

Sharing the benefits  
of healthy living



# Employer Hub user guide.



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# Introducing Employer Hub.

Employer Hub provides you with 24/7 access via laptop, desktop and tablet to your plan and member information, as well as your plan documentation such as monthly statements and company certificates of insurance.

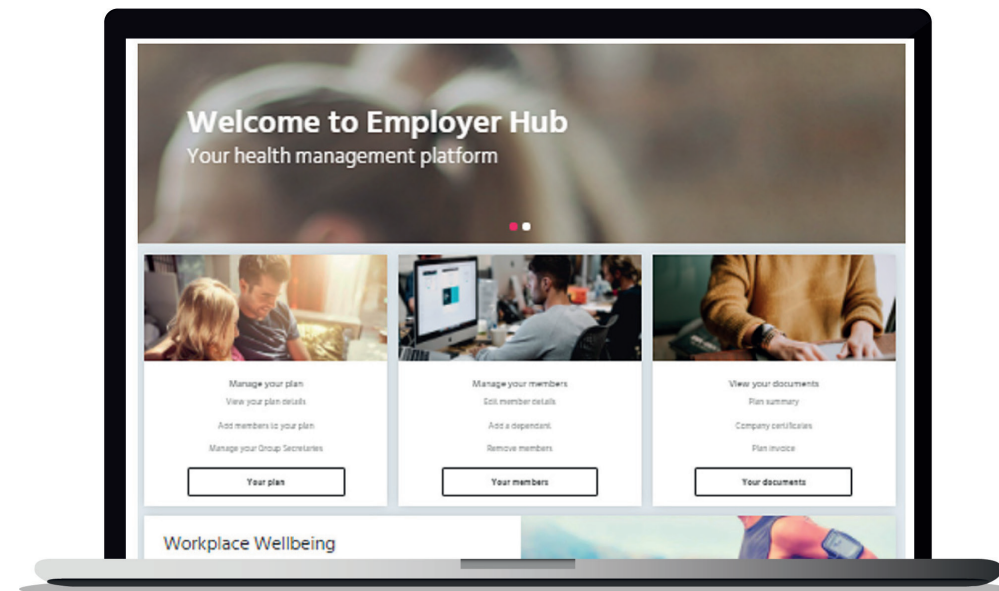
## What can I use Employer Hub for?

- View plan and member information including membership numbers
- View most plan related documents
- Request to add or remove members
- Request to add or remove dependants
- Request a Medical Benefits in Kind report (P11D)
- Request a new membership list
- Manage the Group Secretaries associated to your plan.

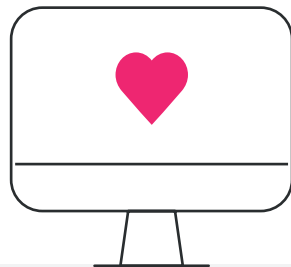
Please note that it is not yet possible to add members on CPME underwriting through Employer Hub.

## Benefits for you

- Self-service portal which is easy to navigate
- Access to plan information 24/7
- Amendments submitted via Employer Hub will be processed quicker than requests that are posted or emailed, as all the information needed to complete the amendment will be correct first time
- Email confirmation of your requests



## Getting started.



You will need to register to use the VitalityHealth Employer Hub. This is easy to do by simply clicking on the 'Register here' button on the Employer Hub login page.

To complete the registration you'll need:

1. Your Group Secretary membership number, you can find this on the plan documents we've sent you and will be different to your own membership number.
2. A unique email address to be used only in case you need to reset your password or security questions.

Once you have completed the simple registration process you'll be able to login to Employer Hub by using your new username or your unique email address. If you cannot remember your password, this can be reset automatically by selecting '**Forgot login details?**'

Your Employer Hub account will lock if you enter an incorrect password three times or if you haven't logged in for more than 90 days.

A screenshot of the Vitality Employer Hub login page. The page has a white background with a light blue border. At the top left, it says "Log in". At the top right, it says "EMPLOYER HUB" and "Not a member? Register here". Below this, there are two input fields: "Employer Username or email address" with a "Username" placeholder, and "Password" with a "Password" placeholder and a "Show" button. At the bottom left, there is a link "Forgotten login details?". At the bottom right, there is a pink "Log in" button. On the right side of the page, there is a dark vertical banner with the Vitality logo at the top, the text "I've heard they keep all the treats behind here." in the middle, and a photo of a dachshund dog at the bottom.

# Registering to use Employer Hub.

To register to use Employer Hub you must be a Group Secretary linked to an active plan. Simply click on the 'Register here' button on the home screen and the screen opposite will be displayed:

Fully complete all three fields and then submit your request.

Register for Employer Hub

Your details - step 1 of 4

Email address \*  ✗ Please enter a valid email address

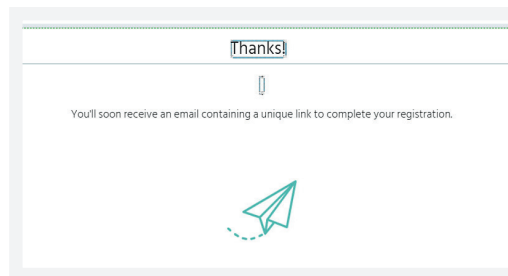
Group Secretary membership number \*  ✗ Enter your 10 digit membership number

Date of birth \*    ✗ Please enter a valid date of birth

You can use this email address or a username (created in step 3) to login to Employer Hub

[Cancel](#) [Submit](#)

You will receive the below confirmation message and be sent an email to the email address you have entered:



[View in browser](#)

[Log in](#) | [Register](#)

**Vitality**  
HEALTH INSURANCE

Hello LABCCMBHJHBB,

**You're almost there!**

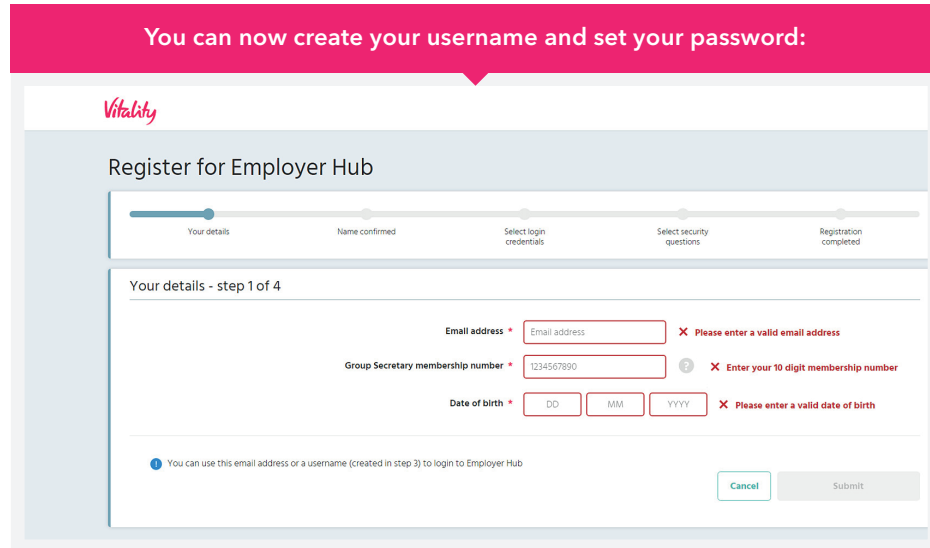
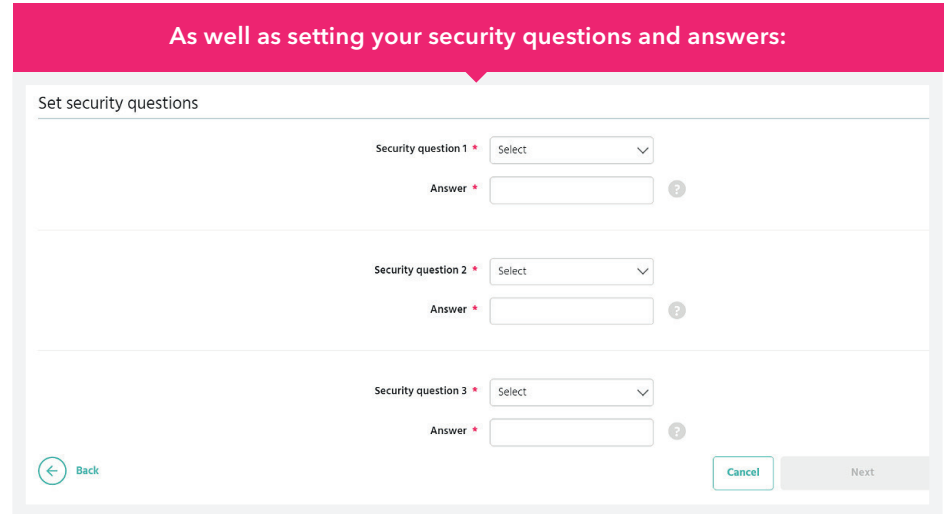
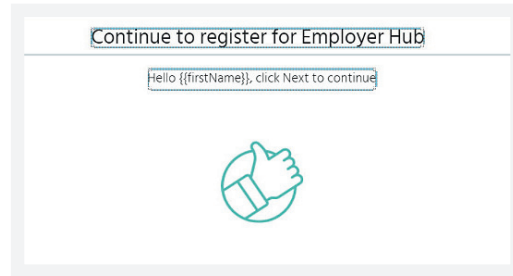
To verify your Employer Hub account, please click on the link below. To complete your registration, we'll then ask you to create a username, password and security questions and answers.

