



# Open Enrollment Guide for the Anchorage Education Association

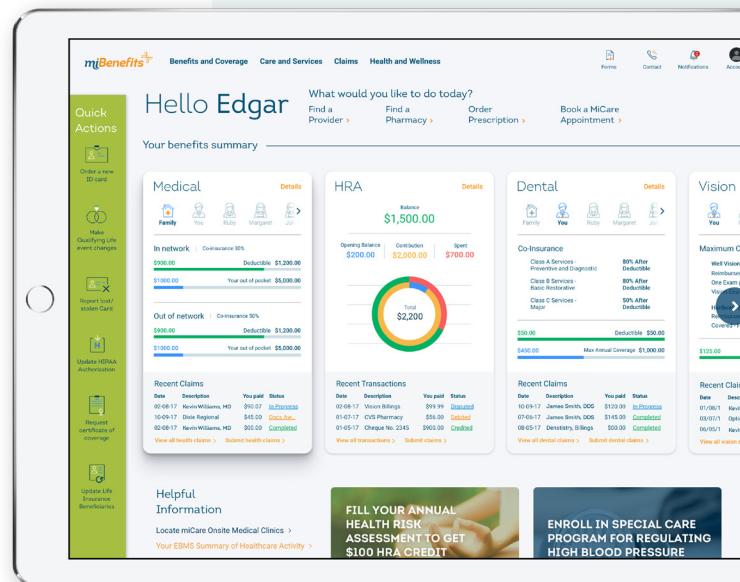
The  
**miBenefits**  
portal



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.



# Public Education Health Trust Members

## Fast, simple, and frustration-free!

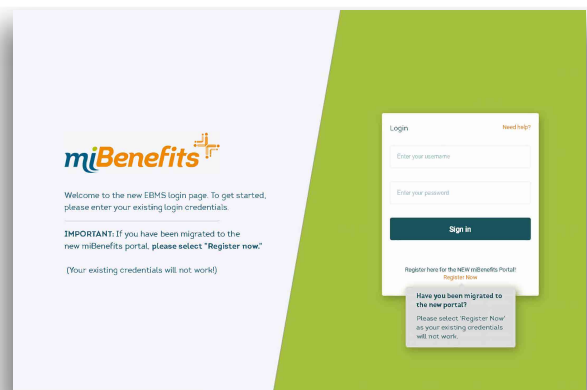
Our latest technology allows you easier access to your healthcare information.



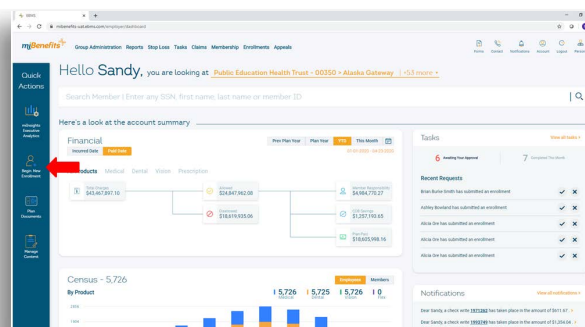
### Step 1: Go to [ebms.com](http://ebms.com) and click **Login**



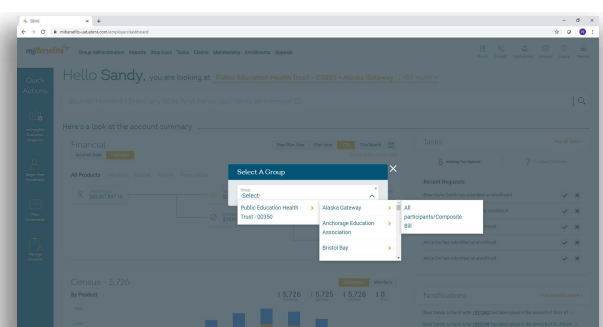
### Step 2: Enter the Username and Password created during your registration process. Click **Sign In**.



