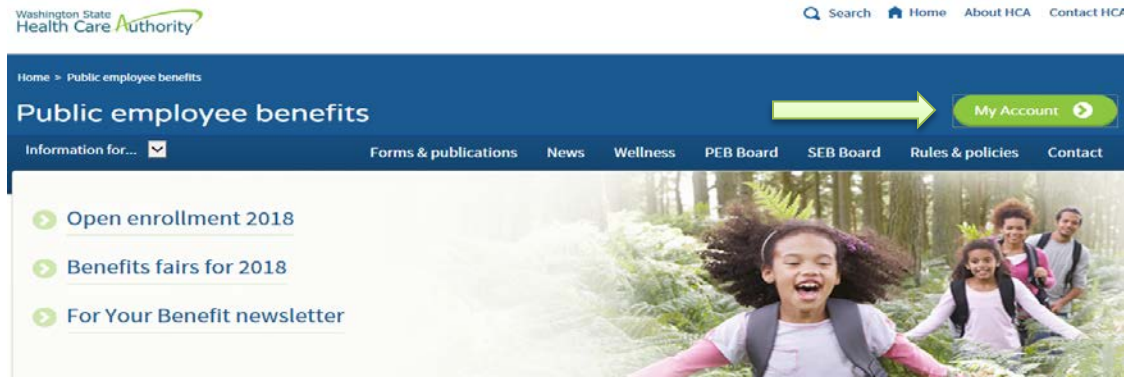
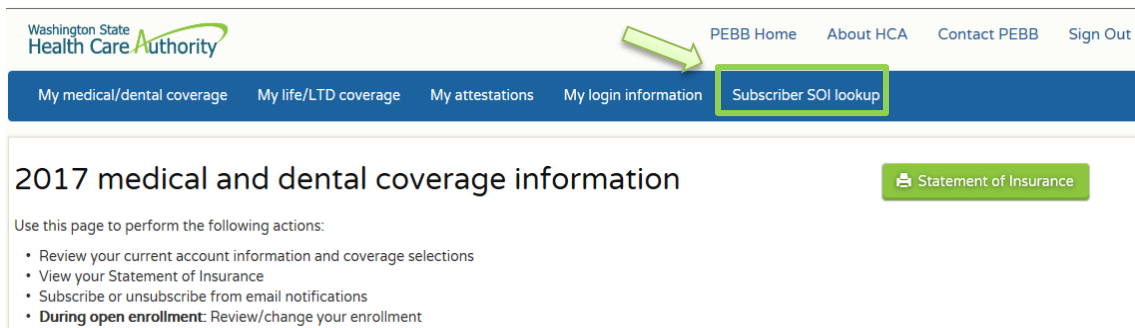


Attestation Report in My Account

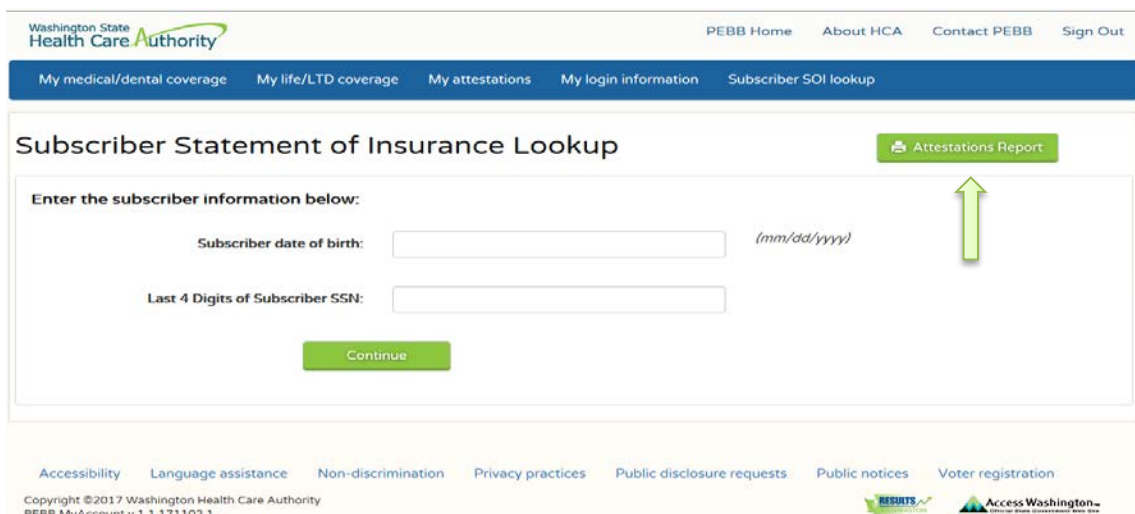
1. Log into *My Account* on the PEBB website (www.hca.wa.gov/pebb). If you have not already registered, you will need to create a user name and password.



