

eBookshelf

An online reporting tool



eBookshelf Overview and User Guide

2020

Revised January 2020

eBookshelf

Easy to use Web-based reporting tool

Available on bcbsm.com via Group Secured Services



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eBookshelf

Convenient user friendly reporting solution



Effortless and timely retrieval of your reports
Provides a printable and paperless environment
Can save to your hard drive



Retrieves, uploads and saves documents in many
Microsoft formats
Search documents for up to two years
Simply delegate access to reports



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How to access eBookshelf

- Go to **bcbsm.com**
- Click *Employer and Login*
- Enter Username and Password
- Click the *Login* button
- For technical help, contact the Web Support Help Desk at 877-258-3932, 8 a.m. – 8 p.m, Monday-Friday

The screenshot shows the Blue Cross Blue Shield of Michigan website. At the top left is the logo with the text "Blue Cross Blue Shield Blue Care Network of Michigan". To the right is a "Contact Us" link and a search bar labeled "Search our site". Below this is a navigation bar with links for "HOME", "EMPLOYERS", "AGENTS", and "PROVIDERS". A dark blue header contains "Find Plans", "Health Insurance 101", "For Members", "About Us", "Help", "Already a Member?", and "LOGIN". On the left, under "Browse our plans:", there are links for "Individual and Family", "Medicare", "Medicaid Plans", and "Employers". The main content area features a photo of a dining table. A "Log in as a:" dropdown menu is open, showing options: "Member", "Employer" (highlighted with a red box), "Provider", and "Agent". To the right of this menu is a login form with "Username:" and "Password:" labels, each followed by a text input field (both highlighted with red boxes). Below the fields is a green "LOGIN" button (also highlighted with a red box) and a link for "Forgot your username or password?".

eBookshelf – Add services

Adding eBookshelf to your users

- Login to **bcbsm.com**
- Click on *User Administration*
- Select *Manage Users*
- Enter the search information for the user, filter search and click *search*
- Click user's name
- Click *Add*
- Select the eBookshelf service(s) you wish to add to the user
- Click ok and Submit Now



How to access eBookshelf

- Click *eBookshelf Reports* from Reporting tab



Welcome:

- [Portal Access](#)
- [Group Code Access](#)
- [User Administration](#)

[Logout](#)

Group Secured Services | Home | Membership and Group Tools | Health Care Reform | Employee Resources | **Reporting** | Product and Program Information

- eBookshelf Reports
- View all

! An update to eBookshelf now allows you to assign group numbers to your group users. If you have questions call 1-877-258-3932.

! You should use the Online Benefit Information tool under the Book of Business tab to find NASCO Benefit Charts and SBCs. NASCO Benefit Charts and SBCs will no longer be uploaded to eBookshelf beginning Feb. 1.

Groups Secured Services > Home

Help your employees live healthier and save more

Member discounts with Blue365®



My Work



- [Account Services Support](#)
- [Membership & Eligibility](#)
- [eBilling](#)
- [eBookshelf](#)



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Using eBookshelf

Welcome page

Sidebar navigation

- Get to your specific reports instead of retrieving all of them
- User Guides
- Search capability

Welcome

[Logout](#)

eBookshelf

- Home
- View ASC Invoices
- View Accounting Reports
- View All Documents
- User Guides for MOS reports
- General User Guide

For technical help call Web Support at 877-258-3932.

Welcome to eBookshelf

Search in... Search Advanced


Expand Collapse Archive Search

Welcome to eBookshelf

Please use the left navigation links to access the most frequently used documents.

Web Support: 877-258-3932, Hours of Operation: Monday through Friday, 8 a.m. to 8 p.m. | [Privacy Policy](#)

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**Blue Cross
Blue Shield**
of Michigan

