREVIEW

First name	Last name	Date of birth	Sex ?	Relationship	Status	Coverage	Action
------------	-----------	---------------	-------	--------------	--------	----------	--------

+ ADD ANOTHER FAMILY MEMBER

CANCEL SAVE & EXIT SAVE & CONTINUE

Add member

1. DETAILS 2. BENEFITS 3. FAMILY MEMBER **4. BENEFICIARIES** 5. SALARY & OCCUPATION 6. HSA 7. PREVIEW

Beneficiaries

Note: In the event death benefits are activated, the employer must retain these records for two years after claim submission

Changes here are limited to Member Life and Optional member life. If your employee requires beneficiaries distribution you cannot configure here, please [contact us](#).

First name * Last name * Relationship * Percentage * Irrevocable ?

+ ADD BENEFICIARY Total ?

Trustees

If a beneficiary is under 18 years of age, please include their information as a trustee below.

First name Last name Relationship Phone number

CANCEL SAVE & EXIT SAVE & CONTINUE

Add member

1. DETAILS 2. BENEFITS 3. FAMILY MEMBER 4. BENEFICIARIES **5. SALARY & OCCUPATION** 6. HSA 7. PREVIEW

Salary & occupation

Occupation * Job title *




Wage * Frequency *

Any change made on this screen may affect your invoice.

CANCEL SAVE & EXIT SAVE & CONTINUE

Action Log

Search tool to allow users to view or export a complete record of transactions processed on the Plan Administrator Portal, including those that are in progress or completed.

 My Account (April)  Français 

[HOME](#) [ACTION LOG](#) [MEMBERS](#) [REPORTS & BILLINGS](#) [DOCUMENTS](#) [CONTACT US](#)



[Home](#) > [Action log](#)

Action log

Status* In progress Error Completed All statuses

Action type Policy First name Last name

ID number Date submitted from Date submitted to

DD/MM/YYYY  DD/MM/YYYY 



Plan Administrators can filter Action Types or search all.

Action log

Status* In progress Error Completed All statuses

Action type Policy First name Last name

Q Search... Date submitted from Date submitted to

- Add Member
- Beneficiary
- Benefits
- Family Members
- Health Spending Account
- Member Information
- Personal Wellness Account
- Reinstate Member
- Request Member Card
- Salary & Occupation
- Terminate Member
- Transfer Member
- User Management

Search Results are returned on the screen or can be downloaded in excel.

Search results

1 to 3 of 3 items Show 10 [DOWNLOAD](#)

Status	Action type	First name	Last name	Policy	ID	Submitted date
Completed	Request Member Card	BUSTER	BUGS	92291	000105441	15 Jan 2025 15:12:08
Completed	Request Member Card	TANNIS	KAMINSKI	92292	080103225	10 Jan 2025 12:59:12
Completed	Request Member Card	RUBY ANN	CHI	50497	000105382	10 Jan 2025 08:59:02

If a transaction is in progress, Plan Administrators can return to the transaction from the Action Log.

Billing

The Billing can be found under the Reports & Billings tab. Users can search by Policy, Division and Coverage Period.

The screenshot shows the 'Billing' search interface. At the top left is the 'SASKATCHEWAN BLUE CROSS' logo. The navigation menu includes 'HOME', 'ACTION LOG', 'MEMBERS', 'REPORTS & BILLINGS', 'DOCUMENTS', and 'CONTACT US'. On the right, there are links for 'My Account (April)' and 'Français'. The breadcrumb trail reads 'Home > Reports & billings > Billings'. The main heading is 'Billings'. Below it is a search form with the following fields: 'Policy *' (dropdown menu with 'Select...' option), 'Division *' (dropdown menu with 'Select...' option), 'Coverage Period' section containing 'From *' and 'To *' (both with 'MM/YYYY' input and calendar icons), and two buttons: 'RESET' and 'SEARCH'.

Users will receive a Notification and email when new billings are available.

The screenshot shows the 'Your Secure Plan Administrator Portal' for April Jones. The header includes the 'SASKATCHEWAN BLUE CROSS' logo, navigation menu, and user account links. A dark blue banner contains a lock icon and the text 'Your Secure Plan Administrator Portal' on the left, and a white box with 'Welcome, April Jones!' on the right. Below the banner is a 'Notification centre' section titled 'Notifications (1)'. It contains one notification: 'Invoice(s)' with an envelope icon and a close button, and the text 'Invoice(s) notification message'.

Each Bill is available in both CVS and PDF.