2. Click on the Subscriber SOI Lookup link in the blue bar at the top. *Note: You must have PAY1 access to see the lookup option.*



3. 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.

Agency Cd: 235

Washington State Health Care Authority
Public Employees Benefits Board

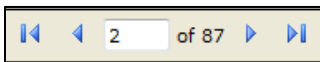
PEBB MY ACCOUNT - PROCESSED ATTESTATIONS REPORT
DEPT OF LABOR & INDUSTRIES 235

Report Run Date: 11/29/2017

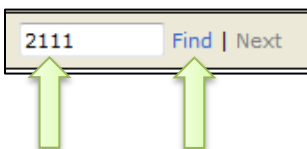
Key: Y = Yes for surcharge
N = No for surcharge
D = Defaulted (as Yes)
N/A = Not applicable
blank = No response yet
* = Subscriber

Sub Agency	Member Name	SSN4	Current			Pending							Changes	
			Med Enrolled	Tobacco	Spousal	Med Enrolled	Tobacco	Pending Tobacco Effective Dt	Spousal	Pending Spousal Effective Dt	Medical Plan	Dental Plan	Last Tobacco Change Date	Last Spousal Change Date
			Yes	N	N	Yes							4/10/2014	11/6/2014
			Yes	N	N/A	Yes							4/10/2014	11/6/2014
			Yes	N	N/A	Yes							5/9/2014	
			Yes	N	N/A	Yes							4/2/2014	
			Yes	N	N/A	Yes							4/2/2014	
			Yes	N	N/A	Yes							4/2/2014	
			No	N/A	N/A	No	N/A						4/9/2014	
			Yes	N	N/A	Yes							4/9/2014	
			Yes	N	N/A	Yes							4/9/2014	
			Yes	N	N/A	Yes							4/9/2014	
			Yes	N	N	Yes			N	1/1/2018				11/14/2017
			Yes	N	N/A	Yes				1/1/2018				11/14/2017
			Yes	N	N/A	Yes								11/14/2017

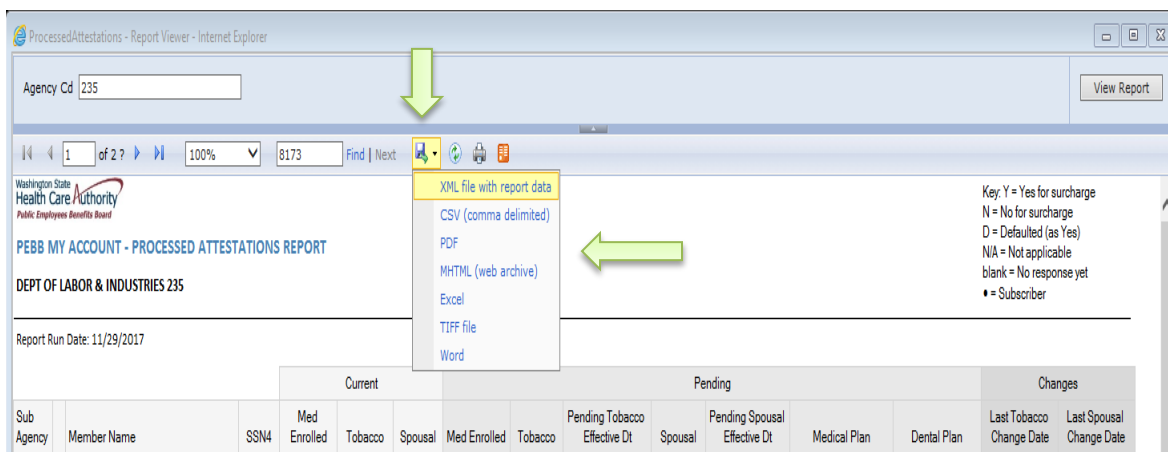
- The report includes the:
 - Employee and dependents Name and the Last Four of the SSN.
 - Current enrollment information: Medical Enrollment (Yes or No), Tobacco Use and Spousal premium surcharge attestations (Y, N, D, N/A)
 - Pending changes – Medical Enrollment (Y or N), Tobacco Use and Spousal premium surcharge attestations, Medical Plan and Dental Plan changes.
 - A Key that explains the codes you are looking at.
- To page through the report, use the arrows next to the page numbers on the toolbar.



- To search for a specific employee, first enter the SSN4 information in the “Find” edit box and then click on the word “Find”.



- To export the report to a selected format, on the toolbar, select the “Export drop down menu”. Choose your desired 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 select “Open”, the selected program is launched and the report is exported.

