



2021 Open Enrollment Guide for PEHT

Members with Existing miBenefits Account

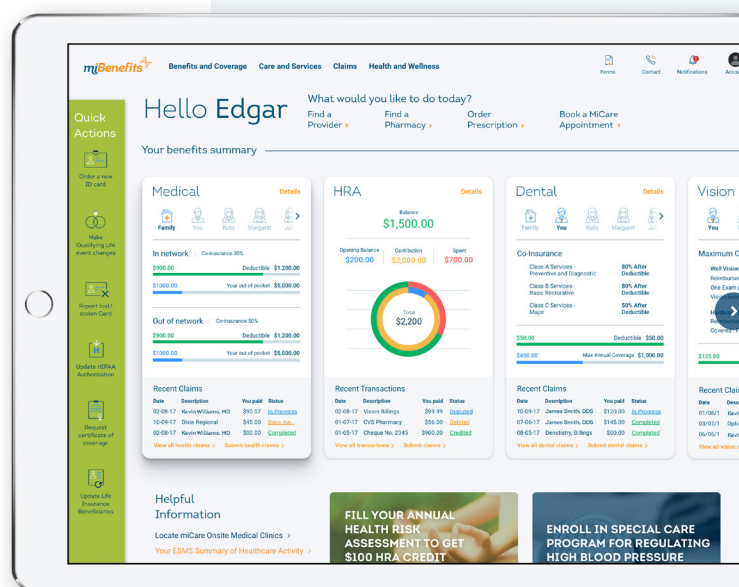
The **miBenefits** portal



Public Education Health Trust Members

Isn't It About Time Something in Your Life Got Easier?

We have important information about your EBMS benefit plan.



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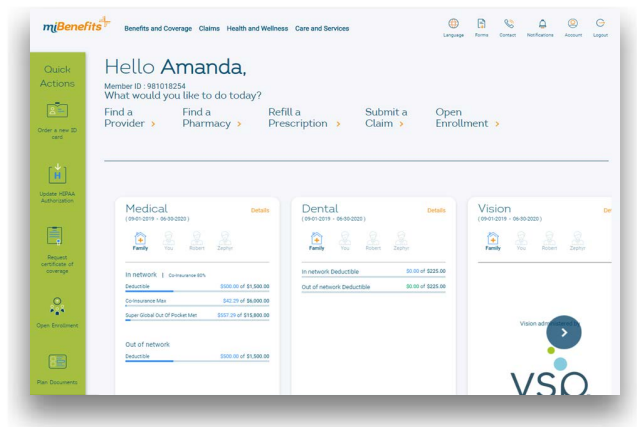
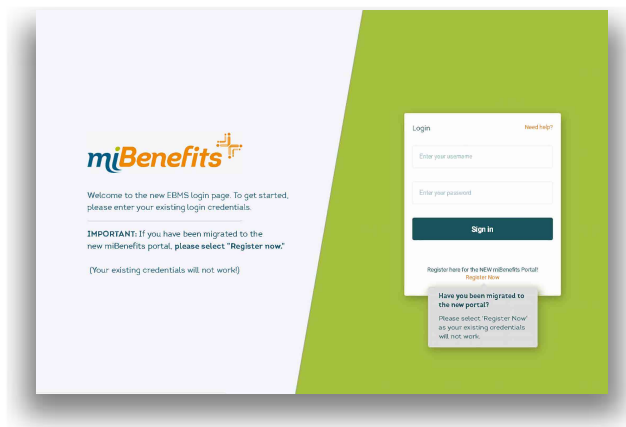
Fast, simple, and frustration-free!

Our latest technology allows you easier access to your healthcare information.



