

Online Guide for Enrollees (Employees)

Registering on the Benefits Portal

Your benefits administrator must first add you to the Benefits Portal. Once you have been added, you should receive notification from your benefits administrator instructing you to complete your registration.

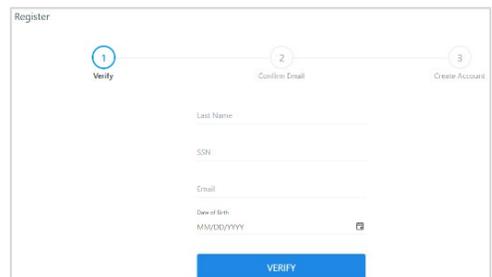
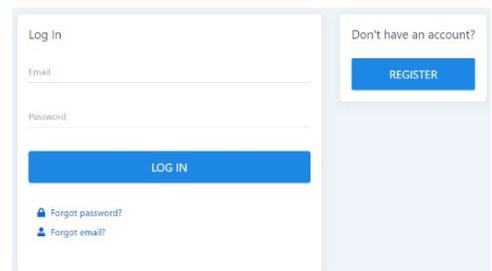
Note: Benefits administrators have the option to enter insurance plans in the Benefits Portal for you. If your administrator entered your insurance plan(s) in the Portal, you will receive an email from wbaebc@wisbank.com including instructions on how to log in and view/approve the information they entered. If you know your administrator entered your plan(s) in the Portal, but you did not receive an email, please check your junk/spam folder.

If your benefits administrator opts to have you to add your own insurance plans, or if you're certain you did not receive an email from wbaebc@wisbank.com including the instructions noted above, please follow the instructions below to log into the Portal:

1. Go to the WBA EBC website at <https://wbaebc.com>.

Note: Please use only Chrome, Firefox, or Edge as your internet browser, as other browsers may not be supported.

2. Click *Benefits Portal* on the top-right side of the screen. On the following screen, click the blue *Portal Login* button **Result:** The Group System Benefits Portal page appears (shown top right).
3. Click the blue *REGISTER* button on the right side of the page. **Result:** The Register page appears (shown bottom right).
4. Enter your last name, Social Security number, email address, and date of birth in MM/DD/YYYY format, then click the blue *VERIFY* button. **Result:** An email will be sent from wbaebc@wisbank.com to the email address you entered to confirm your information.*
5. Retrieve the confirmation email (please check your junk/spam folder if this email is not in your inbox). 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'll be logged in.



* **Note:** If the information you enter during step 4 above is not identical to the information your benefits administrator entered when initially adding your information to the Benefits Portal, you will not be able to log in. If you are unable to log in, please contact your administrator and confirm what you entered matches what they entered. If it doesn't match, your administrator should update the information they entered. You should then attempt to log in again using the same steps noted above.

What You Need to Complete Your New Enrollment Benefit Elections

1. Understand your benefit options and have your election choices ready. You may be able to 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 about 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 life insurance coverage, you will need to complete beneficiary information. You will need the name(s) and birthdate(s) of all beneficiaries.

Completing New Enrollment Benefit Elections in the Benefits Portal

1. From the Employee Home Page, click *Benefits Wizard* near the top of the page to go to the Benefits Wizard Dashboard.
2. Click the *Start New Transaction* button on the Benefits Wizard Dashboard.
3. For new employees, the qualifying event screen is already pre-completed. Click the *Next* button at the bottom of the page.
4. Follow the screens to review your demographic details, enter covered dependents, select benefit plan options, add coordination of benefits information (only if you or your dependent(s) will be covered by a WBA EBC health and/or dental plan as well as another health and/or dental plan at the same time, resulting in duplicate coverage), and add beneficiary information (if enrolling in life insurance). When finished, check the authorization box, then click the Submit button.
5. Your election information will be sent to your benefits administrator for review and approval. After their 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:

- Update your address and phone number
- Make coverage changes mid-year with a qualifying event. Examples of qualifying events:
 - Marriage - Divorce - Change of employment status
 - Birth - Loss of coverage - Death of spouse/dependent
- Add, change, keep the same, or waive coverage during your employer's annual open enrollment period (generally late fall through mid-December)
 - Start a new transaction within the Benefits Wizard and select the Annual Enrollment option. This option is only available/visible for selection during the period of the year when annual enrollment is open to employees.

Note: Requests to change a Social Security Number or terminate a dependent must be submitted to WBA EBC in writing. Please contact your benefits administrator to inform them of any change(s). They will email WBA EBC the specifics of the change(s).

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 previously enrolled. Click *Details* to access any available documents related to that benefit.
- **Dependents** – If applicable, this area lists dependents who are, or have been, covered by your WBA EBC benefits.
- **Beneficiaries** – If applicable, this area lists your life insurance plan beneficiaries. This area also allows you to add or change beneficiaries.

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.