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Using eBookshelf

Document search

- Choose the type of document desired from left navigation menu

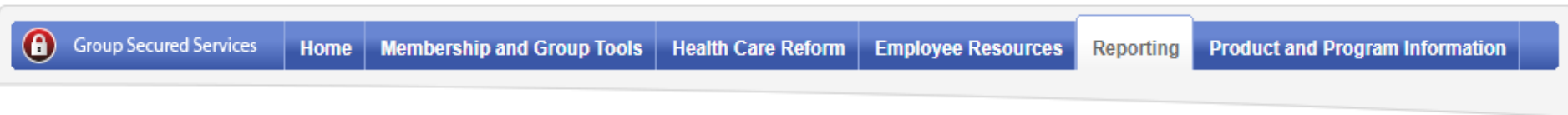
The screenshot displays the eBookshelf website interface. At the top, a horizontal navigation bar contains several menu items: Group Secured Services (with a lock icon), Home, Membership and Group Tools, Health Care Reform, Employee Resources, Reporting (highlighted), and Product and Program Information. Below this bar, a breadcrumb trail reads "Groups Secured Services > Reporting > eBookshelf". To the left of the main content area is a vertical navigation menu titled "eBookshelf" with a dropdown arrow. The menu items are: Home, View ASC Invoices, View Accounting Reports, View All Documents, User Guides for MOS reports, and General User Guide. The "View All Documents" item is highlighted with a red border. Below the menu is a contact note: "For technical help call Web Support at 877-258-3932." The main content area is titled "Welcome to eBookshelf" and features a search bar with a magnifying glass icon, a search input field, a "Search in..." dropdown menu, and "Search" and "Advanced" buttons. Below the search bar are expand/collapse controls and an "Archive Search" button. The main content area also contains the text "Welcome to eBookshelf" and "Please use the left navigation links to access the most frequently used documents."



Using eBookshelf

Document search

- You can also search by company name in the text box, then select *Titles* in the dropdown menu.



Groups Secured Services > Reporting > eBookshelf

Go Back

Print page | Open site in new window |

eBookshelf

- Home
- View ASC Invoices
- View Accounting Reports
- View All Documents
- User Guides for MOS reports
- General User Guide

For technical help call Web Support at 877-258-3932.

Welcome to eBookshelf

A screenshot of the eBookshelf search interface. At the top, there is a search bar with a magnifying glass icon and a "Search" button. Below the search bar, there are "Expand" and "Collapse" buttons, and an "Archive Search" button. A dropdown menu is open, showing the following options: "Titles" (highlighted in blue), "Search in...", "Titles", "Keyword", "Group Name", "Group Number 5/8 digits(NASCO)", and "Group Number 9/13 digits(MOS)". The main content area below the search bar displays "Welcome to eBookshelf" and "Please use the left navigation links to access the most frequently used...".

Using eBookshelf

Document search

- Not finding what you're looking for?
 - Your documents may have been archived.
 - Click *Archive Search* or *Advanced*

Welcome
BOSS, DEBORAH

[Logout](#)

eBookshelf

- Home
- View ASC Invoices
- View Accounting Reports
- View All Documents
- User Guides for MOS reports
- General User Guide

For technical help call Web Support at 877-258-3932 [S](#).

Welcome to eBookshelf

Search in...

[+ Expand](#) [- Collapse](#)

Welcome to eBookshelf

Please use the left navigation links to access the most frequently used documents.



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Using eBookshelf


Document search


- Enter report Title, Modify Start/End date, if applicable
Note: Search dates cannot exceed 90-day increments
- Reports are available 2 years prior to today's date
- Check the *Archive* box and Select *Search*.


[Logout](#)



eBookshelf

- Home
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- General User Guide

For technical help call Web Support at 877-258-3932 

 Locating some documents requires a more extensive search. If you are not finding what you need, please check the Archive box.

 Search for documents using the fields below.

Group Number*	<input type="text"/>
Title	<input type="text"/>
Start date*	<input type="text" value="10/21/2019"/>  MM/dd/yyyy
End date*	<input type="text" value="01/21/2020"/>  MM/dd/yyyy
Source	Select source of content <input type="button" value="v"/>
Category	Select Category... <input type="button" value="v"/>
Subcategory	Select subcategory... <input type="button" value="v"/>
Keywords	Select available keywords: <input type="text"/>
CID	<input type="text"/>
Group Name	<input type="text"/>
Location Name	<input type="text"/>
Archive**	<input checked="" type="checkbox"/>

eBookshelf

Document display

- eBookshelf will display your reports

The screenshot shows the 'eBookshelf: Search Results' page. The left sidebar contains navigation links for 'MY ACCOUNT' (Logout), 'Back to Group Secured Home', and 'eBookshelf' (Home, View ASC Invoices, View Accounting Reports, View All Documents, FAQ, Help). The main content area displays search results for 'Group Secured Service > Search Results'. A message states 'Click on the "Title" to view the document.' Below this is a search bar and a table of results.

