



SEBB Benefits 24/7 online enrollment system

School Employees Benefits
Outreach & Training
April 27, 2023.

Washington State
Health Care Authority

SCHOOL EMPLOYEES BENEFITS BOARD

Agenda

- 1 General Information
- 2 Benefit Admin changes
- 3 Subscriber changes
- 4 Changes and updates
- 5 Reminders, Tips & Resources



General Information

The New Benefits 24/7 online enrollment system will replace SEBB My Account (SMA) effective: **June 12, 2023**. The launch was scheduled to occur in May 2023.

New user-friendly application with more functionality, improved and upgraded features very similar to SEBB My Account!

Objective

Modernize web-based enrollment system with enhanced security functions used for the Public Employees Benefit Board (PEBB) program.

Merge SEBB & PEBB
members in a single
platform

Streamline support,
maintenance and
reduce reliance on
other systems

Create web-based
user interface front
end

Enhance security
functions like SEBB
My Account

Send eligibility and
enrollment
information directly to
healthcare carriers

Provide self-service
options for members

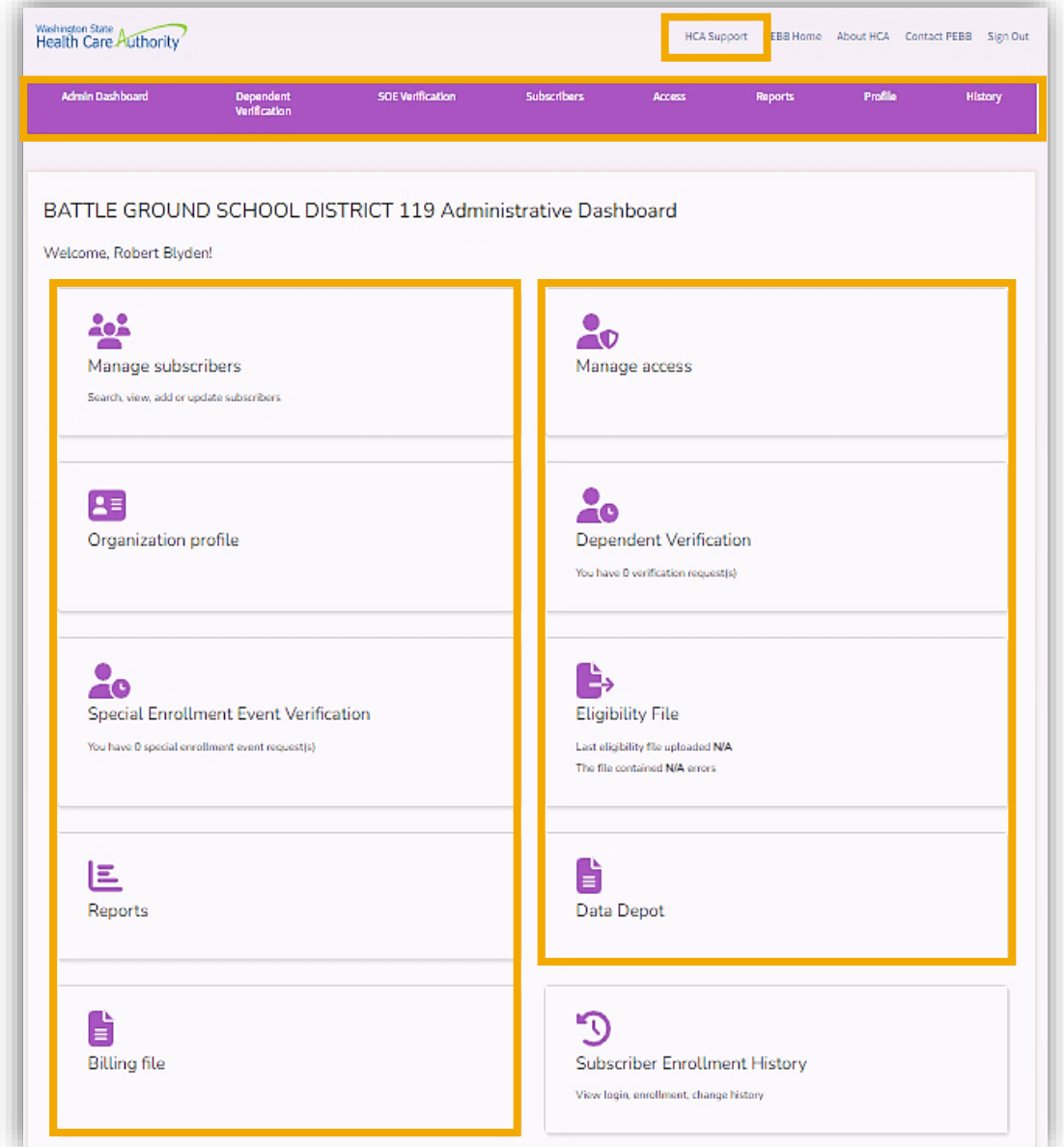
What's changing!

