The VBA Benefits Administrator Portal

Managing Your VBA Account

At VBA, we strive to make things as simple as possible. With our Benefits Administrator Portal, you can:

- View Plan Rules
- Access Online Bills
- Download Enrollment Reports
- Manage Enrollment by adding, modifying or terminating an employee or dependent

If your group submits enrollment using EDI 834 or flat files, enrollment management is not available through the portal. However, portal access may be used to view plan rules, access online bills and download enrollment reports. If your plan is self-funded, online bills are unavailable.

Portal Roles

VBA's Benefits Administrator Portal includes user roles to limit access to sensitive member enrollment data with your group's security in mind. Use the below chart to determine appropriate user access. The Benefits Administrator has the ability to grant portal access via this form. Contact clientrelations@vbaplans.com to change the Benefits Administrator VBA has on file.

Role	Plan Rule	Enrollment Reports	Online Bills	Manage Enrollment	Monthly Invoice Emails	Enrollment Change Emails	Grant Portal Access
Payer	View	View	View	N/A	Optional	N/A	N/A
Enroller	View	View	N/A	Edit	N/A	Optional	N/A

Benefits Administrator Access

Step	Details
1. 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.
2. How to submit	• Complete the Benefits Administrator Access Form. • To submit the form, you may email, mail or fax to: clientrelations@vbaplans.com VBA 400 Lydia Street, Suite 300, Carnegie, PA 15106 412-881-4898 (Facsimile)
3. Accessing your account	• Please allow up to 3 business days for VBA to process your Benefits Administrator Access Form. • A member of VBA's enrollment team will reach out to set up your account and users via phone call or email.

All fields must be completed, unless noted otherwise.

Section I. Group Information

Group Number	Group Name	
Benefits Administrator Full Name	**Email**	**Work Phone Number**

VBA's Benefits Administrator Portal includes the option to limit user roles by applicable subgroup.
Subgroups must be separated by a comma.

Section II. Authorized User

1. Full Name	Email	Work Phone Number
Check one: Add Change Delete	Check either: Payer or Enroller Invoice Emails (Optional) Enrollment Change Emails (Optional)	
Subgroup(s) (Optional)		

Authorized User

2. Full Name	Email	Work Phone Number
Check one: Add Change Delete	Check either: Payer or Enroller Invoice Emails (Optional) Enrollment Change Emails (Optional)	
Subgroup(s) (Optional)		

Authorized User

3. Full Name	Email	Work Phone Number
Check one: Add Change Delete	Check either: Payer or Enroller Invoice Emails (Optional) Enrollment Change Emails (Optional)	
Subgroup(s) (Optional)		

Section III. Authorized Signature

By signing below, I acknowledge my designation as Benefits Administrator. I understand that I am responsible for updating access to the VBA Benefits Administrator Portal, that I myself have full access, and I hereby authorize the addition, deletion or change of users as listed in Section II. The date signed below is the effective date for this Form.

_____   _____

Benefits Administrator Signature   Date Signed