



VBAS QUICK ENROLLMENT GUIDE

Welcome to Vbas! Vbas allows you to view your benefit plans, explanation of benefits, and a complete benefits library of resources. You will soon be able to add or delete dependents. Let's get started!

QUICK NOTE FOR EMPLOYEES RETURNING TO VBAS

If you have already registered and are accessing Vbas after 90 days, you will be prompted to create a new password.

Visit: www.vbas.com/anaheim and pay close attention to the Username and Initial Password structure.

Learning With Purpose

ANAHEIM
UNION
HIGH
SCHOOL
DISTRICT

College and Career Ready

Secure Login

Username:

Username Structure is AUHSD + 6-digit Date of Birth (mmdyyy) + last 4 digits of SSN. For example, if your Date of Birth is 01/01/1980 and your last 4 digits of your SSN are 1234, then your Username will be: AUHSD0101801234

Password:

Your initial password is BENEFIT + last 4 digits of SSN + 4-digit birth year. For example, if the last 4 digits of your SSN are 1234 and your birth year is 1980, then your password will be: BENEFIT12341980. Upon entering the site, you will be required to change your password.

[Forgot Your Password?](#)

Please note: You will be locked out of Vbas if you enter an incorrect password five or more times. If you are locked out of Vbas, due to repeat failures, please contact BRMS at 1-866-730-8588 for assistance.

You will be required to review and accept the Vbas User Agreement. Please follow the prompts and **do not** use the menu buttons located at the top until you have completed the enrollment process.



Your Online Benefits Platform

Helping you better navigate your health plan

User Agreement Acceptance

Overview
The Vbas site User Agreement has changed. To continue using this site, you must read and accept this User Agreement. The User Agreement contains the terms and conditions allowing continuous use of Vbas. To accept this User Agreement and enter this site, read the entire agreement and click on the "Accept" button. If you do not agree to this User Agreement, click on the "Cancel" button.

Vbas User Agreement

The VIRTUAL BENEFITS ADMINISTRATION SYSTEM ("VBAS") service is offered to you conditioned on acceptance by you without modification of the terms, conditions, and notices CONTAINED herein. BY USING THIS SITE, YOU AGREE TO THE TERMS AND CONDITIONS OF USE DESCRIBED HEREIN. **IF YOU DO NOT AGREE TO THESE TERMS YOU MAY NOT USE THIS SITE.**

- Agreement.** This Online User Agreement (this "Agreement"), as may be periodically amended, is made by and between you and Benefit and Risk Management Services, Inc. ("BRMS") and describes the terms and conditions applicable to your use of this Web site and the related services (the "Vbas Services"). Your access to Vbas Services is contingent upon the contracting by your employer, its agents or representatives (collectively or individually: "Company" or "Employer") with BRMS for use of the Vbas Services pursuant to a "Service and License Agreement" between your Employer and BRMS.
- System License.** Subject to the terms and conditions of this Agreement, BRMS hereby grants Company, its Employees, authorized representatives and agents a nonexclusive, nontransferable license to use BRMS's Vbas Services for the administration of employee benefits over the Internet, its content and any materials related thereto solely for the internal business purposes of Company and its Employees. Company agrees not to, and will ensure that its Employees do not, reverse engineer, reverse assemble, decompile, create derivative works, modify, or otherwise attempt to derive the source code of any software component of Vbas, or copy, modify, or create derivative works of any content or other materials related to Vbas. Company's use of third-party programs in conjunction with Vbas is not covered by this Agreement and will be governed solely by the terms and conditions of the applicable third party license agreements. Any rights not expressly licensed hereunder are reserved by BRMS.

Next, you will be required to create a permanent password. Please pay close attention to the requirements, write down your permanent Password, and keep in a secured location.

Your Online Benefits Platform

Helping you better navigate your health plan

Password Change Required

Overview
Before you can access your Anaheim Union High School District benefits information, you are required to change your password.

Enter New Password

Please enter your new password and then click on the "Save" button to continue. You will not be allowed to access your information until your password has been changed.

Password: 0% - Poor

Confirm Password:

Requirements:

- Minimum 8 characters in length: (cannot exceed 32 characters) ✗
- Uppercase Letter(s): ✗
- Lowercase Letter(s): ✗
- Number(s): ✗
- Passwords Match: ✗

Next, review initial Announcements & Notifications. Please follow the prompts and **do not** use the menu buttons located at the top until you have completed the enrollment process.

