

BAS Health is pleased to announce our new self-service online tool. **Note: Existing users of our Benefits Portal will be required to sign up for access to this new system.** Please take a moment to **Sign-up** and review the exciting online services now available, our Portal Overview is also attached for your reference.

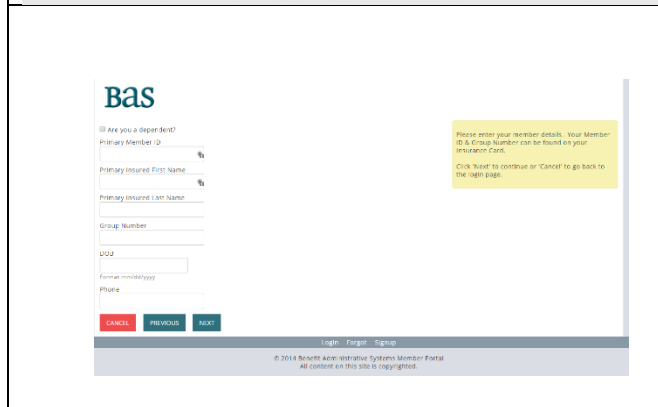


Sign up:

Beginning December 17<sup>th</sup> 2014

Navigate to: [www.bashealth.com](http://www.bashealth.com)

Once there click on “Member Login” at the top of the page. A box will pop-up in the center of your screen, then click on “Create an Account” A page of terms will then show up, click on “Next” to continue the Sign-up process.

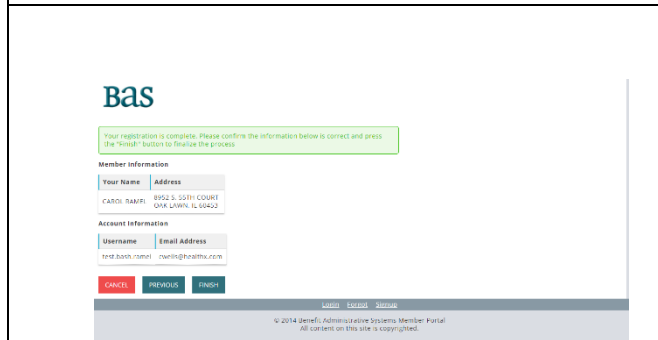


Primary Member ID: can be found on ID Card or you can enter the primary insured Social Security number.

Primary Insured First and Last Name MUST be identical to the legal name used during enrollment. No nicknames.

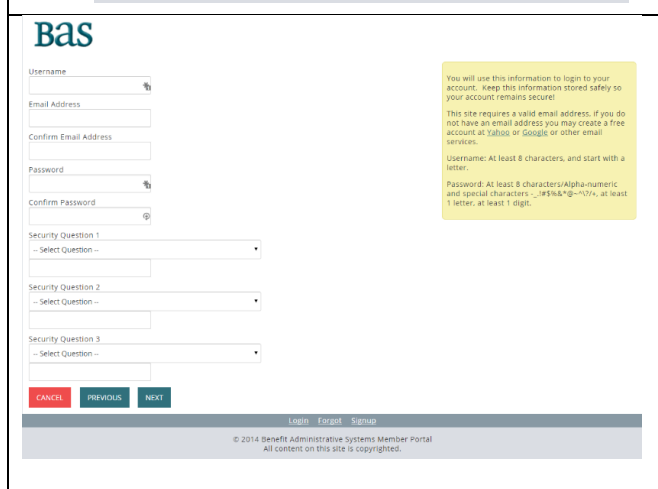
Group Number: can be found on ID card

Click NEXT



Create your user name and password. Use a name and password that only you will know. Enter your preferred email address and confirm that email address. Select security questions and answers, so that your password can be provided should you forget it in the future.

Click NEXT



Please validate the information displayed on the screen and click FINISH.

Your account has been created and you will be forwarded to the BAS Member Portal.

***In an effort to help make this transition as smooth as possible, a BAS portal transition help line is available M-F 8:30-4:30 PM CST. Please feel free to call at 708-647-4444 if you have any questions or concerns. This line will be open starting Wednesday December 17<sup>th</sup>, 2014.***

A. **Start Menu** – Start Menu for easy site navigation.

B. **Coverage Summary** – Provides an overview of coverage including status and group number.

C. **Dependents** – When applicable this section shows dependent status and eligibility.

D. **Recent Claims** – Displays your 5 most recent claims with claim number, charges, and status information.

E. **Balance Summary** – Graphical display of your Deductibles and Out-of-Pockets for your health plan.

F. **Profile** – Your profile gives you the ability to change your username and password for your Benefits Portal.

G. **Quick Links** – Links to services, documentation and express requests.

H. **Language Support** – Your Benefits Portal now supports over translation into over 75 languages. Language preference will be saved upon exiting.

The screenshot shows the BAS Member Portal interface. At the top, the user is logged in as John Smith. The navigation menu includes Home, Coverage & Benefits, Claims, Member - Health Ticket, Wellness, Forms & Resources, and Contact Us. The main content area is divided into several sections:

- Welcome:** A message from the Benefit Administrative Systems Member Portal.
- Coverage Summary:** Displays information for John Smith, including Effective Date (8/30/2007), Effective Until, Coverage Status (Active), and Group Number (110750).
- Dependents:** Lists dependents Mary Smith, Sammy Smith, and Sally Smith, each with a 'View Eligibility' link.
- Recent Claims:** A table showing the 5 most recent claims.
- Balance Summary:** A table showing current and maximum values for various deductibles and out-of-pocket amounts.
- Quick Links:** A list of links for PPO Network Link, Dental Network Link, Rx Network Link, Rx Formulary, Request ID Card, Flexible Spending Account, Access Authorizations, IHS Health Screening, Behavioral Health Management, Service Requests, and Frequently Asked Questions.
- Customer Service:** Provides contact information for the health plan, including phone numbers and hours of service.
- Language Support:** A 'Select Language' dropdown menu at the bottom.

**Benefits Portal Sign-up Help Line: (708) 647-4444**

**Beginning December 17<sup>th</sup>, Monday – Friday 8:30am CST to 4:30pm CST**