


# Vbas Online Reference Guide

From the Vbas site, you can make your 2019 benefit elections through June 27<sup>th</sup> at 3:00pm and access a variety of information about your benefits package through BSSP 24/7/365.

1. Visit [www.Vbas.com](http://www.Vbas.com) and you'll be directed to the Butte Schools Self-Funded Programs' home page on the Vbas system. Enter the following information, in order:
  - a. Your **User Name:** BSSP; last 4 digits of your Social Security Number; your 4-digit birth year; first initial of your first name and first initial of your last name  
Example: "BSSP55551900CP"
  - b. Your **Password:** Benefit; last 4 digits of your Social Security number; and the 4-digit year of your birth  
Example: "Benefit55551900"

*If you have problems logging into Vbas, contact BSSP at [bssp@bsspjpa.org](mailto:bssp@bsspjpa.org).*

2. Click **Sign-In**.
3. From this page, you now have 24/7/365 quick access to your secure accounts at Delta Dental and VSP, as well as quick links to Anthem, other benefit information and portals through BSSP. To continue with your Open Enrollment elections, click on the **Vbas** button.
4. If prompted for the **Vbas User Agreement**, click **Accept**.
5. Create your **New Password**. Because your initial password is only temporary, you must create your own personal password. Choose a minimum of 8 characters (a combination of numbers as well as upper and lower case letters). Re-enter your new password to confirm.
6. Click **Save** to store your new password.
7. Before you begin your enrollment, you will be asked to verify your personal information. To begin the verification process, click **Get Started**.
  - a. Review your information displayed. To change any information on this page, please contact your employer's Human Resources/Benefits office.
  - b. To add, remove or change information for any dependents, please do the following:
    - i. Complete the Membership Change Form available at [www.vbas.com](http://www.vbas.com) or [www.bsspjpa.org](http://www.bsspjpa.org).
    - ii. Submit required dependent documentation, along with the Membership Change Form, to your employer's Human Resources/Benefits office by June 27<sup>th</sup> at 3:00pm. *See page 2 of Membership Change form for a list of acceptable documents.*

8. When you have finished the verification process look for **Verification Completed** on the right side of the screen.
9. Click **Make your Open Enrollment Elections** to begin selecting your benefits effective October 1, 2019.

IMPORTANT: Employer rates are reflected for full-time employees, only, and may be subject to collectively bargained changes. Ask your Human Resources/Benefits office for more information.



***In VBAS, plan options may display in a different order than in other materials. Be sure to read plan titles carefully to ensure you are selecting your intended plan.***

10. Click **Next** to move from page to page, selecting your benefits and covered dependents. If you make any changes, click **Save** afterward.
11. Once you are satisfied with your choices, click **Submit Elections** to complete your enrollment and print your Open Enrollment Election Summary. You can also click on the **Printable Summary** button.
12. Click **Sign Out** when you are finished. That's it! You've enrolled!

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