[Verify my email address](#)

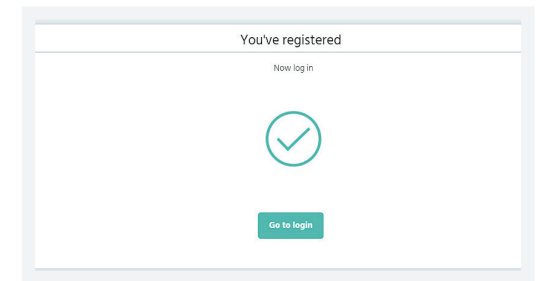
This link will expire after 45 days.

**Got a question?**  
If you have any questions or have experienced a problem, call us on XXXX XXX XXXX. We're here from xam to xpm day to day.

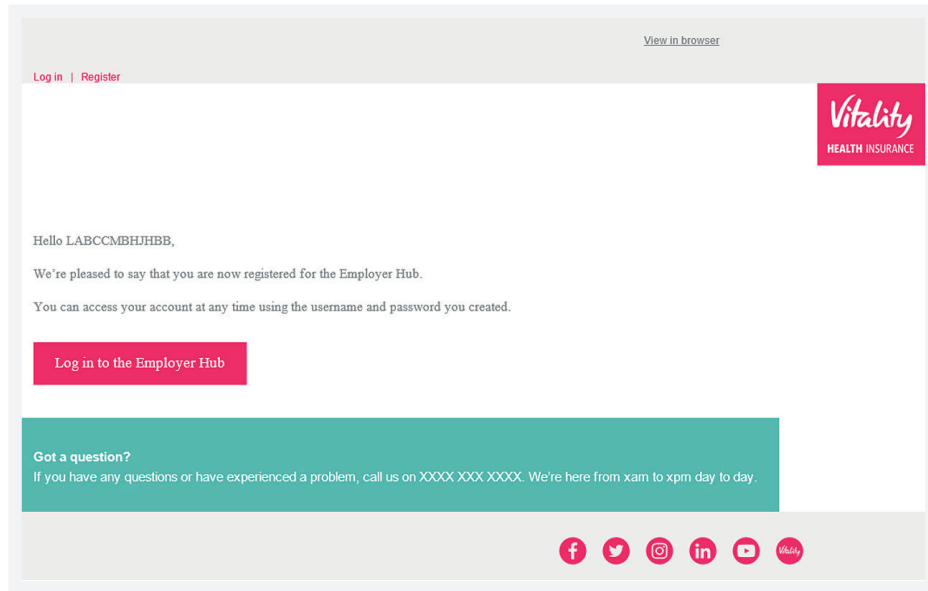
When you click on the link in the email you will continue the registration process and land on the screen below and the opposite:



When you have completed this you will receive confirmation that your account is set up and you are able to log in to Employer Hub:



You will also receive a confirmation email like the example below:





## Resetting a password

The screenshot shows a login form with the following elements:

- Header: "Login"
- Form fields: "Enter username or email address" (with a question mark icon) and "Password" (with a question mark icon).
- Buttons: "Login" (teal) and "New User? Click Here" / "Forgotten Password" (red).
- Footer: "Employer Hub help and support - 0345 273 9974" and "Lines are open Monday to Friday 9am to 5pm."

A red arrow points from the bottom of the page to the "Forgotten Password" link.

From the Log on screen select 'Forgotten login details?':

This will take you to a screen to confirm your username/email (this field is case sensitive).

The screenshot shows a confirmation screen with the following elements:

- Header: "Forgot password?"
- Text: "Please provide your username or registered email address."
- Form field: "Username / email address" (with a question mark icon).
- Buttons: "Cancel" (teal) and "Submit" (grey).

The screenshot shows a success message screen with the following elements:

- Header: "Success"
- Text: "A link has been sent to your registered email address." and "Please click on the link and follow the required steps to change your password."
- Button: "OK" (teal)

You will then receive an email to your registered email address with a link to change your password:

The screenshot shows an email interface with the following elements:

- Header: "View in browser" (link), "Log in" | "Register" (links), and "Vitality HEALTH INSURANCE" logo.
- Text: "Hello LABCCMBHJHBB," and "To reset the password for your Employer Hub account, please click on the link below:"
- Buttons: "Reset password" (red) and "Got a question?" (teal).
- Text: "If you have any questions or have experienced a problem, call us on XXXX XXX XXXX. We're here from xam to xpm day to day."
- Footer: Social media icons for Facebook, Twitter, Instagram, LinkedIn, YouTube, and Vitality.

A red dashed line points from the "Reset password" button to the "Got a question?" button.

Click on 'Reset password' link.

You will be asked two of your security questions:

The screenshot shows the 'Change Password' page with the Vitality logo in the top left. The main heading is 'Change Password'. Below it, the section is titled 'Answer your security questions'. There are two security questions, each with an 'Answer' input field and a help icon. The first question is 'What time of the day were you born?' and the second is 'What was your least favourite subject at school?'. At the bottom left, there is a red information icon and a link: 'Forgotten your security questions and answers? Please call your dedicated Adviser Service team on 0345 051 0044. Lines are open Monday to Friday 9am to 5pm.' At the bottom right, there is a 'Submit' button.

Once the questions have been verified, you will be asked to enter a new password.

Select 'Confirm'

The screenshot shows the 'Change Password' page with the heading 'Change Password'. The section is titled 'Select your password'. There is a 'Password' input field with a help icon. Below the input field, there are five red 'X' icons indicating password requirements: 'Length must be 8 to 15 characters long', 'Must have one number', 'Must have one uppercase letter', 'Must have one lowercase letter', and 'Must not contain username'. At the bottom right, there is a 'Confirm' button. A red arrow points from the text 'Select 'Confirm'' to this button.

A confirmation message will show and you will also receive an email confirmation of the change:

The screenshot shows the 'Change password' page with the heading 'Change password'. The section is titled 'Password change complete'. Below it, there is a message: 'You have successfully changed your Adviser Hub password'. At the bottom center, there is a 'Proceed to login' button.

## Navigating the home page.

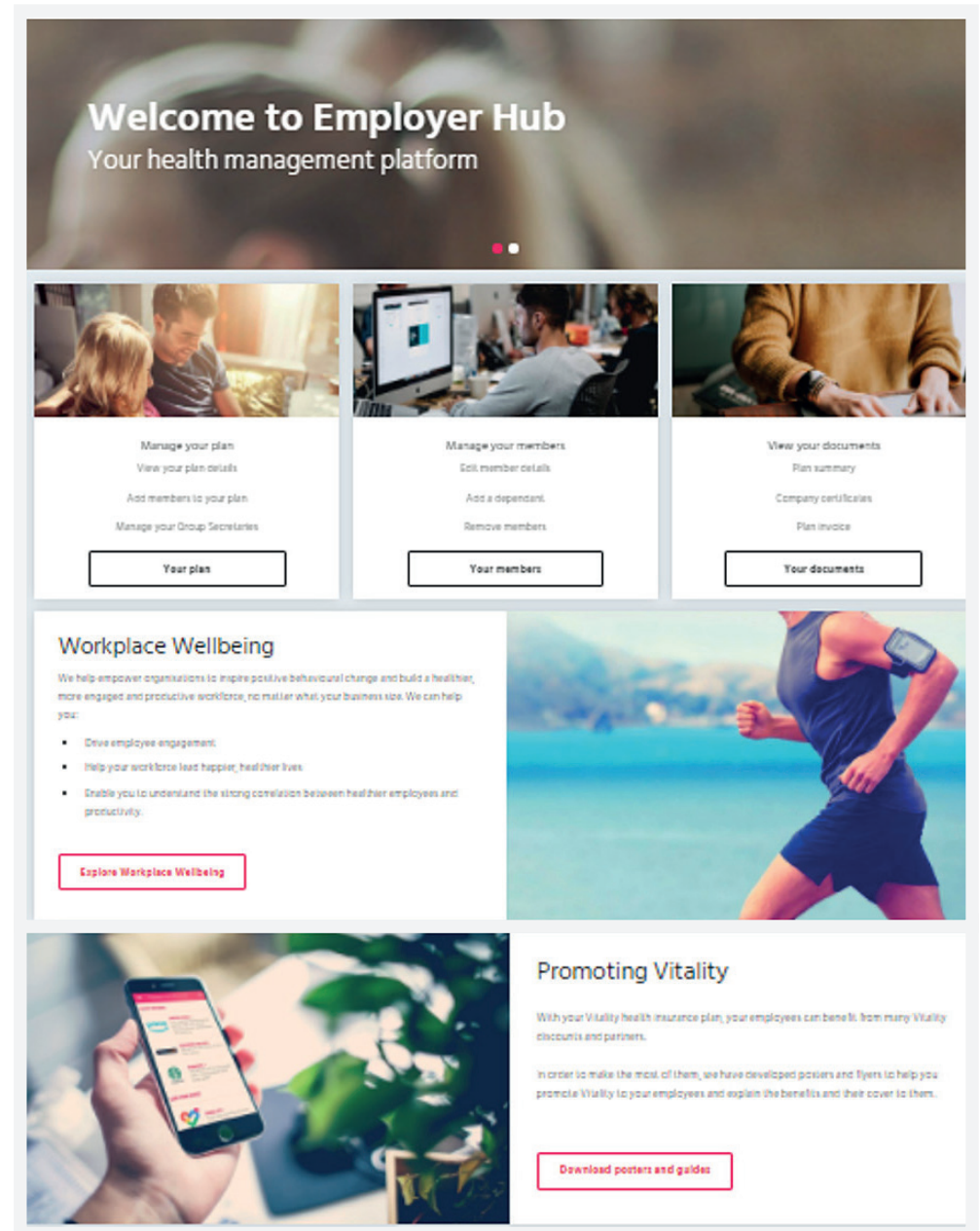
**Manage your plan:** View the company and plan details.

