

Eligibility Methods

Membership data can be provided to WellVia through a number of formats and channels. Depending on your organizations’ needs and resources, some methods will be more convenient than others.

Format	Delivery Method	Recommended Group Size
CSV	SFTP	All

To provide the level of service WellVia guarantees, there are a few dates to remember when submitting your member eligibility data.

Action	Last Submission Date
Adding members to be effective in the following month	Last day of the month
Removing members effective at the end of the month	Last day of the month

Submission Method	Submission Address
SFTP	https://filedrop.Wellviasolutions.com/COMPANYNAME/eligibility/

Field	Required	Length	Notes
Last Name	Yes	50	
First Name	Yes	50	
Middle Initial	No	1	
Gender	Yes	1	“M” for male or “F” for female
Date Of Birth	No	10	Date is accepted in the following formats: “05/01/2014” or “2014-05-01”
Address Line 1	Yes	150	
Address Line 2	Yes	150	
City	Yes	150	
State	Yes	2	State abbreviation: “TX” for Texas
Zip Code	Yes	5	
Work Phone	No	15	Valid formats include “(555) 123-4567” or “555-123-4567”
Home Phone	No	15	Valid formats include “(555) 123-4567” or “555-123-4567”
Mobile Phone	No	15	Valid formats include “(555) 123-4567” or “555-123-4567”
E-Mail Address	No	50	
Effective Start	Yes	10	The date that the member will be enrolled for the service. Date is accepted in the following formats: “05/01/2014” or “2014-05-01” *This field is only required when enrolling new members.
Effective End	No	10	The date that the member will be unenrolled from the service. This field is only required when a member should be removed from the service. Date is accepted in the following formats: “05/01/2014” or “2014-05-01”
Member Type	Yes	1	Valid responses include: “1” – Primary Member “2” – Dependent Spouse “3” – Dependent Child

Field	Required	Length	Notes
			"4" – Dependent Other/Unknown
Client Member ID	Yes	150	A unique alphanumeric value that identifies a member to the client
Client Primary Member ID	No*	150	The unique alphanumeric value that identifies the primary member to the client. This will match a "Client Member ID". *This field is only required for dependents, so the corresponding member type would be 2, 3, or 4.
Product Offering	No*	1	Identifies the services and pricing available to this member. *If no value is provided, the default offering is automatically applied.
Group ID	Yes	150	A value that identifies what group the member should be enrolled into. This value can be the auto-generated Group ID provided by WellVia or a custom ID specified by the client. *If no value is provided, the default group is automatically applied.