Billings

Policy * 57412 x

Division * 0 - LOGISTIC OFFICE SPACES - SASKATOON x

1 - LOGISTIC OFFICE SPACES - REGINA x

Coverage Period

From * 12/2024

To * 02/2025

RESET SEARCH

Search results

1 to 2 of 2 items Show 10

Policy	Division	Start Date	End Date	Amount due	Bill format
57412	0	2024-12-01	2024-12-31	\$1,676.04	CSV PDF
57412	1	2024-12-01	2024-12-31	\$2,217.70	CSV PDF

The PDF version will contain the following sections:

- Statement of Account

SASKATCHEWAN BLUE CROSS

Group 57412
Roll Number 0
Invoice SBC1225912

LOGISTIC OFFICE SPACES - SASKATOON
Statement of Account for Dec 2024

Issue Date Jan 07, 2025
Due Date UPON RECEIPT

Client Administration Representative
Group Benefits Service

Total Payable \$1,676.04

Please return this page with your payment to
SASKATCHEWAN BLUE CROSS, P.O. BOX 4030 516 2ND AVENUE NORTH, SASKATOON, SK S7K 3T2

Please write invoice number on cheque

LOGISTIC OFFICE SPACES - SASKATOON
516 SECOND AVE N
SASKATOON SK S7K 3T2





Group 57412
 Roll Number 0
 Invoice SBC1225912

LOGISTIC OFFICE SPACES - SASKATOON
 Statement of Account for Dec 2024

Issue Date Jan 07, 2025
 Due Date UPON RECEIPT

ACCOUNT SUMMARY

Inquiries about your bill?

Contact Group Benefits Service
 Telephone 306-667-5861
 Email GroupServiceCentre@sk.bluecross.ca

Previous Charges

Previous Amount Billed	\$466.86
Previous Amount Paid	\$0.00
Outstanding Balance	\$466.86

Current Charges

Please retain this page for your records

Current Amount Billed	\$1,209.18
Adjustments	\$0.00
8% Ontario Sales Tax	\$0.00
9% Quebec Sales Tax	\$0.00

Current Balance **\$1,209.18**

Total Payable Due UPON RECEIPT **\$1,676.04**

Saskatchewan Blue Cross, P.O. Box 4030 516 2nd Avenue North, Saskatoon, SK S7K 3T2 Telephone 1-800-667-6853

• **Benefit Information Summary**



LOGISTIC OFFICE SPACES - SASKATOON
 Benefit Information Summary

Issue Date Jan 07, 2025

Plan/Class	Status	Number of Employees	Volume	Current	Adjustments	Billed
Class A All Employees Dental	Single	1		\$29.45	\$0.00	\$29.45
	Couple	1		\$86.26	\$0.00	\$86.26
Class A All Employees Health under 70	Single	1		\$69.86	\$0.00	\$69.86
	Couple	1		\$181.39	\$0.00	\$181.39
Class A All Employees Second Opinion	Single	1		\$1.00	\$0.00	\$1.00
	Couple	1		\$1.00	\$0.00	\$1.00
Class B All Owners Dental	Family	1		\$86.26	\$0.00	\$86.26
Class B All Owners Health Under Age 70	Family	1		\$107.60	\$0.00	\$107.60
Class A All Employees AD&D		2	195,000	\$8.78	\$0.00	\$8.78
Class A All Employees CI		2	100,000	\$55.75	\$0.00	\$55.75
Class A All Employees Dependent Life		1		\$2.72	\$0.00	\$2.72
Class A All Employees LTD		2	4,292	\$115.54	\$0.00	\$115.54
Class A All Employees Life		2	195,000	\$47.97	\$0.00	\$47.97
Class A All Employees WI		2	2,000	\$142.60	\$0.00	\$142.60
Class B All Owners LTD		1	5,000	\$122.50	\$0.00	\$122.50
Class B All Owners Life		1	250,000	\$61.50	\$0.00	\$61.50
Class B All Owners WI		1	1,000	\$89.00	\$0.00	\$89.00
Total Billed			752,292	\$1,209.18	\$0.00	\$1,209.18