**Manage your members:** Search for a specific member without having to go through the plan's membership list.

**View your documents:** Search for your plan documentation produced within the previous 13 months.

**Workplace Wellbeing:** A link to a whole library of information to assist you in promoting workplace wellbeing.

**Promoting Vitality:** Details information about the benefits and advantages of having cover with VitalityHealth.



The screenshot shows the Employer Hub home page. At the top, a banner reads "Welcome to Employer Hub" and "Your health management platform". Below this are three main navigation cards: "Your plan", "Your members", and "Your documents". Each card lists several actions and has a corresponding button. The "Your plan" card includes "Manage your plan", "View your plan details", "Add members to your plan", and "Manage your Group Secretaries". The "Your members" card includes "Manage your members", "Edit member details", "Add a dependant", and "Remove members". The "Your documents" card includes "View your documents", "Plan summary", "Company certificates", and "Plan invoice".

**Workplace Wellbeing**

We help empower organisations to inspire positive behavioural change and build a healthier, more engaged and productive workforce, no matter what your business size. We can help you:

- Drive employee engagement.
- Help your workforce lead happier, healthier lives.
- Enable you to understand the strong correlation between healthier employees and productivity.

[Explore Workplace Wellbeing](#)

**Promoting Vitality**

With your Vitality health insurance plan, your employees can benefit from many Vitality discounts and partners.

In order to make the most of them, we have developed posters and flyers to help you promote Vitality to your employees and explain the benefits and their cover to them.

[Download posters and guides](#)

**Vitality at Work Business:** Provides a link to information about our innovative and cutting edge service.

**T&Cs and application forms:** Access the literature and tools section on the VitalityHealth website, including application forms.

**Get in touch:** All of the contact numbers and addresses you may need to contact us.


**Help and FAQ's:** General help guides and FAQ's for Employer Hub.

**Vitality at Work Business**

We know you're busy running your business, but looking after your employees doesn't have to be time consuming or expensive. Healthy employees are more productive, according to our latest [Britain's Healthiest Workplace](#) findings. When you cover 10 or more of your employees with our business health insurance, you can get a Vitality at Work Business plan for all employees in your company. For a fixed price of £750 per employee, per month, you can give your employees access to healthcare benefits, plus a range of [Vitality Programme](#) rewards.

[Find out more](#)


**T&Cs and application forms**



[View and download terms and conditions and application forms](#)

[T&Cs and application forms](#)


**Get in touch**



[Find the right contact details](#)

[Contact VitalityHealth](#)

**Help and FAQ's**

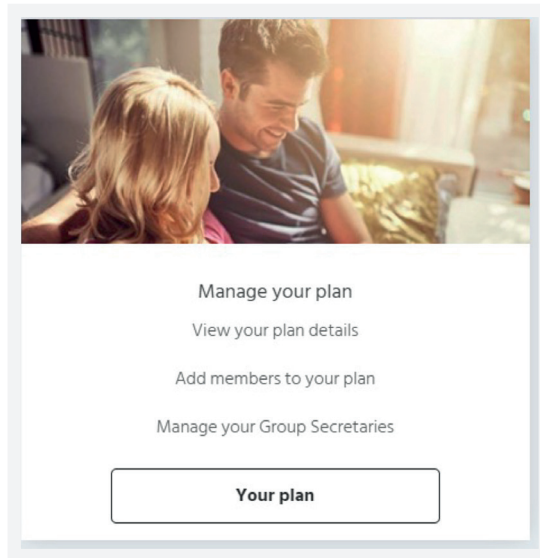


[Get tips on using Employer Hub and read our FAQ's](#)

[View help and FAQ's](#)

## Viewing your plan details.

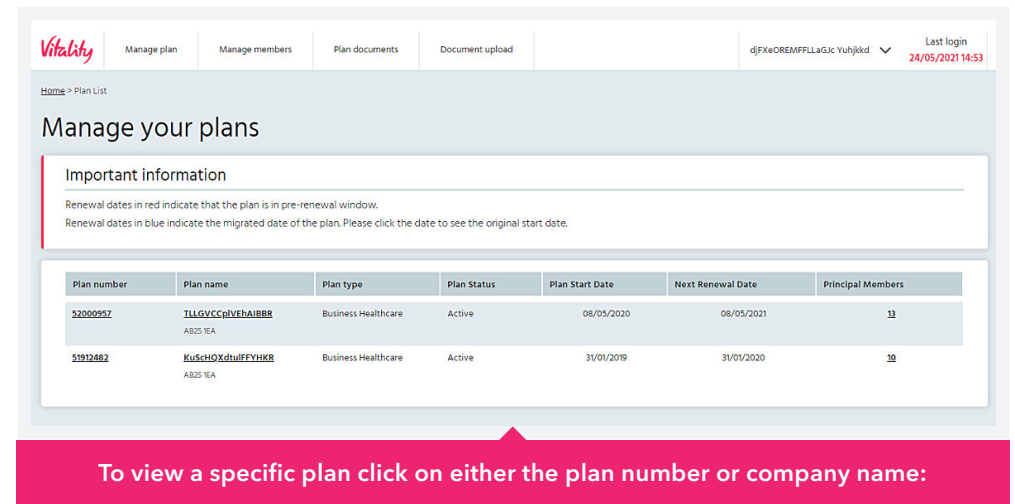
From the Home screen simply click on the 'Your plan' button to be taken to your plan details:



If you are the Group Secretary for more than one plan, the below screen will display and you can select which plan you wish to view the details for:

You can 'sort' your plans, either ascending or descending, to suit you. By clicking on the columns title, the sort arrow will appear.

If you are linked to more than 10 plans then only the first 10 results will be displayed, with the subsequent results listed on the next pages. You can choose to increase the number of results per page should you wish to do so.



Plan number	Plan name	Plan type	Plan Status	Plan Start Date	Next Renewal Date	Principal Members
<a href="#">52000957</a>	<a href="#">TLLGVCCrHVEhAIBBB</a> AB25 SEA	Business Healthcare	Active	08/05/2020	08/05/2021	11
<a href="#">51912482</a>	<a href="#">KuSchOXdtulFFYHKB</a> AB25 SEA	Business Healthcare	Active	31/01/2019	31/01/2020	10

To view a specific plan click on either the plan number or company name:

Once in the plan details screen you will be able to see all the key information about the plan. Each section can be expanded by clicking on the + next to the title.

**Plan details** View plan documents + Add employees

**Important Information**  
This plan is currently within the **renewal window** - some plan amendments may take longer than normal to process and affect any renewal documentation already issued.

**Plan overview** Plan number 52483123

<b>Plan name</b>	Dummy Adviser Hub 01	<b>Principal members - health</b>	3
<b>Address</b>	MARSHALL POINT 4 RICHMOND GARDENS BOURNEMOUTH BH1 1JD	<b>Plan type</b>	Business Healthcare
<b>Industry type</b>	None of the above	<b>Plan start date</b>	28/08/2019
		<b>Next renewal date</b>	28/08/2020

+ Members

+ Payment information

+ Adviser

+ Categories

+ Group Secretary

+ How you receive your plan documents

### Plan overview

Plan overview provides high level information on the plan, such as the plan's status, start/renewal dates, number of active members and group contact information:

**Plan details** View plan documents + Add principal members

**Plan overview** Plan number 50008655

<b>Plan name</b>	KfKpYFEOSWVKLamBSRY	<b>Plan status</b>	Active
<b>Address</b>	ST. MARGARET OF SCOTLAND'S CHURCH GALLOWGATE ABERDEEN AB25 1EA	<b>Principal members - health</b>	1
<b>Industry type</b>	Telecommunications	<b>Plan type</b>	Business Healthcare
		<b>Plan start date</b>	01/04/2019
		<b>Next renewal date</b>	01/04/2020

### Member information

You can see high level details of all the members who are both active and inactive on the plan.

You can click on any of the members' names or membership numbers to access their full details.

Clicking on the + next to any principal member shows their associated dependants.

