

Vbas Online Reference Guide

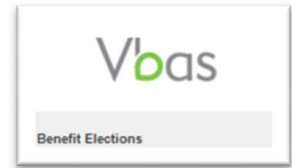
From the Vbas portal, you can make your 2021 benefit elections through July 15th at 3:00pm. And, you can access a variety of information about your benefits package through BSSP 24/7/365!

Logging in

1. To review and update your current benefits, visit www.bsspjpa.org and click on the [2021 Open Enrollment](#) button.
2. Click on the VBAS button and you'll be directed to the benefits system login page. In 2021, all users will be required to complete the process to create a *new* username and password.
 - a. Click "Create new account" and enter the requested information. You will be required to validate your account through an active email address.
 - b. Once your email address is validated, your account will be created.
3. Click "Log In".
4. Enter the username and password created in step 2, above. You will be prompted to validate your identity by entering a code (sent to you via email or text). This second step in the authentication process will be required every time you log in from a new device.

Enrolling in Benefits

5. On your benefit's dashboard, click "My Benefits" and walk through the informational pages until you reach the "Welcome to the BSSP Benefits Center" page.
6. Click on the "Vbas" button under the Benefit Elections and Information section.
7. Before you begin your enrollment, you will be asked to verify your personal information. To begin the verification process click "Get Started".
8. Add or delete any dependents in Vbas
 - a. Complete the [Membership Change Form](#) available in the document library of your VBAS portal or www.bsspjpa.org.
 - b. Submit required dependent documentation, along with the [Membership Change form](#), to your employer's Human Resources/Benefits office by July 15^h at 3:00pm. See *page 2 of [Membership Change form](#) for a list of acceptable documents.*
9. When you have finished the verification process, click "Proceed to Open Enrollment" to begin enrolling in benefits.
10. Starting with your first Benefit Election, Vbas will guide you through the election process for all benefit types available to you.
11. Click the appropriate option/link that indicates the action you want to take for each benefit type available to you. If you want to change any of your elections, click "I would like to change my election". When making changes, use the "Next" and "Back" buttons to move from page to page. If you make changes, be sure to click "Save" after making each change.
12. If you are satisfied with your elections, click the red button labeled "Click here to submit your elections" to complete your enrollment.



Employer rates are included 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.

If you have problems logging into Vbas, contact BSSP at bssp@bsspjpa.org.