Geisinger
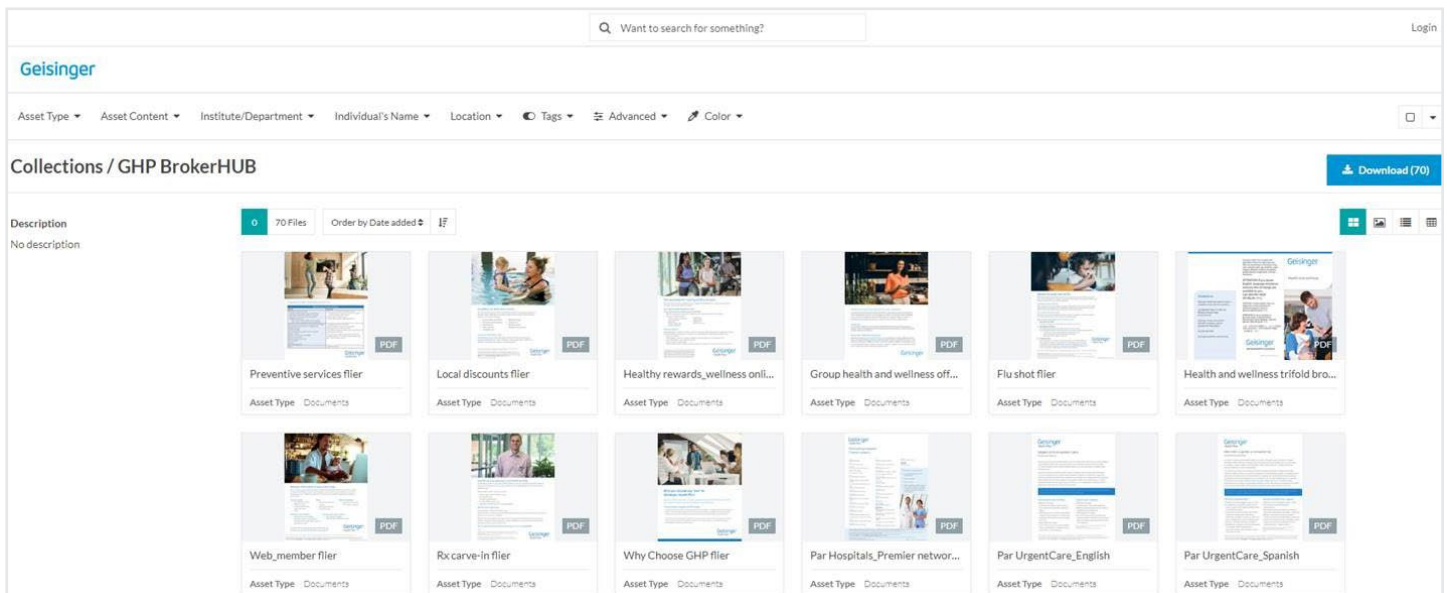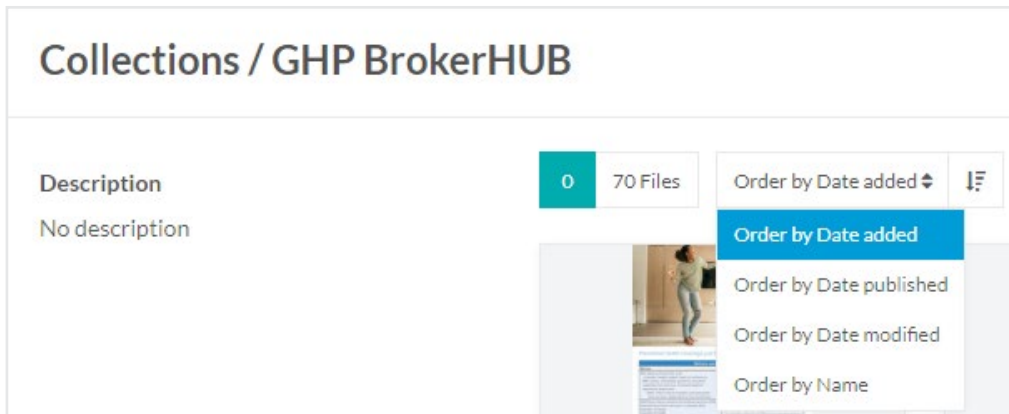
How to use the GHP BrokerHUB

