

Help Using PEBB's My Account

We want to help you use **My Account**. This guide walks you through these situations:

- How to create an account (pages 1-2).
- Check your account and coverage information (page 3).
- Check your Statement of Insurance (page 3).
- Subscribe/unsubscribe to PEBB's email service (page 3).
- How to review your premium surcharge attestations, and reattest if allowed (page 4).
- How to update your login information (page 5).

How to create an account

Start by creating an account. If you already have one for **My Account**, you can skip ahead to the next section.

Step 1: Go to our website (www.hca.wa.gov/pebb).

Step 2: Click **Log In To My Account** from the left menu.

You should then see the screen below.

Washington State
Health Care Authority
Public Employees Benefits Board

pebb member coverage

Sign In.

Please log on to view your account, or register if you are a new user.

Returning Subscribers

Email address [Forgot your Email?](#)

Password [Forgot your Password?](#)

Log On

New Users

[Register](#) now to access your:

- Medical and dental coverage information
- Life and long-term disability insurance information
- Statement of Insurance
- Plan change form (only available during PEBB's Open Enrollment)

[Registration Help](#)

Step 3: Click **Register** under New Users.

Step 4: On this next page below, enter your information.

Washington State
Health Care Authority
Public Employees Benefits Board

pebb member coverage

Register.

Please provide the following information so we can first verify that we have you in our PEBB Subscriber records.

Subscriber Verification - Step 1 of 3

We need to verify you first to ensure we have your PEBB member data.

Subscriber Last Name:

Subscriber Date of Birth: (mm/dd/yyyy)

Last 4 Digits of Subscriber SSN: (example: 4321)

Verify My Information [Helpful Tips](#)

Step 5: Click **Verify My Information** when you are done.

Step 6: On this next page below, enter more information.

Washington State Health Care Authority
Public Employees Benefits Board
pehb member coverage

Register. Your information has been verified! Please continue with your registration.

Subscriber Registration - Step 2 of 3

The information you enter here will be used to sign you in. All fields are required. A valid email address is required as you will receive an activation link through this email.
Password Requirements: 8-14 characters in length, include at least one uppercase letter, lowercase letter, and number.

Email Address:

Confirm Email Address:

Password:

Confirm Password:

Your Security Question:

Your Security Answer:

Step 7: Click **Register Now** when you are done.

Step 8: On this next page below, enter the text you see in the box. In this example, you would type SVFARL.

Washington State Health Care Authority
Public Employees Benefits Board
pehb member coverage

Registration. You're almost done!

Subscriber Registration - Step 3 of 3

Complete your registration by entering the code you see below and clicking the Submit button.

NOTICE: An Email Verification is no longer required - you may complete your registration verification below and immediately be able to sign in to MyAccount.



Type the code from the image:

Step 9: Click **Submit** when you are done.

You finished creating your new account. You can now access PEH's **My Account**.

Check your account and coverage information

Step 1: Log in to **My Account**.

After logging in, some of you might see a **Terms of Use** page. If you do, read the information and click **Accept** or **Decline** to move on to the next page.

Step 2: You should see the **Account and Coverage Information** page below.



Check your Statement of Insurance

Verify your current benefits and enrollment information by checking your Statement of Insurance.

Step 1: After logging in, you should see **Account and Coverage Information**.

Step 2: Click **Statement of Insurance** (see below).

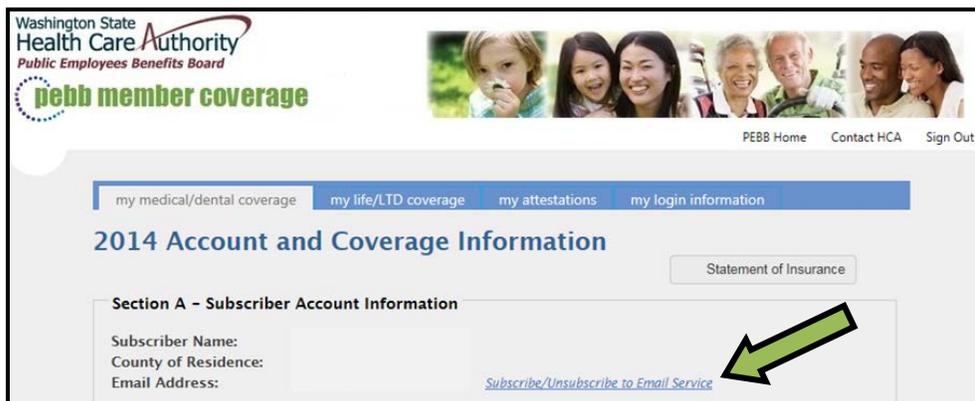


Subscriber/unsubscribe to PEBB's email service

Help us save state dollars and our natural resources by enrolling in PEBB's email service.