**Members**

Principal   Search Advanced member search

5 members found

Member name	Membership number	Member type	Cover status	Date of birth	Cover type
Grgs_Whw 17 THOMPSON ROAD M34 2PB	1240153356	Principal Male Single	Active	03/12/1990	Private Medical Insurance
+ HabcCFHGDFJG Marshall Point BH1 1JD	1224653475	Principal Female Single parent	Active	12/10/1982	Private Medical Insurance
+ HabcCFHGDBJ Marshall Point BH1 1JD	1224653517	Principal Male Single parent	Active	25/11/1982	Private Medical Insurance
+ Pollard_Audrey ST. MARGARET OF SCOTLAND'S CHURCH AB25 1EA	1254208484	Principal Male Couple	Active	18/01/1931	Private Medical Insurance
Grgs_Rtgwa 20/10 EH6 5DW	1240153349	Principal Male Single	Active	25/10/1990	Private Medical Insurance

**Principal drop down:** Select 'All' to show all the dependants on the plan.

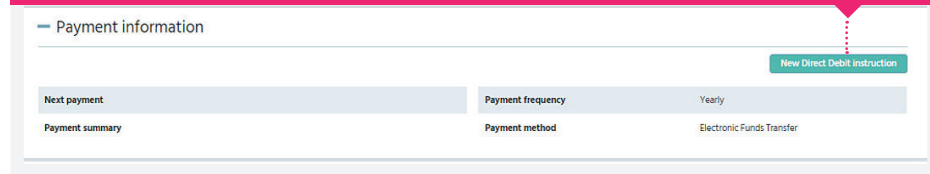
**First name/Last name search:** Find a particular member using their name (minimum of 2 characters).

**Advanced member search:** A full member search screen as detailed on page 15.

## Payment information

Payment Information shows the next payment amount and due date. It will also show the payment method and frequency of the payment.

By clicking on the button on the top right hand corner you can download a new **Direct Debit Instruction**. When you have completed this you will need to return the form to your servicing team.



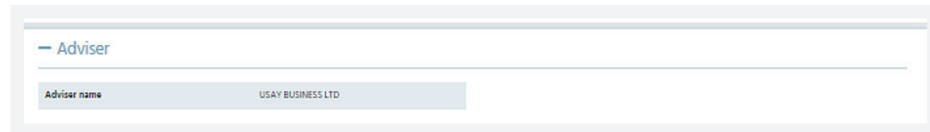
Payment information

[New Direct Debit Instruction](#)

Next payment	Payment frequency	Yearly
Payment summary	Payment method	Electronic Funds Transfer

## Adviser

If you have purchased your plan with VitalityHealth via an Adviser, their name will be displayed in this section.

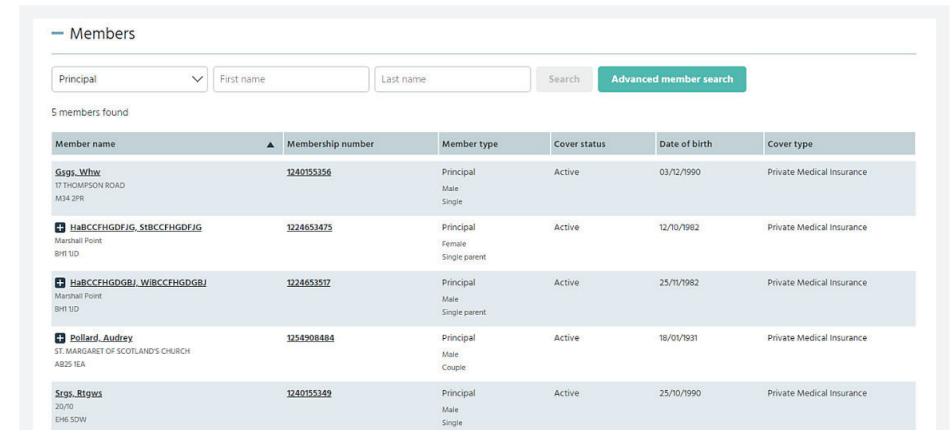


Adviser

Adviser name	USAY BUSINESS LTD
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## Categories

An overview of each category on the plan including the mid-term joiner acceptance terms will appear.



Members

Principal First name Last name Search [Advanced member search](#)

5 members found

Member name	Membership number	Member type	Cover status	Date of birth	Cover type
<b>Stgs, Whw</b> 17 THOMPSON ROAD M34 2FR	1240153356	Principal Male Single	Active	03/12/1990	Private Medical Insurance
<b>HABCCFHGDFJG_STBCCFHGDFJG</b> Marshall Point BH1 1JD	1224653475	Principal Female Single parent	Active	12/10/1982	Private Medical Insurance
<b>HABCCFHGDBJ_WIBCCFHGDBJ</b> Marshall Point BH1 1JD	1224653517	Principal Male Single parent	Active	25/11/1982	Private Medical Insurance
<b>Pollard, Audrey</b> ST. MARGARET OF SCOTLAND'S CHURCH AB25 1EA	1254908484	Principal Male Couple	Active	18/01/1931	Private Medical Insurance
<b>Stgs, Btwms</b> 20/70 EH6 5DW	1240153349	Principal Male Single	Active	25/10/1990	Private Medical Insurance

If you select 'view cover details' it will show you the full details of cover including additional options and limits.

## Group secretary

Contact information and names for all the group secretaries will be listed. The primary group secretary will always be listed at the top.

Should you wish to add, edit or remove a group secretary, you can do so using the buttons on the right hand side of the screen:

The screenshot shows a 'Group Secretary' management page. At the top right is an 'Add' button. Below is a list of secretaries:

- Primary:** Mrs StBCCFFHGDGML HaBCCFFHGDGML, 00044 2890 475822, test@Vitality.co.uk (with an 'Edit' button).
- Secondary:** Miss Nicola Hart, nicola.hart@vitality.co.uk (with 'Delete' and 'Edit' buttons).
- Secondary:** Miss Anna Harris, libby.gibbs@vitality.co.uk (with 'Delete' and 'Edit' buttons).
- Secondary:** Mr W|BCCFFHGDGFKD HaBCCFFHGDGFKD, 00044 2890 475822, test@Vitality.co.uk (with 'Delete' and 'Edit' buttons).

You will receive the confirmation that your request has been submitted:

A confirmation message box with a close button (X) in the top right corner. The text reads: "Thanks, we've received your request". Below this, it says: "Changes may take up to an hour to take effect. Please log back in after this time to view your changes. If you're Group Secretary for multiple plans, then these details will update for all your plans." At the bottom is a green "Close" button.

## How you receive your plan documents

Shows the current routing for documents and which issue method is being used.

Should you wish to update these preferences simply click on 'Edit' in the top right and the following screen will display:

The screenshot shows the 'How you receive your plan documents' settings page. At the top right is an 'Edit' button. Below is a table with three columns: 'Issue company plan documents to', 'Mid-term changes', and 'Renewal'.

	Mid-term changes	Renewal
Issue company plan documents to	Adviser	Adviser
Issue new joiner and renewal packs to member	Yes	Yes
Documents issue method	Email	Email

## Edit details

The screenshot shows the 'Edit details' form for a group secretary. The primary secretary is '1241422458 : Nebula Test'. The form includes fields for:

- Title: Miss (dropdown)
- First name: Nebula
- Last name: Test
- Gender: Female (dropdown)
- Date of birth: 04 / 04 / 1985
- Contact number: 11111122222
- Ext: Extension
- Email: laura.rochag@vitality.co.uk
- Primary Group Secretary:  Yes

Buttons for 'Cancel' and 'Save' are at the bottom.

Complete the relevant details and select 'save'.

## Document issue method

To amend your plan document issue methods please complete the fields below.

The screenshot shows the 'Document issue method' settings page. It has two columns: 'Mid-term changes' and 'Renewal'. The form includes:

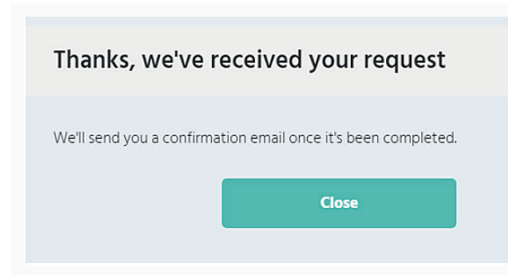
- Issue company plan documents to: Adviser (dropdown) / Group Secretary (dropdown)
- Copy plan documents to Group Secretary: No (dropdown)
- Issue new joiner and renewal packs to member: Yes (dropdown) / No (dropdown)
- Document issue method: Email (dropdown) / Post (dropdown)

Buttons for 'Cancel' and 'Submit' are at the bottom.