Welcome to the new GHP BrokerHUB! Here, you will find a variety of helpful, educational marketing documents related to our health plans, benefits and operations. You can preview the documents or download and keep them for when you need them. Let's get started. Access the broker hub **here**.
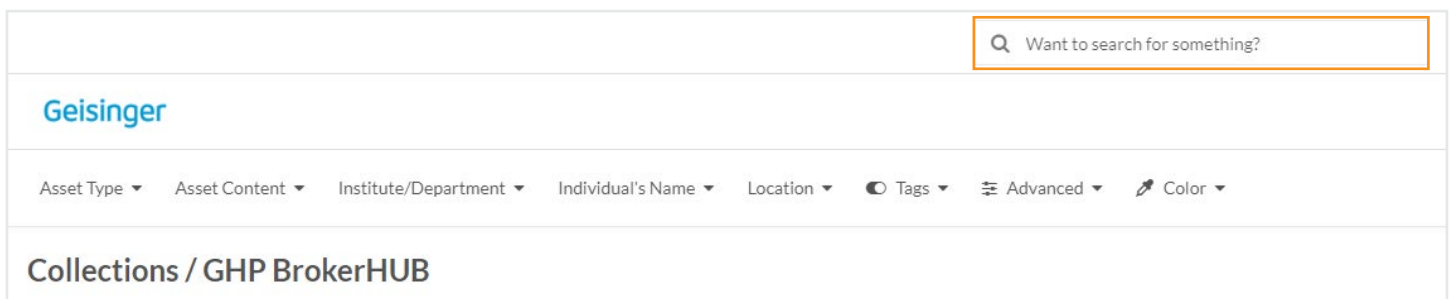

This is the view you'll get when you first access the BrokerHUB. We regularly add new documents and update old ones, so you can be sure you're getting the most up-to-date version. How the documents are ordered is up to you. By default, the documents are organized by the date they have been added, but you can change this according to your preference.
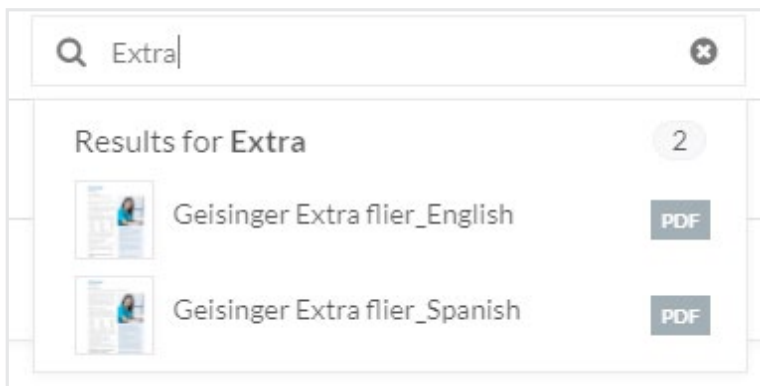
Collections / GHP BrokerHUB

To find what you need, you have a few different options.
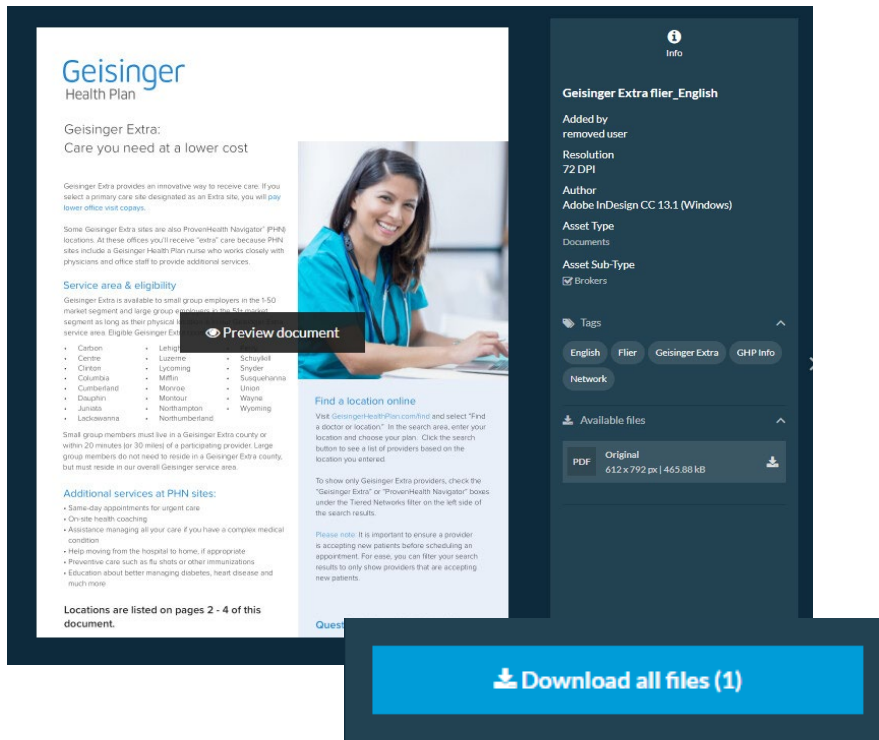
1. Use the search bar

This is a quick, easy way to find a document if you know at least one word in the document's name. Here's an example: say you're looking for the latest Geisinger Extra flier. Go to the search bar and type in "Extra".

