



An Eye On

The VBA Benefits Administrator Portal

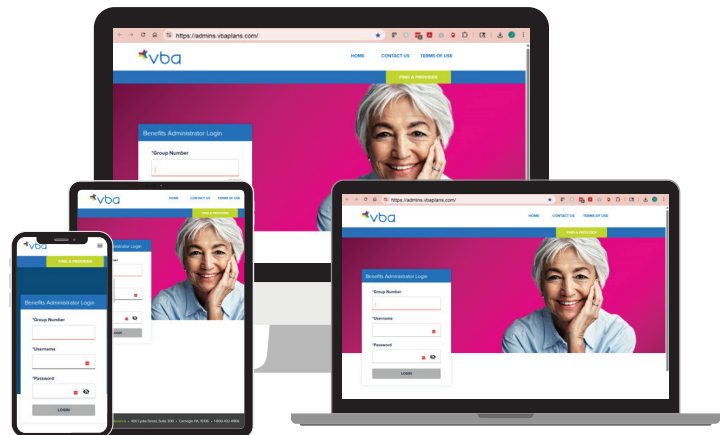


The VBA Benefits Administrator Portal makes managing your vision plan easier. It's clear, simple and convenient. The streamlined portal means less time spent on admin tasks.

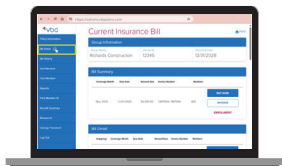
VBA's Easy-to-Use Benefits Administrator Portal

At VBA, we strive to make things as simple as possible for our Benefits Administrators. Our focus is always on you, which you'll see in our mobile-friendly benefits administrator portal. You can:

- ✓ Print customized ID cards
- ✓ View plan details
- ✓ Access current and past invoices
- ✓ Pay invoices online
- ✓ Download enrollment reports
- ✓ Manage enrollment by adding, modifying or terminating a member or dependent in real-time
- ✓ Chat with our Client Relations Department



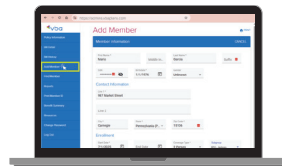
It's Clear



Intuitive navigation is on every page so you can get where you need to go as smoothly as possible.

While you can still mail your payments, online bill pay is just a click away. With our secure online bill pay hosted by Bank of America, you can handle transactions quickly and safely.

It's Simple



Managing enrollment is as easy as ever. You can seamlessly add members and their dependents to your vision care plan.

Once you find a member, you can change demographic information, add dependents, terminate the member and/or dependents and change coverage type in real time.

It's Convenient



Need an ID card? Simple. You can print custom ones right from the portal!

It's fast, easy and ensures you're always ready to distribute personalized cards without any hassle.

While not needed to receive services or purchase materials, enrolled members can download customized ID cards directly from VBA's Member Portal, too.

Not Enrolled in the VBA Benefits Administrator Portal?

VBA's Client Relations Department will help you enroll in VBA's Benefits Administrator Portal. The portal includes user roles to limit access to sensitive member enrollment data with your group's security in mind.

Enroller



Users with the Enroller role are able to:

- View Plan Rules
- View Enrollment Reports
- Manage Enrollment
- Receive Enrollment Change Email Notifications (optional)

Payer



Users with the Payer role are able to:

- View Plan Rules
- View Enrollment Reports
- View Online Bills
- Receive Monthly Invoice Emails (optional)



Getting Started

- Determine what members of your organization should have access to the Benefits Administrator Portal. This may include your broker or third party administrator.
- Select roles for each person.



How to Submit

- Complete the Benefits Administrator Portal Access Form and mail, email or fax to VBA:
400 Lydia Street, Suite 300 Carnegie, PA 15106
clientrelations@vbaplans.com
412-881-4898



Accessing your Account

- Please allow up to 3 business days for VBA to process your Benefits Administrator Portal Access Form.
- A member of VBA's enrollment team will reach out to set up your account and users via phone call or email.

Things to Know

Enrollment management through the VBA Benefits Administrator Portal is not available:

- For groups submitting enrollment through EDI
- For groups submitting enrollment through a flat file
- Members enrolled in two or more groups
- Members enrolled in COBRA

Invoices are not available through the VBA Benefits Administrator Portal for self-funded groups.



Access Beneficial Resources

To streamline administration of vision benefits, we've put together a full suite of resources. You can download important documents including the Benefits Administrator Portal Access Form.

Our Focus On Series makes it easy for you to help members address common health concerns. You can easily download and share with your team to keep eye health top of mind.

vbaplans.com/vision/benefits-administrators/beneficial-resources

