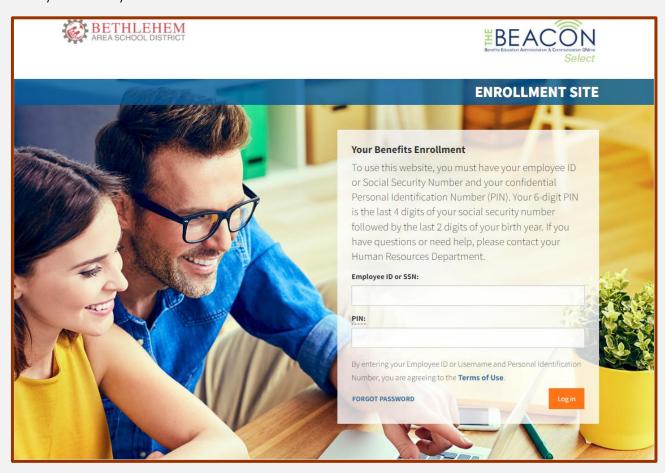


Instructions to View/Print 24/7 Your Benefits Confirmation:

visit: https://usrbp.benselect.com/basd

<u>User ID</u>: Your Social Security Number (no dashes)

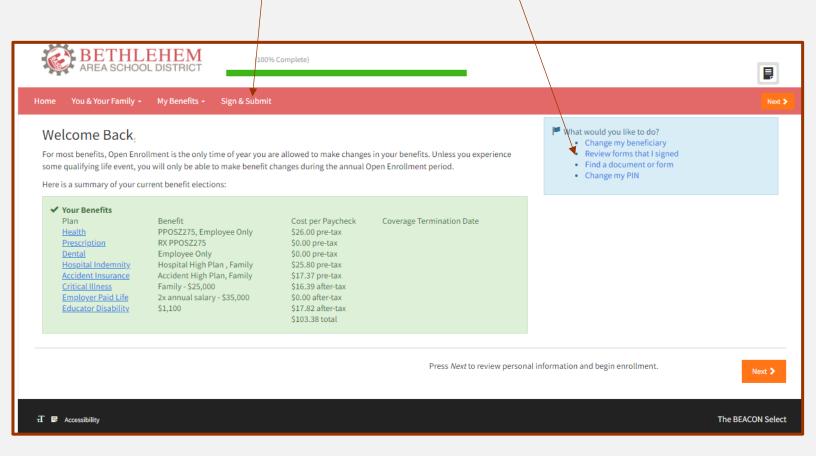
<u>Password (PIN):</u> Last 4 digits of your Social Security Number followed by the last 2 digits of your birth year.



This site is available 24/7 for you to update beneficiaries and download your enrollment confirmation statement throughout the year. Remember, you can modify your benefit elections only during active enrollment or if you experience a QLE.



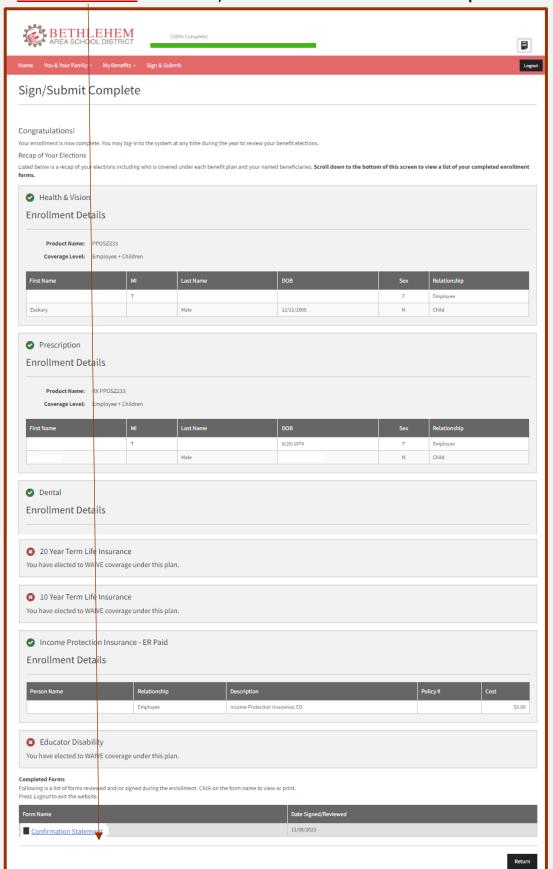
1. Click under <u>Sign & Submit</u> or <u>Review Forms that I signed</u>, and a new window should display with the benefit plans. Just scroll down the page.



This site is available 24/7 for you to update beneficiaries and download your enrollment confirmation statement throughout the year. Remember, you can modify your benefit elections only during active enrollment or if you experience a QLE.



2. Below is a recap of your elections. Scroll down to the bottom of this page to the completed forms and click under Enrollment Confirmation. You may save the form as a PDF or print it!





Important:

➤ You cannot make any changes to your elections in this system after your enrollment window expires.

Additionally:

- ➤ You can view/print the Benefits Confirmation sheet and email Kelly Burkholder in HR at kburkholder@basdschools.org with any changes, questions, or discrepancies you see.
- ➤ You can visit <u>Basd.mybenefitsinfo.com</u> to find additional plan documents and additional enrollment instructions.
- ➤ Request the Carriers' contact information from HR and contact them directly if you have additional questions about ID Cards or if the member ID # is needed to start making doctor's appointments.