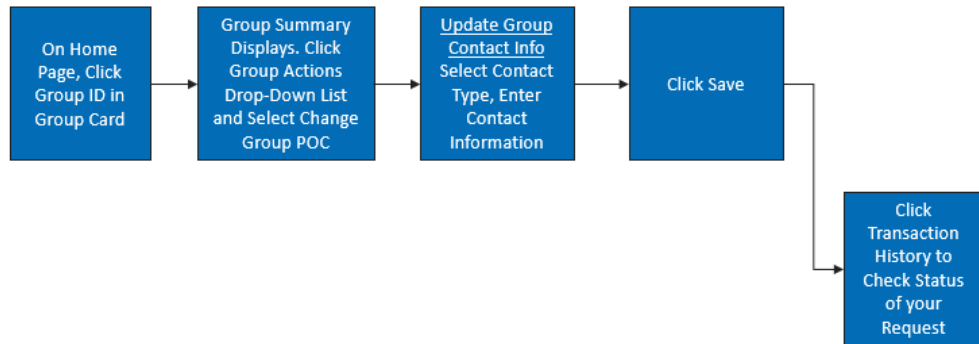# Group Overview:
Update Group Contact Info

Quick Reference Guide (QRG)

ConnectiCare.

This Quick Reference Guide (QRG) provides an overview of the process for updating group contact info:

```
On Home          Group Summary         Update Group
Page, Click      Displays. Click       Contact Info
Group ID in  →   Group Actions    →    Select Contact   →   Click Save
Group Card       Drop-Down List        Type, Enter
                 and Select Change     Contact
                 Group POC             Information
```
                                                                    ↓
```
                                                              Click
                                                              Transaction
                                                              History to
                                                              Check Status
                                                              of your
                                                              Request
```

Let us look at the steps in detail for updating group contact info:

Purpose: Update Group Contact Info.
Please note your screen may look different depending on the plans for which you and your dependents (if any) are enrolled.

Step 1:	Signing into the portal, the **Home Page (Dashboard)** displays. 1. Scroll Down. 2. Click the **Group ID**.

| Home | Roster Management ∨ | Billing | Transaction History | Find Care | Secure Messaging | User Management ∨ | Resources ∨ |

- CCI LG Test Group

Welcome
CCI LG Test Group

⚠ This is Global Alert message - Sprint 10 validation

👥 Group

Group ID	Group Name	Monthly Premium	Subscriber Count	Dependent Count	Original Effective Date	Group Renewal Date
	CCI LG Test Group	$26,137.54	18	20	01/01/2020	10/01/2022

TOTAL RECORDS: 1

Step 2:	The Group Summary screen displays. 1. Select the **Update Group Contact Info** option from the Group Actions drop-down menu. **Note:** Subgroup POCs are changed in the same way, from the Subgroup Summary screen, found by scrolling down to the List of Subgroups dropdown and selecting the appropriate subgroup. Additional actions for individual members (e.g., Terminate Coverage, Add Dependent, etc.) can be performed from the Roster Management menu.

- CCI LG TEST GROUP

Group Summary

Group Summary

Group Actions ∨

Add Subscriber

Export Member Roster

Update Group Contact Info

Group Address	**Tax Id**	**Monthly Premium**	
23 Catherine Road Farmington, Connecticut, 06034	574357934	-	
Enrolled Dependents*	**New Hire Waiting Period**	**Original Effective Date**	**Coverage Start Date***
20	0	01/01/2020	01/01/2020
Coverage End Date	**Term Date**	**Status**	**SIC Code**
-	-	Active	-

* - Dynamically Updated Field

Step 3:	The Update Group Contact Info screen displays. 1. Select the desired contact from the **Select Contact** drop-down menu. 2. Edit the User information from the displayed fields as required. 3. Click **Save**.

Home > Update Group Contact Details

Update Group Contact Info

Select Contact

Primary Contact

Billing Contact

Cancel

2

![ConnectiCare logo]

Update Group Contact Info

Select Contact
Primary Contact ⌄

First Name* | **Last Name***
John | Kennedy

Street* | **City***
Bakers Street | Bristol

State* | **Zipcode***
Connecticut | 06010

Email Address* | **Phone***
jk@gmail.com | 3243244567 | Ex...

*Required information

[Save]

	Confirmation screen displays. 1. Click **OK.**
Step 4:	

Confirmation

Thank you for your submission. Your case number is 07528810. You can check the status of your request in your transaction log. It may take up to three (3) business days for your request to be reflected online.

[OK]

3

Thank You