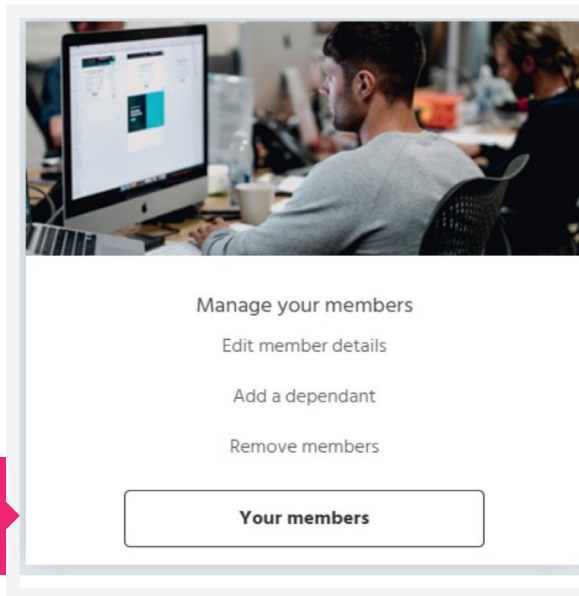
You can now make the desired changes by selecting the relevant drop down options.



Your changes will reflect on Employer Hub within an hour.



## Searching for a member.



From the Home screen select 'Your members'

The following search screen will be displayed:

A screenshot of the "Manage your members" search screen. It features a "Find a member" section with a search instruction: "Enter at least one search term to find a specific principal member or dependant. To show all of your members, click Search. You can combine search terms to refine your search." Below this are several search filters: "Vitality membership number" (text input), "Staff ID" (text input), "First name" (text input), "Last name" (text input), "Date of birth" (DD, MM, YYYY dropdowns with a calendar icon), "Postcode" (text input), "Member type" (dropdown menu), "Cover status" (dropdown menu), "Plan type" (checkboxes for Business, Corporate, Trust), "Plan number" (dropdown menu), and "Company name" (text input). A teal "Search" button is located at the bottom right.

### You can search for a member using:

#### Vitality Membership number

**Staff ID** (Corporate Healthcare plans only)

**Member Name** The member's first name and /or last name (minimum of two characters)

#### Date of Birth

#### Post Code

#### Member type

**Cover Status:** Active shows all live members, Cancelled shows all leavers, All shows both current and previous plan members

**Plan Type:** You will be able to filter search results by plan types by ticking the type you wish to search for, at least one must be picked

**Plan Number:** You will be able to filter the plan results by selecting the relevant plan number from the drop down list

#### Company Name

When searching for members you must enter information in at least one search field.

Once you have entered the search criteria, select 'Search members' and the results will display.

## Member search results

3 members found

**Vitality membership number**

**Staff ID**

**Member first name**

**Member last name**

**Date of birth**

**Postcode**

**Member type**

**Cover status**

**Plan type**  
 Business  
 Corporate  
 Trust

**Company name**

**Plan number**

**Update search results**

**Helpful tips**  
 Use the panel on the left to refine your search. Click on a column heading to sort the results. Click the + symbol to view dependants.

Member name	Membership number	Date of birth	Member type	Cover status	Renewal date	Company name	Plan number	Plan type	Cover type
<b>Test- Gamora</b> MARSHALL POINT BH110	<a href="#">1241142023</a>	02/02/1991	Principal Female Single	Active	28/08/2020	DUMMY ADVISER HUB 01	52483123	Business Healthcare	Private Medical Insurance
<b>Test- J Am</b> MARSHALL POINT BH110	<a href="#">1241142031</a>	04/04/1993	Principal Male Single	Active	28/08/2020	DUMMY ADVISER HUB 01	52483123	Business Healthcare	Private Medical Insurance
<b>Test- Star- Loyd</b> MARSHALL POINT BH110	<a href="#">1241142072</a>	01/01/1990	Principal Male Single	Active	28/08/2020	DUMMY ADVISER HUB 01	52483123	Business Healthcare	Private Medical Insurance

If you wish to refine your search results you can change the search criteria in the column on the left hand side and select 'Update search results'.

If your search returns multiple results then it is possible to 'sort' the columns in both ascending and descending order to assist in finding your specific result. You will need to click on the columns title and the sort arrow will appear.

If more than 10 results are returned then only the first 10 results will be displayed with the subsequent results listed on the subsequent pages. You can choose to increase the number of results per page should you wish to do so.

To view a specific member click on either the membership number or principal member name. Selecting the plan number will take you to the view plan screens, rather than view member screens.

You can view the principal members' dependants by selecting the expansion icon next to the principal member's name.

Member name	Membership number	Date of birth	Member type	Cover status	Renewal date	Company name	Plan number	Plan type	Cover type
<b>Bond, Easton</b> ST. MARGARET OF SCOTLAND'S CHURCH A825 7GA	<a href="#">1244210272</a>	14/04/1944	Principal Male Single	Pending	01/03/2020	CHC_test	50008003	Corporate Healthcare	Private Medical Insurance
<b>BXHOPEJRSIH, WKIODNFESGZ</b> DLKHDLR-ACS SD9D 20S	<a href="#">1244154470</a>	20/02/1989	Principal Male Couple	Active	01/03/2020	CHC_test	50008003	Corporate Healthcare	Private Medical Insurance

## Viewing member details.

You can view all of the key details concerning the member. You can also see if there are medical exclusions on the member's plan, however you will not be able to see what the exclusions are due to the protection of sensitive data.

If you select '**View cover details**' the plan certificate document will display showing the limits and benefits.

If you select the '**Plan number**', you will be taken to the view plan screens - see page 25.

Dependants' details can also be accessed in this screen by selecting the expansion icon next to their name.

— I Am Test - Principal, male, single Edit

Vitality membership number	1241142031	Cover type	Private Medical Insurance
Name	Mr I Am Test	Current annual premium	£ 519.96
Gender	Male	Next renewal date	28/08/2020
Date of birth	04/04/1993	Age at next plan renewal date	27
Vitality status	Bronze	Joining date	28/08/2019
Cover status	Active		

Contact details Home address

Home phone number	MARSHALL POINT
Work phone number	4 RICHMOND GARDENS
Mobile phone number	BOURNEMOUTH
Email address	BH1 1JD

Cover summary

Company name	Dummy Adviser Hub 01	Type of excess	Per plan year
Plan type	Business Healthcare	Excess amount	£100
Plan number	52483123	Underwriting terms	Continued Personal Medical Exclusions
Category	Category 1	Medical exclusions	No
Category package	Single		
Hospital option	Countrywide		

## Request to remove member/dependant.

You can request to remove members and/or dependants from a plan.

It is not possible to cancel your plan via Employer Hub and as such you are not able to remove the last member from cover.

To remove a member or a dependant, you can either search for the member using the member search or from plan details enter the members tab and select the relevant member from the list by double clicking on their name.

Once in the full members details select '**Remove member(s)**' button in the top right hand corner of the screen:

Member details Add dependant(s) Remove member(s)

— Whw Gsgs - Principal, male, single Edit

Vitality membership number	1240155356	Cover status	Active
Name	Baron Whw Gsgs	Next renewal date	18/11/2018
Gender	Male	Age at next plan renewal date	28
Date of birth	03/12/1990	Joining date	15/11/2017
Vitality status	Bronze	Cover type	Private Medical Insurance

Contact details Home address

Home phone number	17 THOMPSON ROAD
Work phone number	MANCHESTER
Mobile phone number	M34 2PR
Email address	

Cover summary

Company name	Hallneg Ltd	Type of excess	Per plan year
Plan type	Business Healthcare	Excess amount	£100
Plan number	59358324	Underwriting terms	Moratorium
Category	Category 1	Date of Moratorium	15/11/2017
Category package	Single	Medical exclusions	Yes
Hospital option	Consultant Select		

Select the member or dependants that need to be removed. If the principal member is selected, a warning message will appear to say that all dependants will be removed at the same time.

Select the reason for leaving and the date they are to be removed, this can be +30 days or -30 days of the request date. If the date they select is outside the +/- 30 days, a warning message will appear asking to reselect the dates.

Once everything has been entered, select 'Remove' and a confirmation screen will display.

If all the information is correct select 'Confirm'. If you are not sure or want to make a change select 'Cancel' and you will be returned to the previous screen.

Once you have confirmed the removal you will see a success message stating that the request has been submitted.

### Request to add a new employee

You can request to add members to cover on Full Medical Underwriting, Moratorium and Medical History Disregarded underwriting terms.

When adding a new member with dependants, the dependants will need to have the same underwriting as the principal member.

To add a new employee to cover select the 'Add employee' button in the top right hand corner:

Complete the relevant fields on the form. You can cancel the application at any time by clicking on 'Cancel Application'.

Once you have entered the post code you can find the exact address by selecting the 'Find Address' button.

From the Category drop down select the category the member needs to join. Further information about the coverages in the selected category can be viewed by selecting 'Cover details'. If there is only one category on the plan there will be only one option listed.

Any fields requiring mandatory information are highlighted with a red asterisk.\*

Should you wish to add a new category to cover, you will need to contact your dedicated servicing team to do this at the next renewal of your plan.

The excess will display for the chosen category. Select the hospital option required and whether or not the principal member is currently insured or not.

The mid-term joiner acceptance terms will be displayed and the allowed underwriting terms will be available in the drop down. Select the underwriting terms. If Continued Personal Medical Exclusions Underwriting is required then you will need to contact your dedicated servicing team as an application form is needed.