Publication Date	Title	Category	Subcategory
05/03/2010	Vishva_05032010_31800660 Start Date 05032010 End Date 12312010 GR 31800660	Reports	ASC Invoice
01/06/2010	TestGroup Invoice for the Monthly Period Ending: 12/31/2009 The Monthly Invoice in a PDF Format	Reports	ASC Invoice
01/06/2010	TestGroup ClaimsSummary for the Monthly Period Ending: 12/31/2009 The Monthly Claims Summary Report	Reports	ASC Invoice
11/11/2009	Jak Testing Report The Monthly Claims Summary Report	Reports	ASC Invoice
03/13/2009	eBS testing for invoice Claims Experience Report by Suffix	Reports	ASC Invoice

Pages: 1 · 1 Jump to page: 1 Go Show 20 per page



eBookshelf

Document display

- To sort by column, click on *Publication Date*, *Title*, *Category* or *Subcategory*.






Group Secured Service > Search Results

eBookshelf: Search Results

Click on the "Title" to view the document.

Search in... Search Advanced

Expand Collapse Archive Search

Publication Date	Title	Category	Subcategory
05/03/2010	 Vishva_05032010_31800660 Start Date 05032010 End Date 12312010 GR 31800660	Reports	ASC Invoice
01/06/2010	 TestGroup Invoice for the Monthly Period Ending: 12/31/2009 The Monthly Invoice in a PDF Format	Reports	ASC Invoice
01/06/2010	 TestGroup ClaimsSummary for the Monthly Period Ending: 12/31/2009 The Monthly Claims Summary Report	Reports	ASC Invoice
11/11/2009	 Jak Testing Report The Monthly Claims Summary Report	Reports	ASC Invoice
03/13/2009	 eBS testing for invoice Claims Experience Report by Suffix	Reports	ASC Invoice

Pages: 1 · 1

Jump to page: 1 Go Show 20 per page

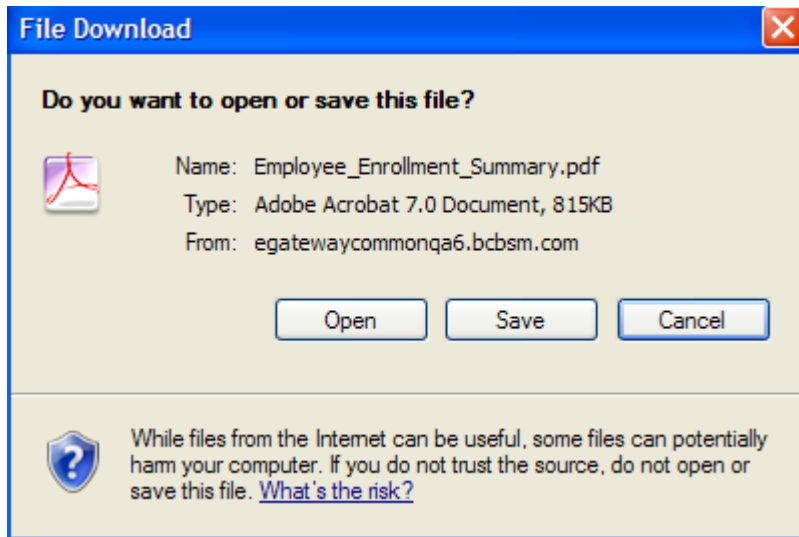


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eBookshelf

Document display

- To open or save, click on the title of the document. Save your document to a local drive if you want to access it later.
- When you open a document, the system will use the application the document was created in, such as Excel or Adobe.
- Once opened you can print.



eBookshelf

Further assistance

- For help in understanding the information contained in the reports, contact your Account Manager
- For technical help, call our Help Desk at 1-877-258-3932, 8 a.m. - 8:00 p.m., Monday through Friday



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