- Billing Revision



LOGISTIC OFFICE SPACES - SASKATOON
Benefit Information Summary

Issue Date Jan 07, 2025

Plan/Class	Status	Number of Employees	Volume	Current	Adjustments	Billed
Class A All Employees Dental	Single	1		\$29.45	\$0.00	\$29.45
	Couple	1		\$86.26	\$0.00	\$86.26
Class A All Employees Health under 70	Single	1		\$69.86	\$0.00	\$69.86
	Couple	1		\$181.39	\$0.00	\$181.39
Class A All Employees Second Opinion	Single	1		\$1.00	\$0.00	\$1.00
	Couple	1		\$1.00	\$0.00	\$1.00
Class B All Owners Dental	Family	1		\$86.26	\$0.00	\$86.26
Class B All Owners Health Under Age 70	Family	1		\$107.60	\$0.00	\$107.60
Class A All Employees AD&D		2	195,000	\$8.78	\$0.00	\$8.78
Class A All Employees CI		2	100,000	\$55.75	\$0.00	\$55.75
Class A All Employees Dependent Life		1		\$2.72	\$0.00	\$2.72
Class A All Employees LTD		2	4,292	\$115.54	\$0.00	\$115.54
Class A All Employees Life		2	195,000	\$47.97	\$0.00	\$47.97
Class A All Employees WI		2	2,000	\$142.60	\$0.00	\$142.60
Class B All Owners LTD		1	5,000	\$122.50	\$0.00	\$122.50
Class B All Owners Life		1	250,000	\$61.50	\$0.00	\$61.50
Class B All Owners WI		1	1,000	\$89.00	\$0.00	\$89.00
Total Billed			752,292	\$1,209.18	\$0.00	\$1,209.18

- Billing Detail by Employee



LOGISTIC OFFICE SPACES - SASKATOON

Issue Date Jan 07, 2025

Blue Cross Number	Employee Number	Name	Coverage Period	Plan/Class	Status	Volume	Billed	Employer	Member			
105379		GARFIELD, JULIE	Dec 01, 2024 - Dec 31, 2024	Class A All Employees Dental	Single		\$29.45	\$29.45	\$0.00			
				Class A All Employees Health under 70	Single		\$69.86	\$69.86	\$0.00			
				Class A All Employees Second Opinion	Single		\$1.00	\$1.00	\$0.00			
				Class A All Employees AD&D		65,000	\$2.93	\$0.00	\$2.93			
				Class A All Employees CI		50,000	\$24.50	\$0.00	\$24.50			
				Class A All Employees LTD		1,792	\$48.24	\$0.00	\$48.24			
				Class A All Employees Life		65,000	\$15.99	\$0.00	\$15.99			
				Class A All Employees WI		1,000	\$71.30	\$0.00	\$71.30			
				Total Billed						\$263.27		
				105378		JONES, ALI	Dec 01, 2024 - Dec 31, 2024	Class A All Employees Dental	Couple		\$86.26	\$86.26
Class A All Employees Health under 70	Couple		\$181.39					\$181.39	\$0.00			
Class A All Employees Second Opinion	Couple		\$1.00					\$1.00	\$0.00			
Class A All Employees AD&D		130,000	\$5.85					\$0.00	\$5.85			
Class A All Employees CI		50,000	\$31.25					\$0.00	\$31.25			
Class A All Employees Dependent Life			\$2.72					\$0.00	\$2.72			
Class A All Employees LTD		2,500	\$67.30					\$0.00	\$67.30			
Class A All Employees Life		130,000	\$31.98					\$0.00	\$31.98			
Class A All Employees WI		1,000	\$71.30					\$0.00	\$71.30			
Total Billed								\$479.05				
105383		O'NEAL, JOHN	Dec 01, 2024 - Dec 31, 2024	Class B All Owners Dental	Family		\$86.26	\$86.26	\$0.00			
				Class B All Owners Health Under Age 70	Family		\$107.60	\$107.60	\$0.00			
				Class B All Owners LTD		5,000	\$122.50	\$0.00	\$122.50			
				Class B All Owners Life		250,000	\$61.50	\$0.00	\$61.50			
				Class B All Owners WI		1,000	\$89.00	\$0.00	\$89.00			
Total Billed						\$466.86						



