User Management – Add or Remove Subgroups

Quick Reference Guide (QRG)

This Quick Reference Guide (QRG) will provide an overview of the process for Adding or Removing Subgroups from user profiles.
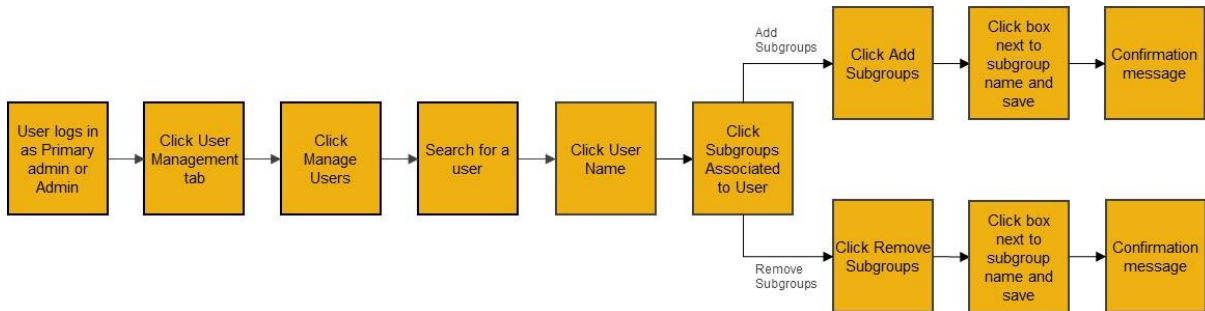
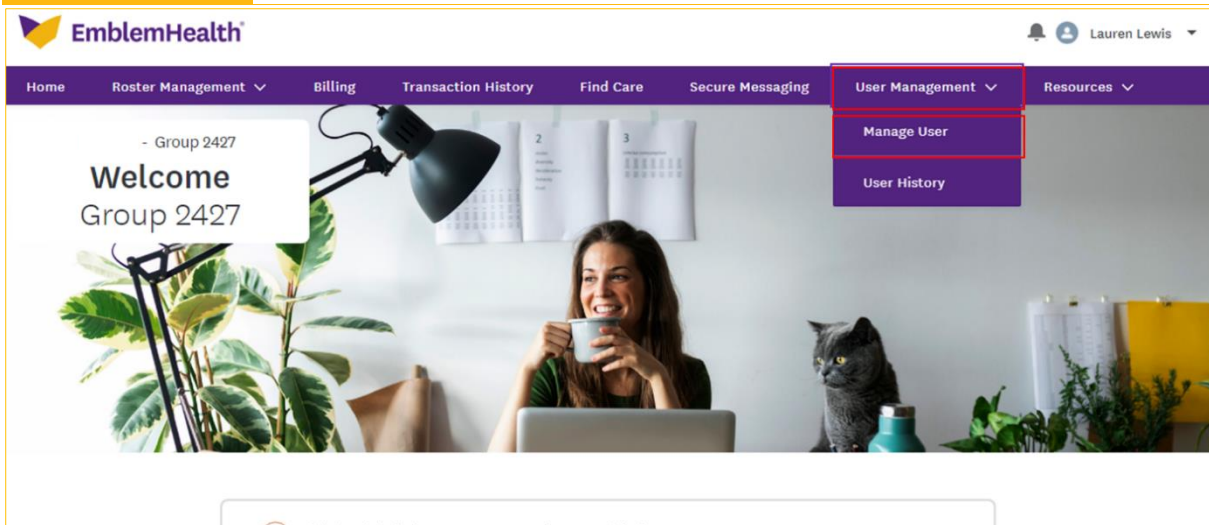Let us look at the steps in detail for Adding or Removing Subgroups.

Purpose: Add or Remove Subgroups.

Step 1:	1. From the **EmblemHealth Home** page, click the **User Management** tab. **Note:** The User Management tab is only visible on the home page for Primary Admin and Admin users. 2. From the drop-down menu, select **Manage User.**

User Management – Add or Remove Subgroups

Step 2:

The User Management screen displays.

1. Select a **User Name** from the list of users.

- GROUP 2427

User Management

Add New Portal User

Q Search ⓘ

Reset Search

User Role
Employer All Access

Name	User Name	Email	Mobile	Created Date	Last Modified Date	Status	User Role
Gold, John	johngold@eh.com	johngold@eh.com	3531123495	07/21/2021	02/11/2022	Active	Employer All Access
Smith, Henry	qewre@gmail.com	qewre@gmail.com	5433132231	07/23/2021	02/11/2022	Active	Employer All Access
Becca, Hendoe	hendoe@gmail.com	hendoe@gmail.com	8438319912	07/23/2021	02/11/2022	Active	Employer All Access
Rosen, Julia	juliarosen@eh.com	juliarosen@eh.com	2314531222	07/23/2021	02/11/2022	Active	Employer All Access
Miller, William	williammiller@eh.com	williammiller@eh.com	2134218794	07/23/2021	02/11/2022	Active	Employer All Access

Step 3:

The User Detail Information page displays.

1. Click **Subgroups Associated to User**.

- GROUP 2427

User Detail Information

Reset Password   Deactivate User   Retrigger Welcome Email

⌄ User Information

Edit

First Name	Last Name	User Name
John	Gold	johngold@eh.com

Mobile	Phone	Extension
3531123495		

Email ID	User Role	
johngold@eh.com	Employer All Access	

Groups Associated to User   ⌄

Subgroups Associated to User   ⌄

User Management – Add or Remove Subgroups

Step 4:

The Subgroups Associated to User card expands.
1. Click Add Sub Groups or **Remove Sub Groups**.

Mobile	Phone	Extension
3531123495		

Email ID
johngold@eh.com

User Role
Employer All Access

Groups Associated to User ⌄

Subgroups Associated to User ⌃

Add Sub Groups   Remove Sub Groups

🔍 Search ⓘ

Sub Group Id	Sub Group Name	Sub Group Status
1001	Pizza Boys SG 1	Active

TOTAL RECORDS: 1

Step 5:

The Remove Sub Group page displays.
1. Click the **checkbox** next to the sub-group ID.
2. Click **Save**.

Remove Sub Group

🔍 Search

	Sub-Group ID	Sub-Group Name	Status
☑	1001	Pizza Boys SG 1	Active

‹ 1 ›

Save

Cancel

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Step 6:

The User Detail Information page displays.

> **Note:** Following successful removal of the subgroup, the subgroup will no longer appear on the Subgroups Associated to User card.

- GROUP 2427

User Detail Information

[Reset Password]   [Deactivate User]   [Retrigger Welcome Email]

⌄ User Information

[Edit]

First Name	Last Name	User Name
John	Gold	johngold@eh.com

Mobile	Phone	Extension
3531123495		

Email ID	User Role	
johngold@eh.com	Employer All Access	

Groups Associated to User   ⌄

Subgroups Associated to User   ⌃

[Add Sub Groups]   [Remove Sub Groups]

🔍 Search ⓘ

Sub Group Id	Sub Group Name	Sub Group Status
-	-	-

TOTAL RECORDS: 1

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Thank You