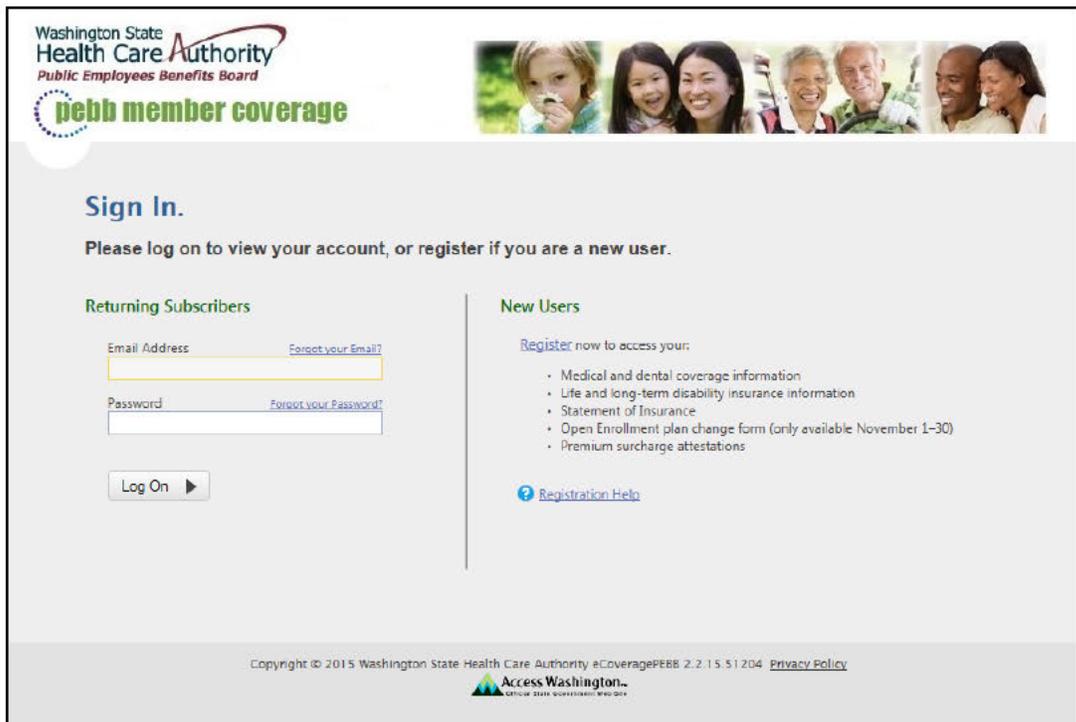


Accessing the Attestation Report in My Account

1. Log into *My Account* on the PEBB website (www.hca.wa.gov/pebb).



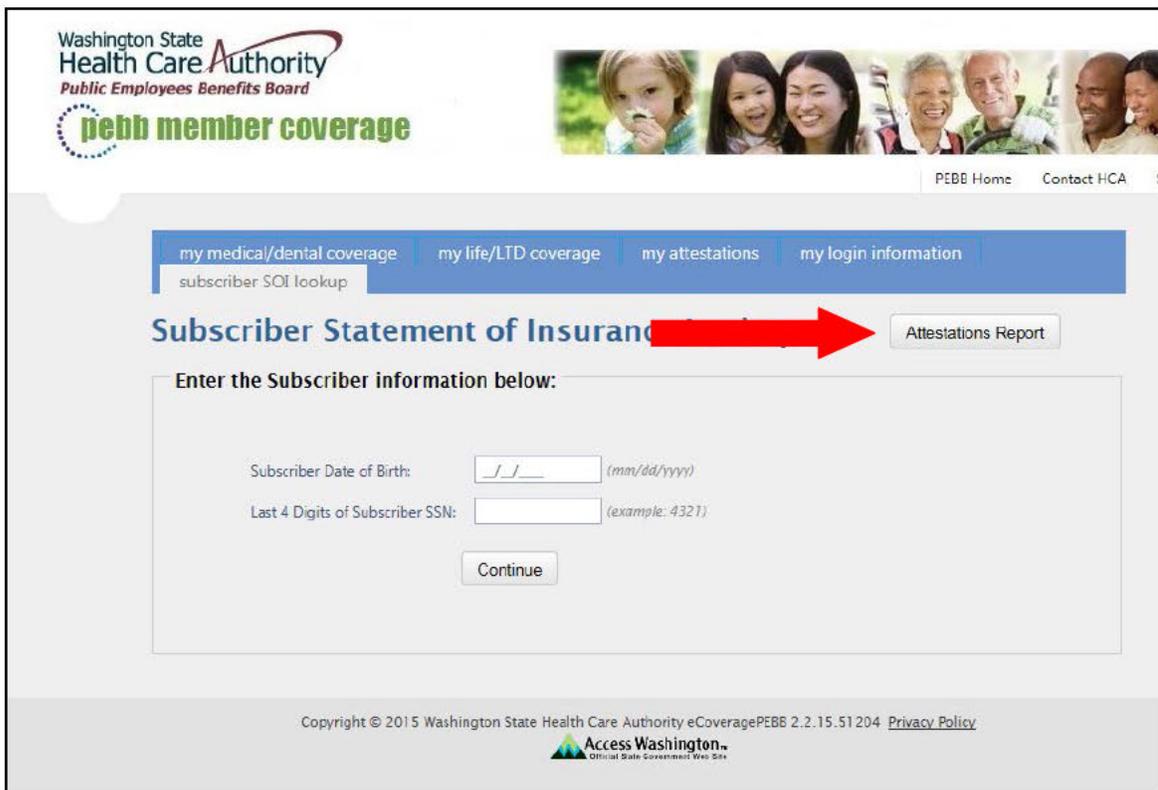
2. If you have not already registered, create a user name and password by selecting the Register link under New Users.