Step 1: After logging in, you should see **Account and Coverage Information**.

Step 2: Click **Subscribe/Unsubscribe to Email Service** (see below).



Step 3: Follow the instructions and click **Submit** when you're done.

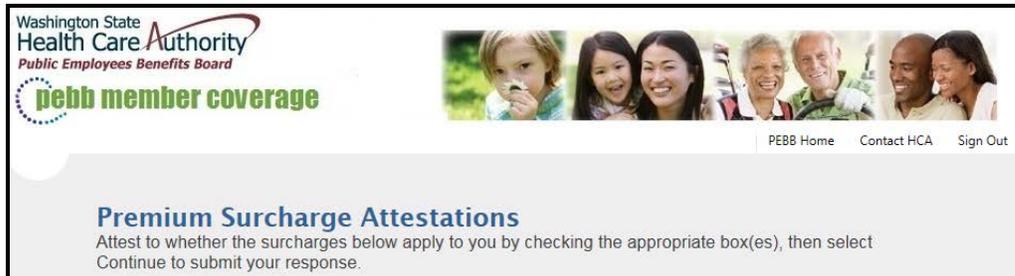
How to review your premium surcharge attestations, and reattest if allowed

Step 1: After logging in, you should see **Account and Coverage Information**.

Step 2: Click the **My Attestations** tab (see below).

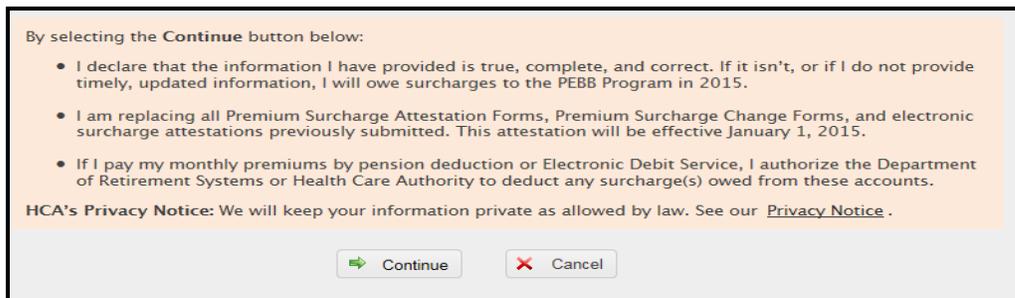


Step 3: You should then see **Premium Surcharge Attestations** to review your responses.



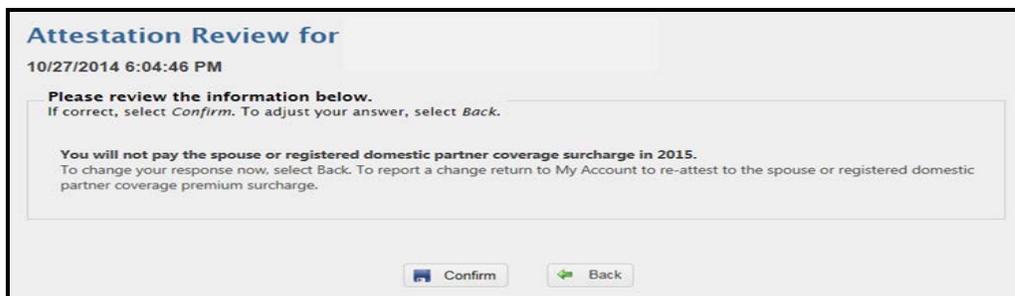
Step 4: To reattest, click on **Clear selections** and follow the instructions .

Step 5: Click **Continue** when you're done.



Step 6: Once you click **Continue**, you need to confirm your selection on the **Attestation Review** page. Review your selection(s).

Step 7: Click **Confirm** if everything looks correct. If you need to correct your response, click **Back**.