The search bar will automatically bring up anything with the word "Extra" in the file name—notice that omitting the words "Geisinger" or "flier" didn't affect the search. Since the English and Spanish versions of the Geisinger Extra flier are the only items that match this search term, they are the only results.
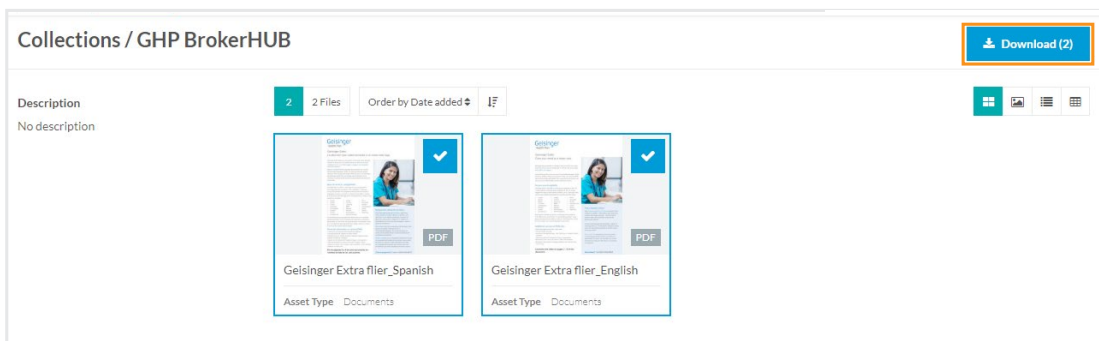
From there, you have two options:

Option 1: Click on the document you want. Here, you'll be able to preview it. In the preview sidebar, you also have the option to download the file by clicking the blue rectangular button on the bottom right of your screen.
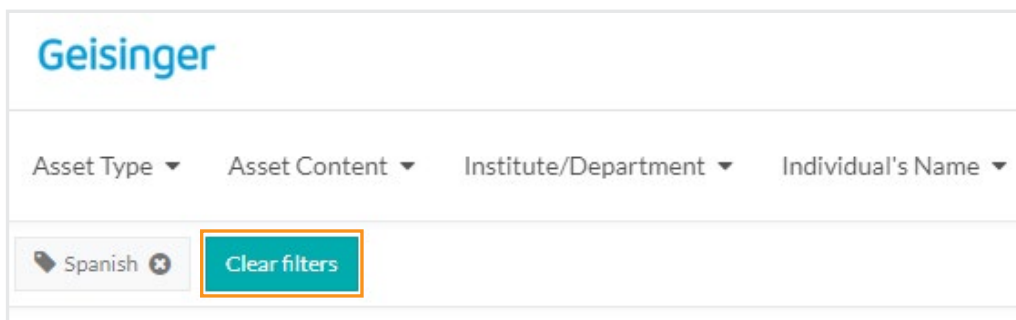
Option 2: After typing "Extra" into the search bar, press "enter". This will bring up all applicable documents. You can download directly from this screen by hovering over each document's tile until you see a grey checkmark appear in the tile's upper right corner. Click that checkmark for each item you want to download; the checkmark will turn blue to show that you've selected it.

You will also see a rectangular blue "Download" button on the upper right side of the webpage. Clicking this button will initiate a batch download of all the document you've checked.

To go back to the main page of the BrokerHUB, simply remove the tags you've applied by clicking "Clear Filters" below the toolbar.
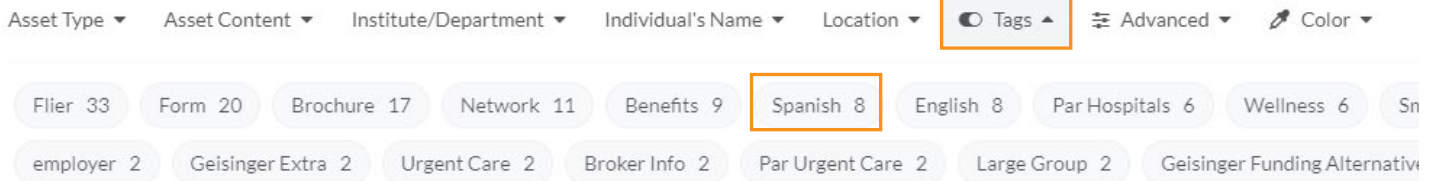
2. Find documents using tags

This is a nice search option if you want to see all the documents that address a similar topic, as the tags group certain areas together.