3. Click on the Subscriber SOI Lookup link in the blue bar at the top. *Note: You must have Pay1 insurance system access to see the SOI Lookup tab.*



4. On the upper right section of the page next to *Subscriber Statement of Insurance Lookup*, click on the Attestations Report button.



- The report will be generated. This process may take a few minutes depending on the number of employees your agency has enrolled in benefits.

| Sub Agency | Member Name | SSN* | Current | | | Pending | | | Changes | | | |
|------------|-------------|------|--------------|---------|---------|--------------|---------|------------------------------|------------------------------|--------------|-------------|--------------------------|
| | | | Med Enrolled | Tobacco | Spousal | Med Enrollad | Tobacco | Pending Tobacco Effective Dt | Pending Spousal Effective Dt | Medical Plan | Dental Plan | Last Tobacco Change Date |
| Yes | N | N | Yes | | | | | | | | 5/9/2014 | 11/26/2014 |
| Yes | N | N/A | Yes | | | | | | | | 5/9/2014 | 11/26/2014 |
| Yes | N | N/A | Yes | | | | | | | | 5/9/2014 | 11/26/2014 |
| Yes | N | N | Yes | | | | | | | | | |
| Yes | N | N/A | Yes | | | | | | | | | |
| Yes | N | N | Yes | | | | | | | | 4/16/2014 | 11/3/2014 |
| Yes | N | N/A | Yes | | | | | | | | 4/15/2014 | 11/3/2014 |
| Yes | N | N/A | Yes | | | | | | | | 4/16/2014 | 11/3/2014 |
| Yes | N | N | Yes | | | | | | | | 4/29/2014 | 11/21/2014 |
| Yes | N | N/A | Yes | | | | | | | | 4/29/2014 | 11/21/2014 |
| Yes | N | N/A | Yes | | | | | | | | 4/29/2014 | 11/21/2014 |
| Yes | N | N/A | Yes | | | | | | | | 4/29/2014 | 11/21/2014 |

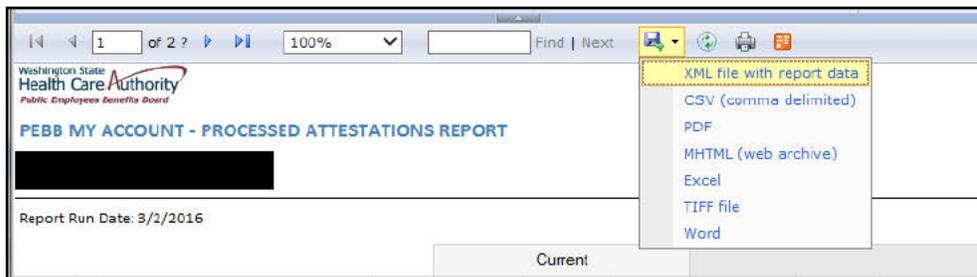
- The report includes the:
 - Employee's and dependent's name and last 4 of the SSN
 - Current enrollment information: Medical Enrollment (Yes or No); Current Tobacco Use and Spousal premium surcharge attestations
 - Pending changes – Medical Enrollment (Yes or No), Tobacco and Spousal attestation and pending effective date for each, Medical and Dental plan changes and last change date of Tobacco Use and Spousal attestations.
 - A Key that explains the codes in the above mentioned columns.
- To page through the report, use the arrows next to the page numbers on the toolbar.



- To search for a specific employee, enter information in the Find edit box and choose Find.



- To export the report to Excel or another selected format, on the toolbar, from the Select a format drop down box, choose the desired format.



Once you select the format, a message will display at the bottom of the report asking if you want to Open or Save the report. Click on the desired option. If you choose Open, the program will launch and the information is exported.

If you selected Excel, choose the Enable Editing button to sort the information on the spreadsheet.

Note: There are also options to export to a CVS, PDF, TIFF and Word format, as well as, XML and MHTML formats. Choosing CSV will also export the information into Excel.