The CVS version is an Excel spreadsheet data file

A	B	C	D	E	F	G	H	I	J
Contract	Employee Numb	First Name	Last Name	Start Date	End Date	Plan	Family Status	Volumes	Billed Amount
105378		ALI	JONES	20241201	20241231	Class A All Employees AD&D	Single	130,000	5.85
105378		ALI	JONES	20241201	20241231	Class A All Employees CI	Couple	50,000	31.25
105378		ALI	JONES	20241201	20241231	Class A All Employees Dental	Couple		86.26
105378		ALI	JONES	20241201	20241231	Class A All Employees Dependent Life	Couple		2.72
105378		ALI	JONES	20241201	20241231	Class A All Employees Health under 70	Couple		181.39
105378		ALI	JONES	20241201	20241231	Class A All Employees LTD	Single	2,500	67.3
105378		ALI	JONES	20241201	20241231	Class A All Employees Second Opinion	Couple		1
105378		ALI	JONES	20241201	20241231	Class A All Employees Life	Single	130,000	31.98
105378		ALI	JONES	20241201	20241231	Class A All Employees WI	Single	1,000	71.3
105379		JULIE	GARFIELD	20241201	20241231	Class A All Employees AD&D	Single	65,000	2.93
105379		JULIE	GARFIELD	20241201	20241231	Class A All Employees CI	Single	50,000	24.5
105379		JULIE	GARFIELD	20241201	20241231	Class A All Employees Dental	Single		29.45
105379		JULIE	GARFIELD	20241201	20241231	Class A All Employees Health under 70	Single		69.86
105379		JULIE	GARFIELD	20241201	20241231	Class A All Employees LTD	Single	1,792	48.24
105379		JULIE	GARFIELD	20241201	20241231	Class A All Employees Second Opinion	Single		1
105379		JULIE	GARFIELD	20241201	20241231	Class A All Employees Life	Single	65,000	15.99
105379		JULIE	GARFIELD	20241201	20241231	Class A All Employees WI	Single	1,000	71.3
105383		JOHN	O'NEAL	20241201	20241231	Class B All Owners Dental	Family		86.26
105383		JOHN	O'NEAL	20241201	20241231	Class B All Owners Health Under Age 70	Family		107.6
105383		JOHN	O'NEAL	20241201	20241231	Class B All Owners LTD	Single	5,000	122.5
105383		JOHN	O'NEAL	20241201	20241231	Class B All Owners Life	Single	250,000	61.5
105383		JOHN	O'NEAL	20241201	20241231	Class B All Owners WI	Single	1,000	89

Reporting

Our powerful reporting features give Plan Administrators access to comprehensive, real-time data. Each report has intuitive parameters that provide flexibility while providing a streamlined report generation process. Each report is available in PDF or Excel.

Home > Reports & billings > Reports

Report request

Member & Policy Summary Reports

- WR89 – Member and Dependent Address Listing
- WR118 - Overage Dependent Mailing List
- WR11 – Billing Information by Member
- WR88 – Member Listing with Benefit Details
- WR10 – Certificate Analysis
- WR109 – Enrolment by Plan and Family Status
- WR100 – Division Subdivision and Product Listing
- WR01 – Rates by Policy
- LD89 – Employee Life and Disability Listing

Experience Reports

- WR183 - Utilization by Total Paid
- WR75 – Claims Summary by Plan
- WR77 – Claims by Benefit
- UW511 – Integrated Health Management Analysis
- LD31 – Life and Disability Payment Summary
- UW531 – Summary by Line of Benefit and Claimant Type

Prescription Drug Claim Reports

- WR19 – Drug Transaction Summary
- WR21 – Drug Transactions Paid Percentage of Total
- WR23 – Total Drug Transactions Ingredient Cost and Dispensing Fee
- WR25 – Drug Plan Utilization by Month
- WR27 – Drug Plan Utilization by Quarter
- WR28 – Drug Plan Utilization by Relationship
- WR29 – Therapeutic Classification by Number of Transactions
- WR30 – Therapeutic Classification by Amount Paid
- WR31 – Drugs by Number of Transactions
- WR32 – OTC Drugs by Number of Transactions
- WR35 – OTC Drugs by Amount Paid
- WR34 – Drugs by Amount Paid

- WR36 – Drug Summary by Amount Paid
- WR39 – Biologic Drug Summary by Amount Paid
- WR47 – Drug Plan Utilization – Smoking Cessation

Spending Account Reports

- WR02 – Health Spending Account Credit Summary
- WR12 – Personal Wellness Spending Account Credit Summary

If generating in PDF, a preview of the report can be seen before downloading the report. If generating in Excel, choose the download button to view and save the report.

Select report parameters (for example Division and Subdivision) will pre-populate based on the set-up of the group. 'Policy' will also display as 'Billing Group' or 'Roll' on applicable reports.

Documents

Find a Document

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Home > Documents > Find a document

Find a document

Select a policy or use our filters to find the document you're looking for.

Policy

Select...

Document type *

- All documents
- Claim Form(s)
- Group Client Contract(s)
- Invoice Calendar
- Life or Disability Claim Forms
- Plan Administrator Resources
- Salary Verification Report
- Signed Beneficiary Form
- Signed Plan Admin Access Form
- Administrator Portal User Guide
- Employee Application(s)
- Group Plan Member Policy Booklet
- Invoice(s)
- Other
- Report(s)
- Signed Amendment Form
- Signed Master Application
- Toolkits

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To securely send documents to your support team at Saskatchewan Blue Cross, please attach the documents and include relevant directions within the Add a message field.

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0 document attached

You may include up to 10 attachments, with a combined total size of 25 MB. We support the following file types: BMP, JPG, JPEG, PDF, XLS and XLSX

File name	Size
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2. Add a message

Placeholder

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Thank you for continuing to entrust us with your business! If you have any questions, please reach out to your Service Representative.



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