The screenshot shows a navigation bar at the top with buttons for PROFILE, BENEFITS, REQUESTS, and RESOURCES. A yellow box labeled "menu buttons" with a blue arrow points to the RESOURCES button. Below this is a green header with the text "Your Online Benefits Platform" and "Helping you better navigate your health plan". The main content area is titled "Announcements & Notifications" and contains a "New Centers for Medicare and Medicaid Services (CMS) Requirement" section. This section includes "Important Information Regarding Dependent Social Security Numbers" and explains that employers are required to report member and group eligibility data to CMS. It states that the Vbas@ system will prompt for social security numbers to comply with CMS requirements. A red arrow points to the text: "Please be sure to have your dependent's social security number available when making your enrollment elections." At the bottom of the announcement is a green "NEXT" button with a right-pointing arrow.

AUHSD Resources contains a library of benefit documents and AUHSD Benefits Video provides you a narrative explanation of your full benefits package. When you are ready, please select *Manage Your Benefits*.

The screenshot shows the AUHSD BRMS ONLINE homepage. At the top, there is a navigation bar with "Learning With Purpose" on the left and "College and Career Ready" on the right, separated by the Anaheim Union High School District logo. A "Sign Out »" link is in the top right corner. The main heading is "BRMS ONLINE" with a sub-heading "Welcome to the Anaheim Union High School District Benefits Center!". Below this is a paragraph explaining the Benefits Center's purpose. There are two main content areas: "AUHSD Resources" featuring a laptop with a list of benefits (New Hire Enrollment, Qualifying Status Changes, View Benefits Summary Information) and "AUHSD Benefits Video" featuring a play button icon over a family walking. A red arrow points to a "Manage Your Benefits" button with a right-pointing arrow at the bottom left.

You will be required to verify your personal information. Please follow the prompts. If any of the information listed is not correct, please contact the Benefits Department at 714.999.3596 or monroe_v@auhsd.us.

Your Online Benefit Platform

Welcome to your Online Benefits!

Welcome to your Online Benefits



Employer Message
We are pleased to offer VBAS to our employees. VBAS is a web-based service that provides medical subscribers with the ability to view personal contact information, benefit summaries, any covered dependent(s), and claims. In the near future, you will be able to update your address and phone number as well as update your life insurance beneficiary designation.

Getting Started



Welcome to your **Anaheim Union High School District** benefits system! Your first step in using your benefits system is to verify the accuracy of your personal information and elected coverage.

Please note - This verification process is a system requirement. You will not be able to access any features within this site until you have completed this process.

To start or continue your verification, click on the following "Get Started" button.

Begin your verification process now [Get started](#)

You are completely verified once you reach this screen!

Your Online Benefits Platform

Verifying your Account Information

Verification Process



Verification Steps

1. Basic Information
2. Physical Address
3. Mailing Address
4. Phone Numbers
5. Dependents
6. Email Address

Verification Completed



Instructions
You have successfully completed reviewing your account information. Click on the "Proceed to Current Year Enrollment" button to review or enroll in your benefits.

[PROCEED TO CURRENT YEAR ENROLLMENT](#)

You may now use the menu buttons at the top of your screen or view Claim History/Explanation of Benefits by selecting: *View my claims/EOB*.

My Benefits
Review your benefits for specific coverage details

Overview

Displayed are your most current enrollments for each type of available benefit.

For a summary of your benefits, click on the "Benefit Summary" tab. For a summary of your per pay-period costs, click on the "Cost Summary" tab.

To view your claims history, click on the "My Claims History/EOB" button.

[My Claims History/EOB](#)

Benefits | ENROLLMENT STATUS | BENEFIT SUMMARY | COST SUMMARY

Instructions | [Printable Enrollment Overview](#)

Displayed is your enrollment status for each type of benefit for which you are eligible to participate. Please note that your status for a specific benefit could have a future effective and/or termination date. To view your coverage detail, click on a specific "Benefit Type".

Benefit Type	Election Status
Health Care Plans- Anthem/Delta/VSP	Medical EPO+Dental PPO+Vision (Active)
AUHSD Paid Life and AD&D	Group Life/AD&D \$38K (Class 1) \$38,000.00 benefit amount
AUHSD Paid Life and AD&D - 2	Group Life/AD&D 1.5 X Salary (Class 2) \$117,000.00 benefit amount
AUHSD Paid Dep Life and AD&D	Group Dependent Life/AD&D \$1,000.00 benefit amount
AUHSD Paid Short Term Dis	AUHSD Paid Short Term Dis
EAP	EAP
Medical (ROTC)	No election has been made
Dental (ROTC)	No election has been made
Vision (ROTC)	No election has been made

Under the BRMS Claims screen, select *View Claims* for further detail.

brmsclaims | FORMS LIBRARY | CLAIMS | REIMBURSEMENT ACCOUNTS | ID CARD

User Home

Linked Subscribers

Subscriber Name	Your Relation To Subscriber	Employer	Subscriber Can View
	Self	Anaheim Union High School District	N/A

[View Claims](#)

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As a reminder, changes are not permitted in VBAS at this time but we will notify you once this option is available. For all benefits and claims inquiries, please contact BRMS at 866.730.8588.