Enter the Employment start date (can be up to 30 days in the future, cannot be backdated) for the principal member and the date the cover needs to start. Confirm whether or not the principal member currently has a plan with VitalityHealth or VitalityLife.

If no dependants need to be added to the plan, then select No and Continue

To add dependants select 'Yes' and 'Continue' and the below screen will appear (see opposite).

Complete all the fields for the dependant, selecting the relationship to the principal member. If you tick yes to the dependant having current insurance an additional question will appear asking if they are currently insured on Medical History Disregarded underwriting.

**Email addresses are mandatory for any dependants over the age of 18.**

Dependant member details

— Dependant 1 Delete

Personal

Title \*

First name \*

Last name \*

Gender \*

Date of birth \*

Email address

Relationship to principal member \*

Insurance

Category name

Is the dependant currently insured? \*  Yes  No

Underwriting terms (MORI) Moratorium

Does the dependant currently have a plan with VitalityHealth or VitalityLife? \*  Yes  No

Finished adding dependants? Please click continue.

Add another dependant

Previous Continue

To add more dependants click on the 'Add another dependant' button and repeat the process.

You can delete one of the added dependants if required by selecting the delete button next to their name.

Once all individuals have been added to the application select continue and you will be asked if any of the applicants are employed in certain occupations.

### Occupation details

Please state if the applicant(s) are employed in any of the occupations listed below

Working offshore in the extraction / refinery of natural / fossil fuels. \*  Yes  No ?

Armed forces personnel (including Armed Forces Reservists). \*  Yes  No ?

Professional or semi-professional sports. \*  Yes  No ?

[Previous](#) [Continue](#)

If you answer 'Yes', you will then be asked to confirm which applicant this applies to.

Once confirmed select **Continue**.

NB: If yes is selected this will not prevent the application from being submitted but will be reviewed on submission to Vitality.

A review panel will appear with the opportunity to edit the details if required. Select Edit next to the section that needs the change. This will take you to the page that needs amending. Once corrected select Continue until you are back at the review panel.

The review panel will also detail at the top of the screen the premium impact of adding this Employee to cover.

### Add employee / family

Dummy Adviser Hub 01: plan number 52483123 [Cancel application](#)

Member details Occupation details Preview **Finish**

Based on the requested start date of 21/05/2021 the total additional premium until renewal on 28/08/2020 would be £137.03.

You're almost finished. Please review the application before you submit it.

[Edit](#)

Cover options

Plan name	Dummy Adviser Hub 01	Plan type	Business Healthcare
Plan number	52483123	Underwriting terms	Moratorium (MOR)
Category name	Category 1	Hospital option	Countryide
Excess type	Per plan year	Employment start date	21/05/2021
Excess amount	£100	Date you would like cover to begin	21/05/2021

Employee: test test [Edit](#)

Name	MT test test	Does the employee currently have private medical insurance?	NO
Gender	Male	Does the employee currently have another product with Vitality?	NO
Date of birth	01/01/1980		

Contact details [Edit](#) Address [Edit](#)

Home number	Not provided	MARSHALL POINT
Work number	Not provided	4 RICHMOND GARDENS
Mobile number	Not provided	CRICKET SQUARE SOUTH
Email address	vital@vitality.co.uk	

Occupation [Edit](#)

Working offshore in the extraction / refinery of natural / fossil fuels.  
None

Armed forces personnel (including Armed Forces Reservists).  
None

Professional or semi-professional sports.  
None

Important Information

**ACTING ON YOUR CLIENT'S BEHALF?**

When giving us information about your client, you confirm that they have appointed you to act on their behalf and on behalf of any other applicants to be included on the plan.

When collecting data for a group plan the Group Secretary/Administrator is responsible for ensuring that employees covered by the plan are aware of their rights for Vitality to collect, process, share and retain their health and medical information, as detailed in our Full Privacy Policy, which can be viewed at [vital.co.uk/privacy](#).

You are also submitting the application on behalf of all applicants, and the following important application notes (including details of moratorium underwriting if applicable) and declaration should be agreed to by all applicants.

- + Important Application information
- + Medical Data
- + Moratorium Underwriting
- + Plan Declaration
- + Important Regulatory Information
- + Data Protection Notice

MARKETING PREFERENCES

Vitality Corporate Services Limited would like to send you information about our products and future products, which currently include health and life insurance, investments and general insurance. We are focused on bringing exciting new products to you and to enhance those already available by offering improved services and benefits as a Vitality member.

We will not share your personal data with any other companies for marketing purposes.

You can change your mind about how you would like to receive marketing information about our products and services at any time.

You can manage your preferences on our website, call our customer services team or you can unsubscribe, using the unsubscribe link on emails that we send to you for SMS/Text messages, follow the opt-out instructions on the message.

Please let us know how you'd like to hear about the latest updates from us.

**Important note:** you will not be able to submit the application without providing the below marketing preference information.

Email  Yes please  No thanks

Post  Yes please  No thanks

SMS/Text  Yes please  No thanks

Social Media  Yes please  No thanks

Telephone  Yes please  No thanks

Please tick here to confirm that you have read and accept to proceed on this basis.

[Submit application to Vitality](#)

An important information section needs to be read and a confirmation box will need to be ticked before you can submit the application form.

You can now select to submit the application to Vitality.

You will then see a screen explaining what happens next. Once the work item has been completed an email will be sent, confirming that the item has been processed. Standard plan documentation will be issued as it is currently.

Thanks, we've received your application.

---

We'll get back to you as soon as possible, by emailing you at [noemail@vitality.co.uk](mailto:noemail@vitality.co.uk). This may take up to **two working days**.

If you have any questions, please contact your servicing team. Our opening hours are Monday to Friday 9am to 5pm.

---

**Important**

Please make sure all applicants are registered with a UK GP and dentist, who hold their full medical and dental records. This will help avoid delay in getting authorisation for an eligible claim.

The cover and terms we offer might be different from existing private health insurance. We strongly advise applicants not to cancel any current plan until they have received our certificate of insurance and accepted our terms and conditions.

If the applicant is currently insured and does not provide a copy of their certificate of insurance, if requested, we may not be able to proceed with this application. If we do proceed, we may not be able to authorise or pay for any eligible claim until this document has been supplied.

[Add another employee](#)
[Close this window](#)

## Request to add a dependant.

You will be able to request to add dependants to cover through Employer Hub with Full Medical Underwriting, Medical History Disregarded or Moratorium underwriting terms. For all Continued Personal Medical Exclusions underwriting applicants it is still necessary to complete an application form.

Select the member for which the dependant(s) need to be added and click on the 'Add Dependant(s)' button in the top right hand corner of the screen:

[Add dependant\(s\)](#)
[Remove member\(s\)](#)

### Member details

— Whw Gsgs - Principal, male, single [Edit](#)

Vitality membership number	1240155356	Cover status	Active
Name	Baron Whw Gsgs	Next renewal date	18/11/2018
Gender	Male	Age at next plan renewal date	28
Date of birth	03/12/1990	Joining date	15/11/2017
Vitality status	Bronze	Cover type	Private Medical Insurance

**Contact details**

Home phone number

Work phone number

Mobile phone number

Email address

**Home address**

17 THOMPSON ROAD  
MANCHESTER  
M14 2PR

**Cover summary**

Company name	Hallneg Ltd	Type of excess	Per plan year
Plan type	Business Healthcare	Excess amount	£100
Plan number	50358394	Underwriting terms	Moratorium
Category	Category 1	Date of Moratorium	15/11/2017
Category package	Single	Medical exclusions	Yes
Hospital option	Consultant Select		



Enter the individual's details and insurance information. The fields marked with a red asterisk are compulsory to complete before the application can be submitted.

An email address is mandatory for any dependants over the age of 18.

Once all the details have been entered you can either select to add another dependant or to continue with the application.

When you click to proceed with your application you will be asked if any of the applicants are employed in certain occupations.

The screenshot shows the 'Dependant details' form for a dependant named 'Dependant 1'. The form is divided into 'Personal' and 'Insurance' sections. In the 'Personal' section, fields include Title, First name, Last name, Gender, Date of birth (DD, MM, YYYY), Email address, and Relationship to the principal member. In the 'Insurance' section, fields include Category name, Excess (Per plan year, £100), Hospital option (Local), Does the dependant currently have private medical insurance?, Mid-term joiner acceptance terms (CPME), Underwriting terms, Date you would like cover to begin (22, 08, 2019), and Does the dependant currently have another product with Vitality?. A red asterisk is present on several fields. At the bottom, there is a message: 'Finished adding dependants? Please click continue.' and buttons for 'Add another dependant' and 'Continue'.

The screenshot shows the 'Occupation details' form. At the top, it displays the Vitality membership number '1254630872' and a 'Cancel application' button. A progress bar shows four steps: 'Dependant details', 'Occupation details', 'Preview', and 'Finish'. The 'Occupation details' section asks if any applicants are employed in the following occupations: 'Working offshore in the extraction / refinery of natural / fossil fuels.', 'Armed forces personnel (including Armed Forces Reservists.)', and 'Professional or semi-professional sports.'. Each question has radio buttons for 'Yes' and 'No', and a help icon. At the bottom, there are 'Previous' and 'Continue' buttons.