### Step 3: Once you are logged in, select **Begin New Enrollment** on the left hand side of the screen.



### Step 4: You will receive this pop up window to select **Anchorage Education Association**.



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## Step 5: Demographic Information

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

The screenshot shows the 'Demographic Information' form in the ngBenefits portal. The form includes fields for Name, Date of Birth, Gender, SSN, Email, and Address. A 'Next' button is visible at the bottom right.

**Step 6:** After selecting **Next**, this pop up window will verify that the correct mailing address was entered.

The screenshot shows a 'Residential Address' verification pop-up window. It displays the entered address and a 'Next' button.

## Step 7: 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**.*

The screenshot shows the 'Manage Dependents for Health Benefit' screen. It displays a message: "There are no dependents for Health Benefit. Click on the button above to add dependents that you would like to cover under Health Benefit Medical Dental and Vision benefits."

**Step 8:** If you have dependents to add, you will fill out the requirements as you did for your personal demographics and then select **Add**.

The screenshot shows the 'Add Dependent' form. It includes fields for Name, Date of Birth, Gender, SSN, Email, and Address. A 'Next' button is visible at the bottom right.

**Step 9:** 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**.

The screenshot shows the 'Manage Dependents for Health Benefit' screen with a list of dependents. A '+Add New Dependent' button is visible at the top right.

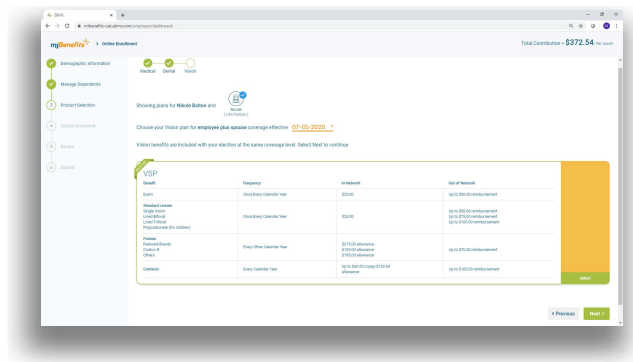
**Step 10:** Through this step, you will be able to select your medical plan election for yourself and your dependents. After you have chosen your selection click **Next**.

The screenshot shows the 'Medical Plan Election' screen. It displays a table with columns for Plan Name, Plan Type, and Plan Details. A 'Next' button is visible at the bottom right.



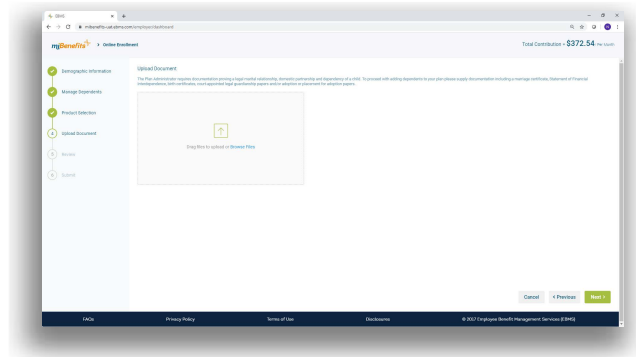
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**Step 11: Dental and Vision are pre-selected for you once your Medical Plan has been chosen. Select **Next** to continue.**



