# Online Guide for Enrollees (Employees)

Registering on the Benefits Portal

1. Your benefits administrator must first add you to the Benefits Portal. Once you have been added, you will receive notification from your plan admin to complete your registration.

2. Go to the WBA EBC website at https://www.wisbankins.com.

3. Click *Benefits Portal* button on the top-right side of the screen. **Result:** The Benefits Portal Log In page appears (shown right).

4. Click *REGISTER*. **Result:** The Register page appears.

5. Enter your last name, SSN, email address, and birthdate in MM/DD/YYYY format, then click *VERIFY.* **Result:** An email is sent to the email address you entered to confirm your information.
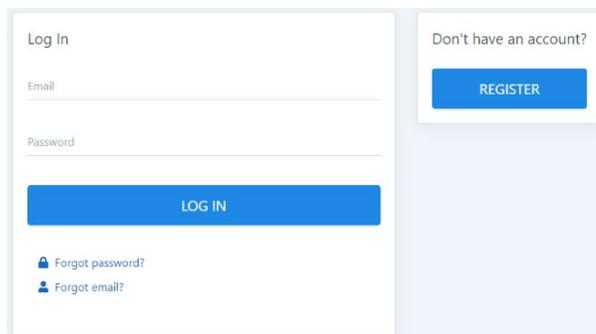
6. Retrieve the confirmation email. Click on the link in the email and follow the prompts to establish new login credentials for the Benefits Portal. **Result:** The Employee Home Page appears, and you are logged in.

Note: You won't be able to log in if the email address you entered doesn't match your email address on record with WBA EBC or if you don't have an email address on record. Contact your benefits administrator to retrieve your email address on record or to provide them with a new one, then repeat the steps above.

What You Need to Complete Your New Enrollment Benefit Elections

1. Understand your benefit options and have your election choices ready. You may access the Summary of Benefits and Coverage (SBC) via the Documents page of the Benefits Portal for information about your employer's plan offerings.
2. You will need basic information for yourself and any covered dependents you are adding. This information includes: names, Social Security Numbers, birthdates and Medicare Number, if applicable.

3. If you or any of your covered dependents will have duplicate coverage under the WBA EBC health or dental plan and another health or dental plan, you will need the other coverage information.

4. If you are enrolling in EBC life coverage, you will need to complete beneficiary information. You will need your beneficiary's name, birthdate and Social Security Number.

Completing New Enrollment Benefit Elections in the Benefits Portal

1. From the Employee Home Page, click *Benefits Wizard.*

2. Click *Start New Transaction* on the Benefits Wizard Dashboard.

3. The qualifying event screen is already pre-completed. Click *Next.*

4. Follow the screens to review your demographic details, enter covered dependents, select benefit plan options, and add ACH information, if applicable, add coordination of benefits information (only if you or your dependents will be covered by the WBA EBC health and/or dental plan and another health and/or dental plan at the same time, resulting in duplicate coverage).

5. Your election will be sent to your benefits administrator for review and approval. After approval, it will be sent to WBA EBC to process your benefit elections. **Note:** You can monitor the progress of your election by logging into the Benefits Portal and clicking *Benefits Wizard*. Your transaction history and the status of your transaction will be displayed.

   Note: You have 14 days from the date you start your online transaction to complete and submit the transaction to your benefits administrator. If you do not submit it within 14 days, it will be automatically deleted in the system.

Other Functions of the Benefits Wizard

The *Benefits Wizard* enables you to:

- Change your beneficiary information
- Update your address and phone number
- Make coverage changes mid-year with a qualifying event. Examples of qualifying events:
  - - Marriage   - Loss of coverage
  - - Birth   - Change of employment status
  - - Divorce   - Death of spouse/dependent
- Add, change, keep the same, or waive coverage during the annual enrollment period, generally October 15th to December 1st each year

Note: You must complete a paper Change Form to change a SSN or terminate a dependent. Please contact your plan administrator to obtain a paper Change Form, if needed.

Benefits Portal Resources

Employee Home Page

The *Employee Home Page* provides access to the following:

- **Current Plans –** Shows the current WBA EBC benefits in which you are enrolled and terminated benefits in which you were enrolled. Click *Details* to access documents related to that benefit.
- **Dependents –** If applicable, lists your dependents who are, or have been, covered by your WBA EBC benefits.

My Profile

The *My Profile* link allows you to change your email address (username), add/update phone number, change your password and add two factor authentication.