If you answer 'Yes', to any question, you will then be asked to confirm which applicant this applies to.

Once confirmed select 'Continue'.

NB: If yes is selected this will not prevent the application from being submitted but will be reviewed on submission to Vitality.

**Add dependant**

Gamora Test: **Vitality membership number D241142023** Cancel application

Dependant details    Occupation details    Review    Finish

**Based on the requested start date of 21/05/2021 the total additional premium until renewal on 28/08/2020 would be £50.75.**

You're almost finished. Please review the application before you submit it.

**Insurance Options** Edit

Plan name	Dummy Adviser Hub 01	Plan type	Business Healthcare
Plan number	5248323	Underwriting terms	Moratorium (MOR)
Category Name	Category 1	Hospital option	Countrywide
Package	Single	Date you would like cover to begin	21/05/2021
Excess	Per plan year		
Excess amount	£00		

**Dependant 1: junior test** Edit

Name	Mr junior test	Does the dependant currently have private medical insurance?	No
Gender	Male	Does the dependant currently have another product with Vitality?	No
Date of birth	01/01/2002		
Relationship to the principal member	Child Dependant		
Email address	Not Provided		

**Occupation** Edit

Working offshore in the extraction / refinery of natural / fossil fuels.  
None

Armed forces personnel (including Armed Forces Reservists).  
None

Professional or semi-professional sports.  
None

**Important Information**

**ACTING ON YOUR CLIENT'S BEHALF?**

When giving us information about your client, you confirm that they have appointed you to act on their behalf and on behalf of any other applicants to be included on the plan.

When collecting data for a group plan the Group Secretary/Administrator is responsible for ensuring that employees covered by the plan are aware of their rights for Vitality to collect, process, share and retain their health and medical information, as detailed in our full Privacy Policy, which can be viewed at [vitality.co.uk/privacy](#).

You are also submitting the application on behalf of all applicants, and the following important application notes (including details of moratorium underwriting if applicable) and declaration should be agreed to by all applicants.

- + Important Application Information
- + Medical Data
- + Moratorium Underwriting
- + Plan Declaration
- + Important Regulatory Information
- + Data Protection Notice

Please tick here to confirm that you have read and accept to proceed on this basis.

Submit application to Vitality

A review panel will appear with the opportunity to edit the details if required. Select 'Edit' next to the section that needs the change. This will take you to the page that needs amending. Once corrected select 'Continue' until you are back at the review panel.

The review panel will also detail at the top of the screen the premium impact of adding this Employee to cover.

Once you have reviewed to check that the details are correct, you will need to tick the important information box to confirm that you want to proceed and select 'Submit application to Vitality'.

A message will appear to confirm submission to VitalityHealth:

**Success! Your application has been sent to Vitality**

We will respond to your request as soon as possible. This may take up to **two working days**. Notification updates will be sent to: **your email address**. If you have any questions, please contact your servicing team. Our opening hours are Monday to Friday 9am to 5pm.

Close this window

## Viewing plan documents.

You can access certain plan documentation (full listing below). Documents will be accessible via Employer Hub for 13 months. Should you require sight of a document older than this then you will need to contact your dedicated servicing team.



### View your documents

Plan summary

Company certificates

Plan invoice

**Your documents**

To view your plan document select the **'your documents'** button on the home page:

You can also navigate to the plan documents page by selecting the **'view plan documents'** button at the top of the plan details page.

This will take you to the documents page where all the documents for the plan can be viewed:

Important plan documents

Document Name	Date	Action
Renewal premium breakdown and membership list	27/06/2019	Download
P11D report	20/08/2019	Download
Changes to the plan	27/06/2019	Download

All documents

All events [v] From 22 05 2019 To 22 08 2019 Search

1 event(s) found

Read status	Date	Event	Principal member	Plan documents
	27/06/2019	Renewal Invite	-	<a href="#">View plan documents</a>

The page is separated into two main sections **'Important plan documents'** and **'All documents'**.

Within the 'Important plan documents' section the most recent versions of the following documents will always be listed (when available):

- Plan summary
- Company certificate of insurance
- Invoice
- DDI confirmation
- Membership List (not Corporate Healthcare)
- P11D (not Corporate Healthcare)
- Monthly statement (not Corporate Healthcare)
- Changes to the plan

As a new version of any of the documents is produced it will replace any older copies. The key documents section is designed to provide ease of access to the most frequently used documents.

Within the 'All documents' section you can filter the documents by a date range or event type from the drop down. If there is no name next to the event type then this will indicate that it is a company document not a member document.

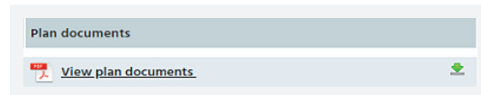
Once you have located the document you want, this can be viewed by clicking on the document description.

This will open the document in a separate window.

Some of the documents when selected will display a list of the individual documents issued within the pack such as the new business pack as this will contain the invoice and employer certificate:



If you wish to download a copy of a document rather than opening and viewing it then simply click on the green arrow:



The documents that you will be able to view in Employer Hub are listed in the below table:

Event name	Product	Document title	Event name	Product	Document title
<b>New Business</b>	<b>Business Healthcare</b>	Welcome letter	<b>Change cover or change category</b>	<b>Business Healthcare</b>	Updated company Certificate of Insurance
		Invoice	<b>Change cover or change category</b>		Your updated plan details
		About your insurance services	<b>Change payment terms</b>		Your updated plan details
		Company Certificate of Insurance	<b>Change plan factor multiplier</b>		Your updated plan details
		Membership List	<b>Change plan factor multiplier</b>		Your updated plan details
	<b>Corporate Healthcare</b>	Welcome letter	<b>Change plan factor multiplier</b>		Your updated plan details
		Company Certificate	<b>Change plan factor multiplier</b>		Your updated plan details
		Group Secretary plan terms and conditions	<b>Mid-term joiners - Employees</b>		Your updated plan details
<b>Renewal Invite</b>	<b>Business Healthcare</b>	Renewal invite letter	<b>Mid-term joiners - Dependants</b>		Your updated plan details
		Renewal premium breakdown and membership list	<b>Member details/ exclusions updated</b>		Your updated plan details
		Changes to the plan	<b>Employee removed</b>		Your updated plan details
		About your insurance services	<b>Dependant removed</b>		Your updated plan details
		Group Secretary plan terms and conditions	<b>Membership List</b>		Membership list
<b>Renewals</b>	<b>Business Healthcare</b>	Company certificate of insurance	<b>Bank Details Updated</b>		Important information about your payments
		Membership list	<b>Monthly statement</b>		Your monthly statement
		Payment summary	<b>Employers Cashback pay-out</b>	Your Employer Cashback	
		Renewal confirmation letter	<b>Medical Benefit in Kind (P11D)</b>	P11D report	
	<b>Corporate Healthcare</b>	Company Certificate			
		Renewal confirmation letter			
		Changes to the plan			

## Requesting a membership list.

You can request a membership list for Business Healthcare plans and view it in Employer Hub within two working days. A copy will also be sent via the current routing preference on the plan. If you require a membership list for a Corporate Healthcare plan, this can be requested through Employer Hub and will be emailed to you directly.

To request a membership list enter the plan details screen and select 'View plan documents':

Plan details View plan documents + Add employees

**Important Information**  
This plan is currently within the **renewal window** - some plan amendments may take longer than normal to process and affect any renewal documentation already issued.

**Plan overview** Plan number 52483123

<b>Plan name</b>	Dummy Adviser Hub 01	<b>Principal members - health</b>	3
<b>Address</b>	MARSHALL POINT 4 RICHMOND GARDENS BOURNEMOUTH BH1 1JD	<b>Plan type</b>	Business Healthcare
<b>Industry type</b>	None of the above	<b>Plan start date</b>	28/08/2019
		<b>Next renewal date</b>	28/08/2020

Once in the plan documents select 'Request membership list':

Your plan documents Request membership list Request P11D

Hallneg Ltd: **plan number 50358394**

**Important plan documents**

- Renewal premium breakdown and membership list 27/06/2019
- Changes to the plan 27/06/2019
- P11D report 20/08/2019

**All documents**

All events    From    To Search

1 event(s) found

Read status	Date	Event	Principal member	Plan documents
	27/06/2019	Renewal Invite	-	<span>View plan documents</span>

You will see a confirmation message:

### Thanks for your request

We'll send the report to you in the next two working days.

For Business Healthcare plans the membership list will be available to view in the **Your plan documents**.

Confirmation will be sent to **test@Vitality.co.uk**.

OK

## Requesting a medical benefits in kind (P11D).

You can request a P11D for your Business Healthcare plan which will be available to view in the document hub within two working days and a copy will be emailed directly. If you request a P11D for a Corporate Healthcare plan, this will be emailed directly and will not be visible within Employer Hub.

To request a P11D enter the plan details screen and select 'View plan documents':

Plan details View plan documents + Add employees

**Important Information**  
This plan is currently within the **renewal window** - some plan amendments may take longer than normal to process and affect any renewal documentation already issued.

