

# Online Enrollment

## BRMS Vbas Online Reference Guide

Vbas enrollment allows you to do much more than enroll into benefits. You can add or delete dependents, add or change your beneficiary designations and access a comprehensive resource library containing a variety of information about your benefits. Vbas is available year-round to check your benefits information or record a family status change. This reference guide will help you log into Vbas and guide you through the verification process. Let's get started!

### Logging In

1. In your web browser, enter [www.vbas.com](http://www.vbas.com)
2. Enter the following information and the click submit.
  - Your **User Name** (**E3HR** plus the MMDDYY of your birth plus the last four digits of your Social Security number - example "E3HR1101781234")
  - Your **Password** (**Benefit** plus the last four digits of your Social Security number and the four digit year of your birth - example "Benefit12341978")
3. Review the Vbas User Agreement, click **Accept**
4. When prompted, create a **New Password**—your initial password was only temporary. In addition, Vbas will periodically prompt you to change your password for security reasons. Your password must be a minimum of eight characters (numbers, letters or a combination of both). Re-enter your new password to confirm.
5. Click **Save** to save your new password.

### Enrolling in Benefits

1. Click on the Benefits Tab section of Vbas. The plan types available for enrollment will be displayed.
2. If you are adding dependents (spouse or children) to any of your benefit plans, please add your dependents, by clicking the Profile Tab section, prior to enrolling in coverage.
3. Click on the first plan type, usually Medical, and walk through the enrollment process. Continue through each plan type.
4. All plan enrollments will be approved by your employer.
5. When you are finished enrolling or making changes, be sure to go the Benefits Summary tab and click **Printable Summary** to print your enrollment summary.
6. Click **Sign Out** when you are finished. That's it!

## Vbas also allows you to...

Login to Vbas to perform a variety of benefits-related tasks or look up plan information, provider directories and more. Take a look...

### From the main NAVIGATION bar...

- **Add a New Dependent:** Click **ADD NEW** in step 5 of the verification process. Follow the instructions and click **Save**.
- **Enroll a New Dependent:** Check the box beside the dependent name on the Medical, Dental or Vision election pages.
- **View your Benefit Elections:** Click on the tab that displays benefits.
- **View your Coverage Costs:** Click on the **Cost Summary** tab.

### Information Resources

For important forms and detailed plan information click on the **RESOURCES** tab and scroll through the Document Library.

For links to carriers and links to other resources, click on the **RESOURCES** tab and scroll through the Resource Links.

### From the RESOURCES tab on the main navigation bar...

- **View Documents and Forms:** Select the link for the document/ information you want from the Document Library box on the left side.
- **View Additional Resource Links:** Select the link for the website you want from the Resource Links box on the right side.

**If you have problems logging into Vbas, please contact your Human Resources Department.**