

How to use SEBB My Account

Eligible school employees can use SEBB My Account, our online insurance enrollment system, on a computer, tablet, or smartphone to enroll in or make changes to their SEBB Program benefits.

What can I do in SEBB My Account?

- Enroll in SEBB benefits
- Waive SEBB medical enrollment
- Enroll your eligible dependents in SEBB benefits
- Upload documents to prove dependent eligibility
- Select your medical, dental, and vision plans
- Access vendor websites to enroll in supplemental (employee-paid) life and supplemental accidental death and dismemberment (AD&D) insurance, a Medical Flexible Spending Arrangement (FSA), Limited Purpose FSA, and Dependent Care Assistance Program (DCAP)
- Enroll in, reduce, increase, or decline coverage in employee-paid long-term disability (LTD) insurance
- Attest to premium surcharges
- Request a change due to a special open enrollment



Good to know!

Google Chrome is the preferred browser for SEBB My Account, but Edge, Firefox, and Safari will also work. For more information, check out the Help with SEBB My Account login webpage at myaccount.hca.wa.gov.

How to set up your account

- 1 Visit SEBB My Account** at myaccount.hca.wa.gov and select the *Log into SEBB My Account* button under *Employee/Subscriber* login. You'll be directed to the SecureAccess Washington (SAW) website. (SAW is the state's secure central login that lets you access the online services of multiple state agencies. A SAW account will keep your sensitive information secure.)
- 2 Click Sign up** to create a SAW account. If you already have a SAW account, enter your username and password and skip to step 6.
- 3 Enter** your name, email address, a username, and password. Save your username and password in a safe place so you don't forget it the next time you log in.
- 4 Check the box** to indicate you're not a robot, and click *Submit*. Follow the link to activate your account.
- 5 Check your email** for a message from SAW. Click on the confirmation link, then close the *Account Activated!* browser window that opens. Return to your original window. Follow the instructions on the screen to finish creating your account
- 6 Watch for your code.** After you log in to SAW, you will be prompted to add multi-factor authentication (MFA). Select how you'd like to receive a code — either email or text message. The system will send you a code.
- 7 Enter the code** you received and submit. You'll be provided an opportunity to have SAW remember the device you are using, and then submit.
- 8 Finish.** You will be sent back to SEBB My Account. Enter your last name, date of birth, and last four digits of your Social Security number. Click *Verify my information*.
 - If you have logged in to SEBB My Account before, you'll be directed to your dashboard.
 - If this is your first login, after you click *Verify my information*, select your security questions and answers. You'll be directed to your dashboard.

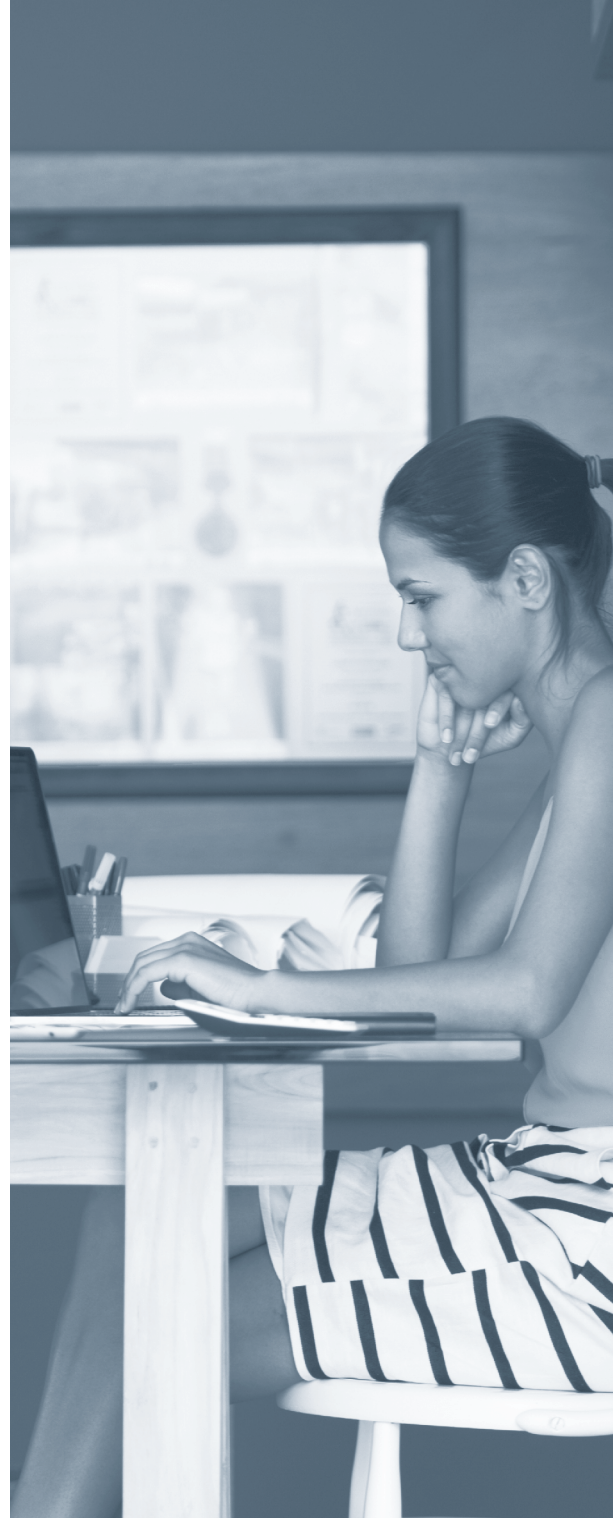
When can I access SEBB My Account?

After your employer enters your eligibility information into SEBB My Account, you can log in and enroll in benefits within your 31-day eligibility period. Then, come back anytime to check your coverage or request special open enrollment changes.

How to enroll with SEBB My Account

Once you log in to SEBB My Account, the step-by-step tool at the top of the webpage will guide you through the enrollment process. The four steps are:

- 1 Add your dependents.** Enter your dependents' information. If you are not adding dependents, skip to step 3.
- 2 Verify your dependents.** You must provide proof of your dependents' eligibility.
 - Upload documents from your computer or mobile device to verify your dependents' eligibility. Your documents must be verified and approved before your dependents are enrolled under your coverage. Acceptable documents (like a birth or marriage certificate, or recent tax return) and file types (PDF, JPEG, JPG, or PNG) are listed in SEBB My Account.
 - If you are unable to upload documents online, you can submit paper documents to your payroll or benefits office.
 - Please make sure to keep the documents you submit. Receiving approval for verifying your dependents does not mean your dependents are enrolled.
 - You must select the same plans for your dependents as yourself.
- 3 Attest to the premium surcharges.** Answer a series of questions to determine whether you'll be charged the monthly \$25-per-account tobacco use premium surcharge or the monthly \$50 spouse or state-registered domestic partner coverage premium surcharge.
- 4 Select your plans.** When you're ready, select your plans in SEBB My Account by checking the box next to the medical, dental, and vision plans you want for you and any dependents you want to enroll.



If you have another employer-based group medical coverage, TRICARE, or Medicare, you can waive SEBB medical coverage, but not other benefits. **Exception:** You may waive your enrollment in a SEBB medical plan to enroll in a PEBB medical plan only if you are also enrolled in a PEBB dental plan. In doing so, you waive your enrollment in SEBB dental and vision. You cannot enroll in both SEBB and PEBB health plans.