

Online Enrollment Tips

Log In Instructions:

- Logging in is a 2 step process. First you enter the Trust website where you can find information about benefits available to you and information about the medical plans. Once you have entered the Trust website, you will be able to complete the 2nd step of the log-in and view your personal information.

Step 1 – Trust website

Go to: www.mybensite.com/vwvci

User Name: vwvci

Password: culver

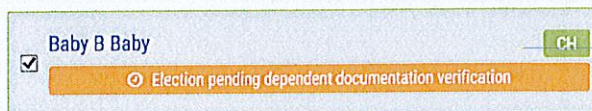
Step 2 – To view your personal information

- Click on the green “Enroll Now” button on the home screen.
 - User ID: This is the first 4 letters of your last name followed by the 4 digit year of your birth. (Example: Joan Jenkins born 9/30/1970 = jenk1970).
 - Password: Your 9 digit social security number.
- If your log-in to the personal information section of the website fails, you must close your browser (Internet Explorer, Google, Safari, etc.) and start over.

You should use this process to access the system to update your address and add coverage or to add dependents to your coverage. Remember, if you are enrolling yourself (or dependents) in a health plan, you will need to have their dates of birth, social security numbers and supporting documents before you begin the process. You have 31 days from a HIPAA event loss of coverage to enroll and provide all required documents. Documents may be uploaded directly into the system as you are adding dependents.

Tips:

If you are adding a dependent to your health plan, you will need to add them to the dependent screen **AND** also click on their name on the medical screen. Only family members who are “checked” will have coverage.



If you check the “Waive” button on any screen, you are declining that coverage. Waive means decline in this system. If you check “Waive Medical Coverage”, you are declining medical coverage for yourself and all dependents - you will need to check a Reason for Waiving before leaving the Medical page.

When you enter the personal section, you will choose a reason and date. Some reasons are self-explanatory such as Court Order, Beneficiary Change, Marriage, Divorce, Birth, Updating SSN for Dependents, Death of Dependent, and Address Change. To view or obtain a print out of your benefits through the Trust, click on View Benefits. To terminate coverage on yourself and/or a dependent, choose one of the reasons ending in “Gaining Other Coverage”. If you need to add coverage on yourself and or a dependent due to a HIPAA event, click on one of the reasons ending in “Losing Other Coverage”.

You must “continue” through all screens until you get to the Final Review page. Confirm that all the information is correct, read the items under “Please Read”, click on the “I have read and agree to these terms” and Continue to next section. You **must** click on “I have read and agree to terms” and “Continue to next section” in order to complete your changes.

On the last page, you have the option to Print/Download a Summary of your benefits or email the Summary to yourself. Changes may be shown as “Under Review” until reviewed and approved by the Trust.