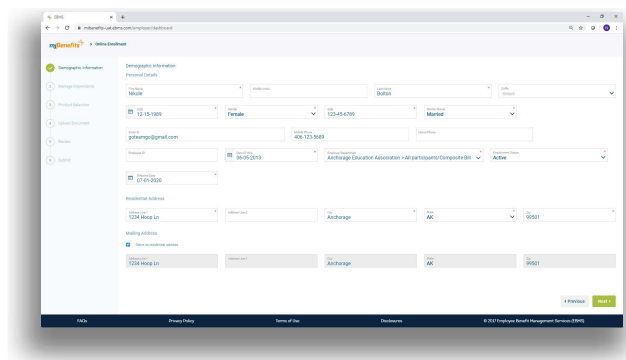
Step 1: Click the link sent to your email or go to miBenefits.ebms.com and enter the Username and Password. Click Sign In.

Step 2: Once you are logged in, select **Open Enrollment on the left hand side of the screen.**



Step 3: Demographic Information

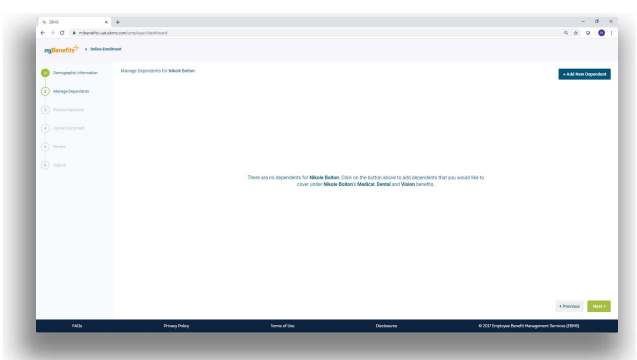
*This is where you will provide your Name, Date of Birth, Gender, SSN, etc. Fields with * must be completed before selecting **Next**.*



Please note: Fields will auto-populate if EBMS has the information on file. Member can correct anything at this time.

Step 4: Managing Dependents

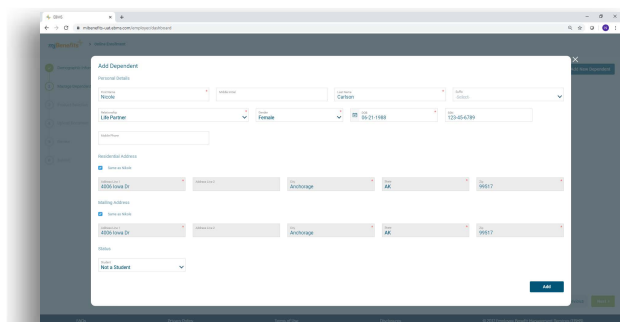
*This screen will allow you to add your spouse and/or children onto your enrollment. If you do not have a dependent to enroll, select **Next**.*



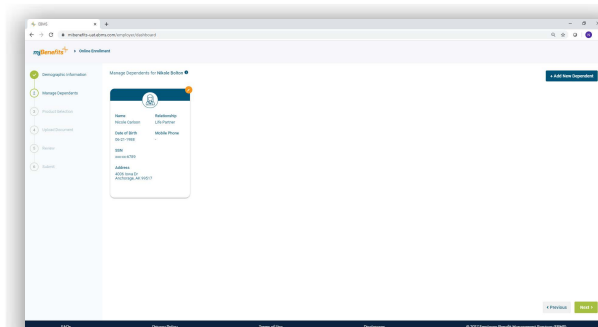
Please note: Dependents already enrolled will be listed, and member can Edit, Delete or Add new dependent if changes are needed.

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Step 5: If you have dependents to add, you will fill out the requirements as you did for your personal demographics and then select **Add**.

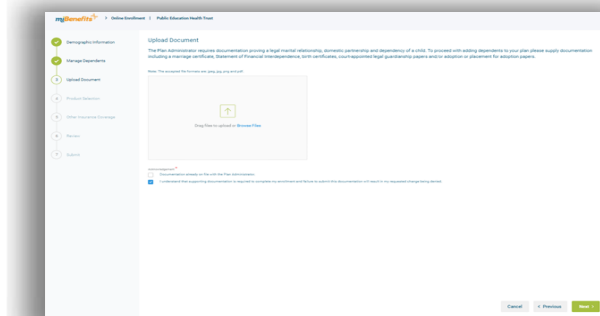


Step 6: Once you have selected Add, it will display a brief summary of your dependent's information. If you have additional dependents to add, click **+Add New Dependent**.