Step 8: After you confirm your changes, print or save a screenshot for your records.

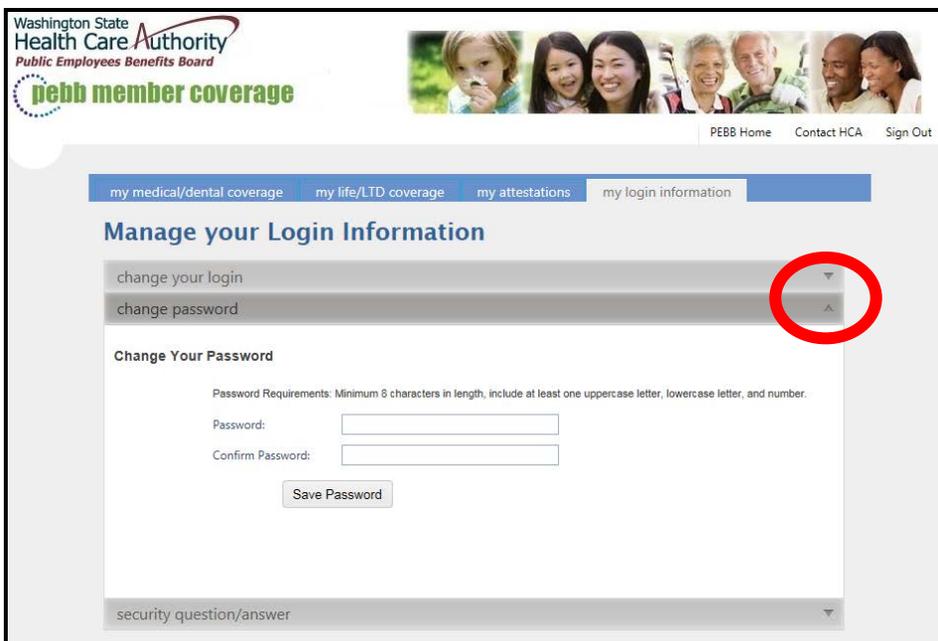
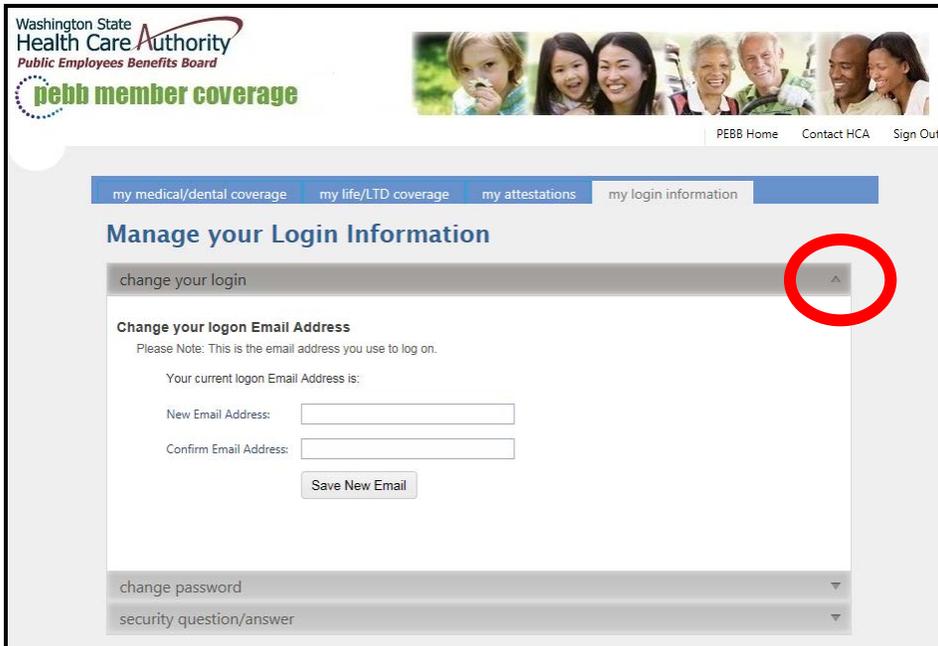
How to update your login information

Step 1: After logging in, you should see **Account and Coverage Information**.

Step 2: Click the **My Login Information** tab (see below).



Step 3: Click the arrow to update each field (see below).



Step 4: Click **Save** for each change you make.