## Step 12: Upload Document

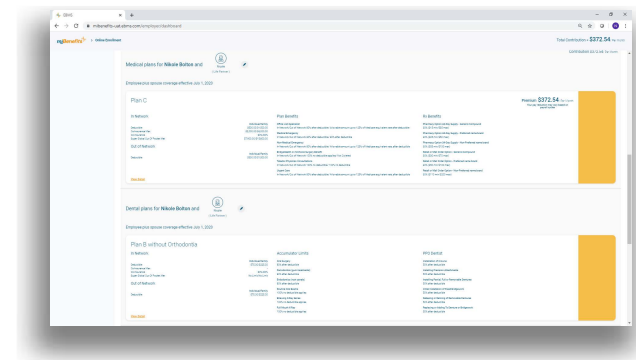
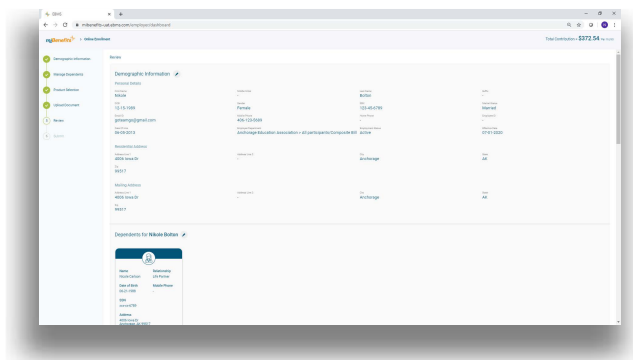
Here you will be able to upload any documentation required for your enrollment. For example, if you are newly enrolling a spouse or dependent, you will need to provide the marriage certificate or birth certificate. If you do not have documentation at this time, you will be able to select Next to continue. Please keep in mind, failure to submit this documentation will result in the requested change being denied.



## Step 13: Review

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

## Step 13: Review Continued



## Also Available for Apple and Android

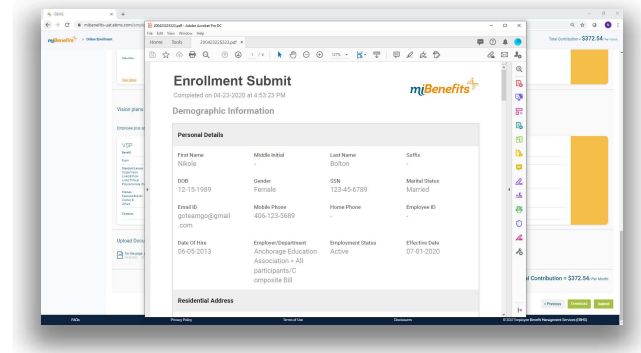
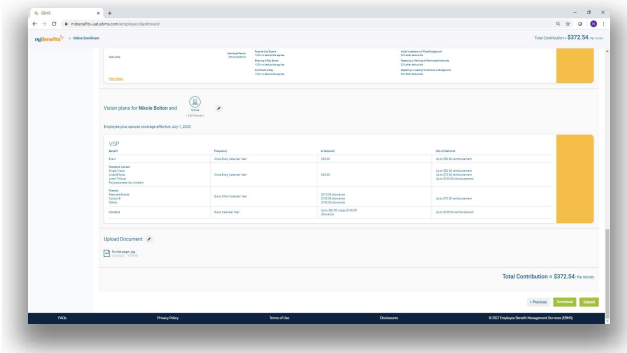
Download now!



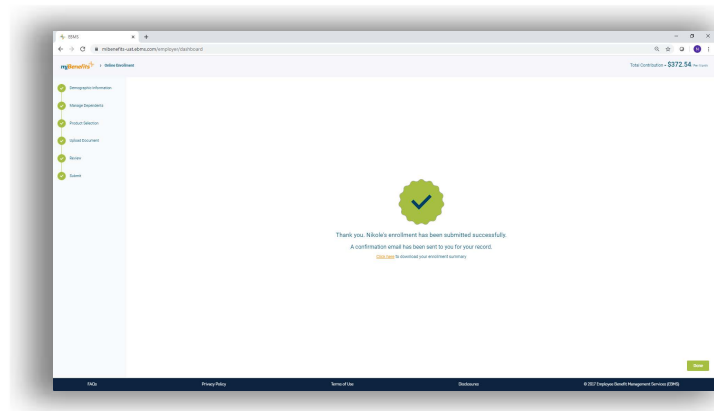
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Step 14: Once you have confirmed the data entered and that everything is correct, select **Download**.

Step 15: 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. Select **Submit** after downloading your document.



**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, prescription, and HSA/FSA
- ✓ 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