When you click on the "Tag" button in the toolbar, a drop-down section will display of every tag you can choose from.
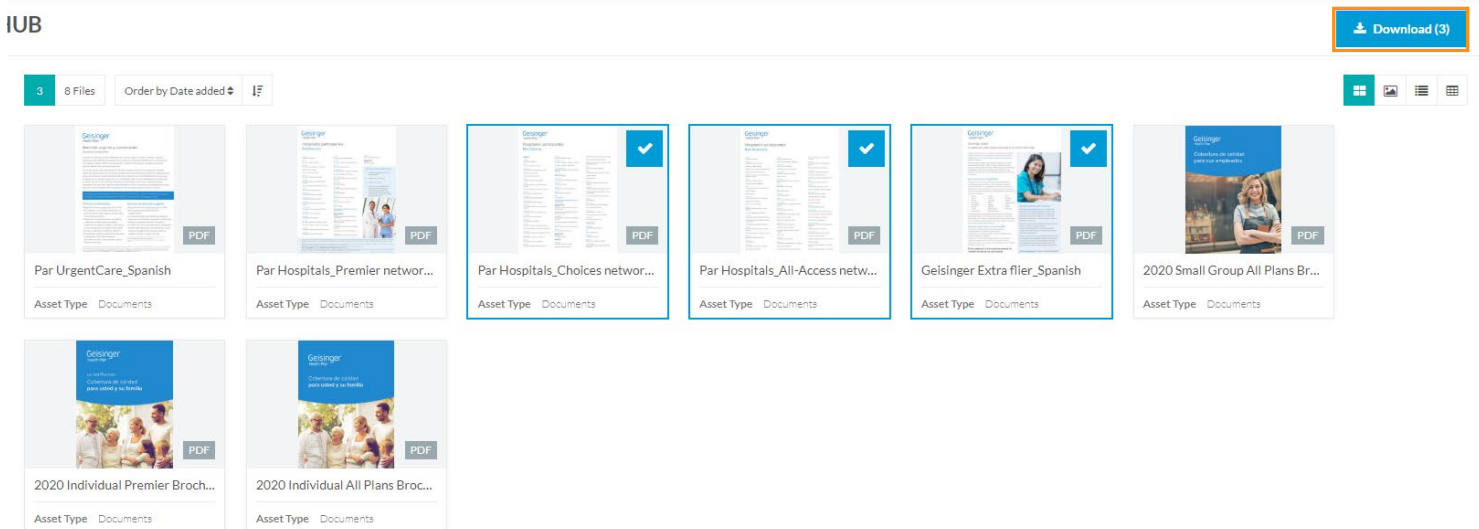

Here's an example of how you find a document using tags: let's say that you're looking for all the Spanish documents we have available. Click the Spanish tag and allow the page to load. After you've had a chance to view the documents, you can narrow down your search even further within the available Spanish documents. For instance, if you only wanted to view brochures in Spanish, click the "Brochure" tag.

At this point, you've decided you want to download a few of these items. Now what? Simply hover over each document's tile until you see a grey checkmark appear in the tile's upper right corner. Click that checkmark for each item you want to download; the checkmark will turn blue to show that you've selected it.

You will also see a rectangular blue "Download" button on the upper right side of the webpage. Clicking this button will initiate a batch download of all the document you've checked.

To go back to the main page of the BrokerHUB, simply remove the tags you've applied by clicking "Clear Filters" below the toolbar.

Nice work! You've got yourself some files.

Frequently asked questions

What do I need to do to log in?

You don't need any log-in credentials in order to access this tool or our SOB/SBC component. Simply click and go.

What if I can't find what I'm looking for?

Since we're just starting out with this tool, it is possible that there are documents that haven't been uploaded yet, or they haven't been tagged correctly. If you need help locating something, reach out to your account executive for assistance.

What are some things you can't do in the BrokerHUB?

You cannot print one of these pieces from their preview screen; to print, you must download the file first and print as you usually would.

This same limitation applies if you want to share a document with others; you cannot email a piece by sharing its URL. You'll have to download it first and attach to an email.

You have viewer permissions only. This means that you cannot upload documents of your own or edit any of the existing documents' properties, such as adding or removing tags. You will not be able to delete anything either.

Where can I find SOBs and SBCs?

You can access our SOB and SBC library here. You'll be able to find your documents following the same process illustrated for the BrokerHUB.