**Plan overview** Plan number 52483123

<b>Plan name</b>	Dummy Adviser Hub 01	<b>Principal members - health</b>	3
<b>Address</b>	MARSHALL POINT 4 RICHMOND GARDENS BOURNEMOUTH BH1 1JD	<b>Plan type</b>	Business Healthcare
<b>Industry type</b>	None of the above	<b>Plan start date</b>	28/08/2019
		<b>Next renewal date</b>	28/08/2020

**+ Members**

## Your plan documents

Hallneg Ltd: plan number 50358394

Request membership list

Request P11D

### Important plan documents

Renewal premium breakdown and membership list  
27/06/2019

P11D report  
20/08/2019

Changes to the plan  
27/06/2019

### All documents

All events: From 22 05 2019 To 22 08 2019 Search

1 event(s) found

Read status	Date	Event	Principal member	Plan documents
	27/06/2019	Renewal Invite	-	<a href="#">View plan documents</a>

## Request P11D report

Select tax year \*

Select

Email address

stewart.chorley@vitality.co.uk

Cancel

Confirm

Once in the plan documents select 'Request P11D report'. Then select the tax year and select 'Confirm'.

Please note that the P11D will only be available after the end of the tax year. The request P11D button will only be visible when a P11D is available.

For Business Healthcare plans you will then see a confirmation message advising that a copy of the P11D will be available to view within the plan documents within two working days:

### Thanks for your request

We'll send the report to you in the next two working days.

For Business Healthcare plans the report will be available to view in the **Your plan documents**.

OK

## Uploading documents

As an alternative to email or post documents to Vitality you can also use the upload documents button to send documents to VitalityHealth:

## Your plan documents

Dummy Adviser Hub 01: plan number 52483123

Upload documents

Request membership list

Request P11D

### Important plan documents

Confirm the details of the document that you are uploading and attach the file:

#### Upload your document

Upload your list of joiners, leavers or member changes and any insurance certificates we have asked you to provide.

Select your plan \* Dummy Adviser Hub 01 - 52483123

What are you uploading? \* What are you uploading?

Choose your file \* + Choose file

Submit file

The document will be received by Vitality and processed in the same way as documents emailed or posted would be.

## Add, amend and remove a group secretary.

To make changes to the group secretaries linked to your plan click on the 'Group Secretary' section on the plan details page:

**To add a new Group Secretary to cover click on the 'Add' icon.**



Group Secretary

Primary

Mrs StBCCFHGDGML HaBCCFHGDGML  
00044 2890 475822  
test@Vitality.co.uk

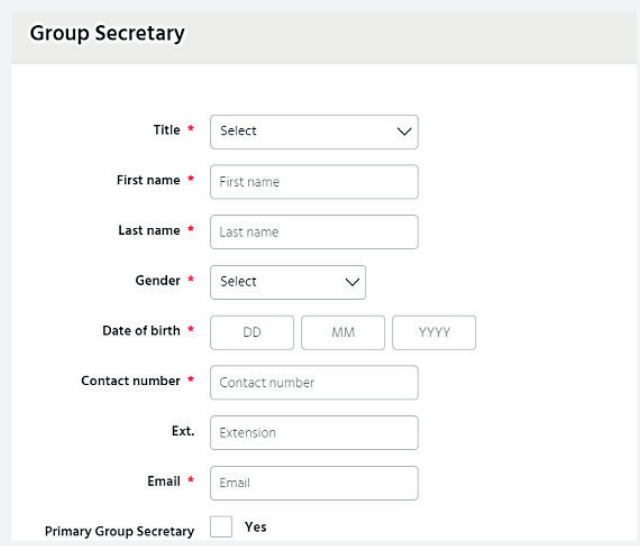
Secondary

Miss Nicola Hart  
nicola.hart@vitality.co.uk

Miss Anna Harris  
libby.gibbs@vitality.co.uk

Mr WIBCCFHGDGDK HaBCCFHGDGDK  
00044 2890 475822  
test@Vitality.co.uk

This form will display:



**Group Secretary**

Title \*

First name \*

Last name \*

Gender \*

Date of birth \*

Contact number \*

Ext.

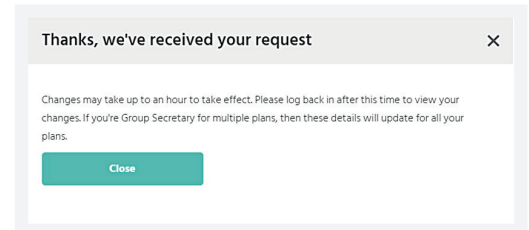
Email \*

Primary Group Secretary  Yes

Complete the form with the details of the new Group Secretary. All fields with a red asterisk must be completed before you can submit the request.

If you require the new Group Secretary to be the primary Group Secretary for the plan tick the relevant box. The previous primary Group Secretary will become a secondary Group Secretary.

Upon submitting your request you will receive a confirmation message:



Thanks, we've received your request

Changes may take up to an hour to take effect. Please log back in after this time to view your changes. If you're Group Secretary for multiple plans, then these details will update for all your plans.

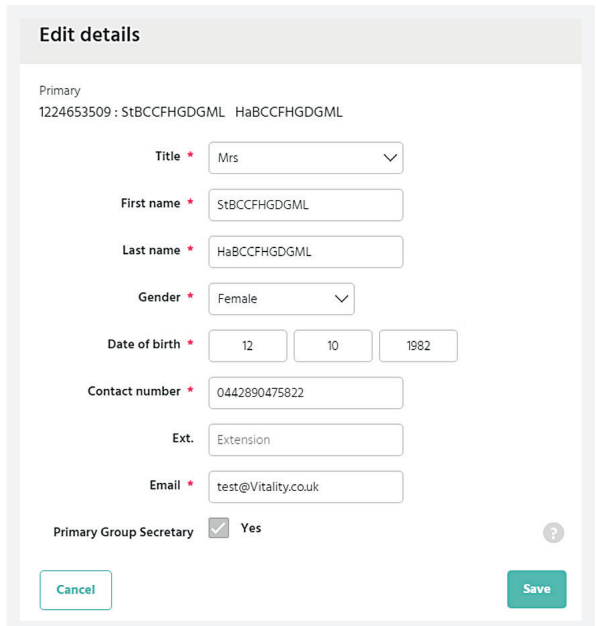
Close

To amend an existing Group Secretary select the 'Edit' button next to the relevant Group Secretary and the below form will display:

Update the relevant fields ensuring all fields with a red asterisk are completed.

Note, you should not use this screen to add a new Group Secretary to cover.

There must always be a primary Group Secretary and as such it is not possible to untick this box. To change who is the primary Group Secretary tick this box in the relevant entry for the new Group Secretary.



**Edit details**

Primary  
1224653509 : StBCCFHGDGML HaBCCFHGDGML

Title \*

First name \*

Last name \*

Gender \*

Date of birth \*

Contact number \*

Ext.

Email \*

Primary Group Secretary  Yes

Cancel Save




To remove a Group Secretary select the 'Delete' button next to the relevant entry and the following screen will be displayed:


Insert the date from which you wish to remove the individual as a Group Secretary and select 'Yes Delete'.

Please remember that by removing a Group Secretary their access to Employer Hub will automatically end too.

### Remove Group Secretary

Are you sure you want to remove Anna Harris as a Group Secretary?

Removal date \*     ✗ Please select a valid date

 This action cannot be reversed

Upon submission you will see the following screen confirming that the request has been received and will be processed within two working days:

**Thanks, we've received your request** ✕

Changes may take up to an hour to take effect. Please log back in after this time to view your changes. If you're Group Secretary for multiple plans, then these details will update for all your plans.

## Amend member details.

To amend the details such as spelling of a name for a member on cover, navigate to the member details page for the relevant member and select the 'Edit' button in the top right hand corner of the screen:

### Member details

— Whw Gsgs - Principal, male, single

Vitality membership number	1240155356	Cover status	Active
Name	Baron Whw Gsgs	Next renewal date	18/11/2018
Gender	Male	Age at next plan renewal date	28
Date of birth	03/12/1990	Joining date	15/11/2017
Vitality status	Bronze	Cover type	Private Medical Insurance

**Contact details**

Home phone number

Work phone number

Mobile phone number

Email address

**Home address**

17 THOMPSON ROAD  
MANCHESTER  
M14 2PR

**Cover summary**

Company name	Halleeg Ltd	Type of excess	Per plan year
Plan type	Business Healthcare	Excess amount	£100
Plan number	50358324	Underwriting terms	Moratorium
Category	Category 1	Date of Moratorium	15/11/2017
Category package	Single	Medical exclusions	Yes
Hospital option	Consultant Select		

The following screen will display upon which you can update the details as necessary.

A reminder that all fields with a red asterisk must be completed before submitting your request.

### Member details

Employee

Title \*

First name \*

Last name \*

Gender \*

Contact details

Home phone number

Work phone number

Mobile phone number

Email address

Address 1 \*

Address 2

Town/City \*

Postcode \*

## Thanks, we've received your request

Changes may take up to an hour to take effect.



**Vitality** HEALTH



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[employerhub.co.uk](https://employerhub.co.uk)

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