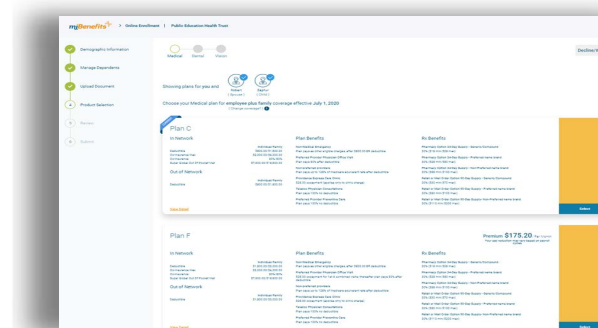


Step 7: Upload Document

Here you will be able to upload any documentation required for your enrollment. For example, if you are newly enrolling a spouse or dependent, you will need to provide the marriage certificate or birth certificate. If you do not have documentation at this time, or if the PEHT office has the documentation on file, you will be able to check the appropriate box and then click **Next** to continue. Please keep in mind, failure to submit this documentation will result in the requested change being denied.



Step 8: Through this step, you will be able to select your medical plan election for yourself and your dependents. After you have chosen your selection click **Next**.



Please note that your specific district may not display the cost of coverage.

If your district does provide the cost of coverage, you may add/remove dependents by selecting/deselecting them at the top in order to see the cost of different coverage levels.

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Step 9: Dental and Vision are pre-selected for you once your Medical Plan has been chosen. Select Next to continue.

Step 10: Review

This step will allow you to review the information entered. Be sure to double check that Names, Date of Birth, SSN, Plan Benefits, etc. have been entered correctly for your enrollment.

Step 11: Review Continued

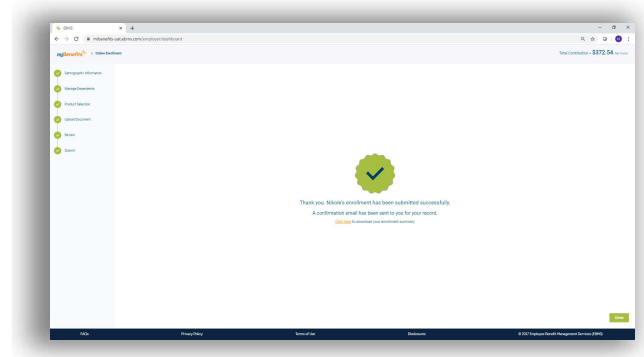
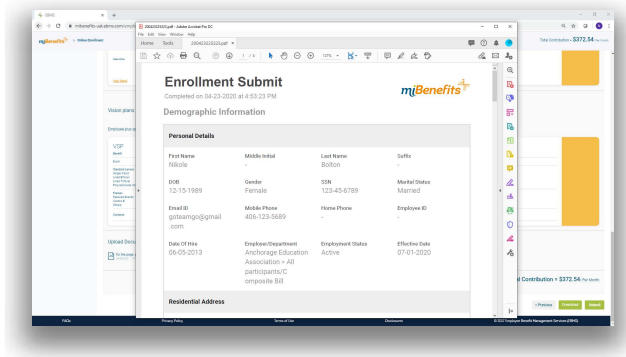
Step 12: Once you have confirmed the data entered and that everything is correct, you can download your confirmation form, or Select Submit, and then download.



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Step 13: The download option will provide you a PDF copy of everything that was completed for your enrollment. It also includes the date and time the enrollment was completed, which you can save or print for your records.

You have now completed your Open Enrollment!



Other features to check out:

- Claims status in real time
- Separate tabs for each family member on your plan
- At-a-glance tracking of where you are in terms of deductibles and out-of-pocket maximums

What you'll find in the miBenefits Portal:

- ✓ One login for everything – medical, dental, vision, and prescriptions
- ✓ Quick-links to find a physician, order an ID card, and perform other common tasks
- ✓ Simplified navigation – get 80% of what you need right from the home page