- Benefits 24/7 Login
- First day of school
- Dual enrollment resolved in real-time
- Subscriber enrollment history visible
- Request Continuation/Retiree coverage
- Reporting Locally Eligible
- Streamlined special open enrollments
- Wellness program participants visible

Task	SEBB My Account	Benefits 24-7
Choose health plans when newly eligible or waive	Yes	Yes
Defer retiree coverage	No	Yes
Submit requests for retiree coverage or continuation coverage	NO	Yes
Enroll dependents in benefits and manage their enrollment throughout the year	Yes	Yes
Upload documents to prove dependent eligibility	Yes	Yes
Use links to visit vendor websites to enroll in supplemental benefits (Life, FSA/DCAP, etc.)	Yes	Yes
Make long-term disability insurance elections	Yes	Yes
Submit special open enrollment requests	Yes	Yes
Add or remove dependents during open enrollment	Yes	Yes
Select medical, dental, and vision (SEBB vision only) plans during open enrollment	Yes	Yes
Attest to premium surcharges	Yes	Yes
View and print your statement of insurance	Yes	Yes
Sign up to receive emails from the Program	Yes	Yes
Access application through SecureAccess WA (SAW)	Yes	Yes

What's not changing!

- Access and Multi-Factor Authentication (MFA) through SAW
- Reports (enhancements to existing)
- Data depot for ad hoc delivery
- Billing file format and date
- Eligibility file upload
- Dependent and SOE verification functions
- Improved wizard functionality
- HCA Support inquiries





Benefit administrator changes

Benefits 24/7 Login

Login screen

- Added one login button for Subscriber/ Benefits administrator login

Washington State Health Care Authority

PEBB Home About HCA Contact PEBB

Benefits 24/7 Login

Log in to Benefits 24/7 to manage benefits for yourself and your dependents, attest to premium surcharges, enroll in PEBB retiree coverage, and get your statement of insurance, and make changes.

If you need help accessing Benefits 24/7, including resetting your security questions and answers:

- Visit the [Help with Benefits 24/7](#) webpage.
- Employees: Contact your payroll or benefits office.
- Retirees and continuation coverage subscribers: Contact us through HCA Support.

Employee / Subscriber / External Admin login
[Log in to Benefits 24/7](#)

Actions you can take during open enrollment (October 1 - November 15) (some restrictions apply)

- Enroll in PEBB benefits
- Attest to the spouse or state-registered domestic partner coverage and tobacco premium surcharges
- Waive coverage for yourself (employees only)
- Add dependents (you must provide proof of your dependent's eligibility before they can be enrolled).

Manage PEBB benefits for your organization

Internal Admin / HCA User

[Log in here](#)

Actions you can take using PEBB My Account year-round

- View your coverage information (employees and dependents)
 - View your coverage information (Continuation Coverage - January 1, 2020)
- View your basic employer-paid life and AD&D insurance information (employees only)
- View your long-term disability insurance information (employees only)
- Download your statement of insurance
- View your premium surcharge attestations (if applicable)
- Make changes to your tobacco use premium surcharge attestation (if applicable)
- Make changes based on qualifying events specified in the PEBB Program rules

Contact HCA

Accessibility Language Access Non-discrimination Privacy practices

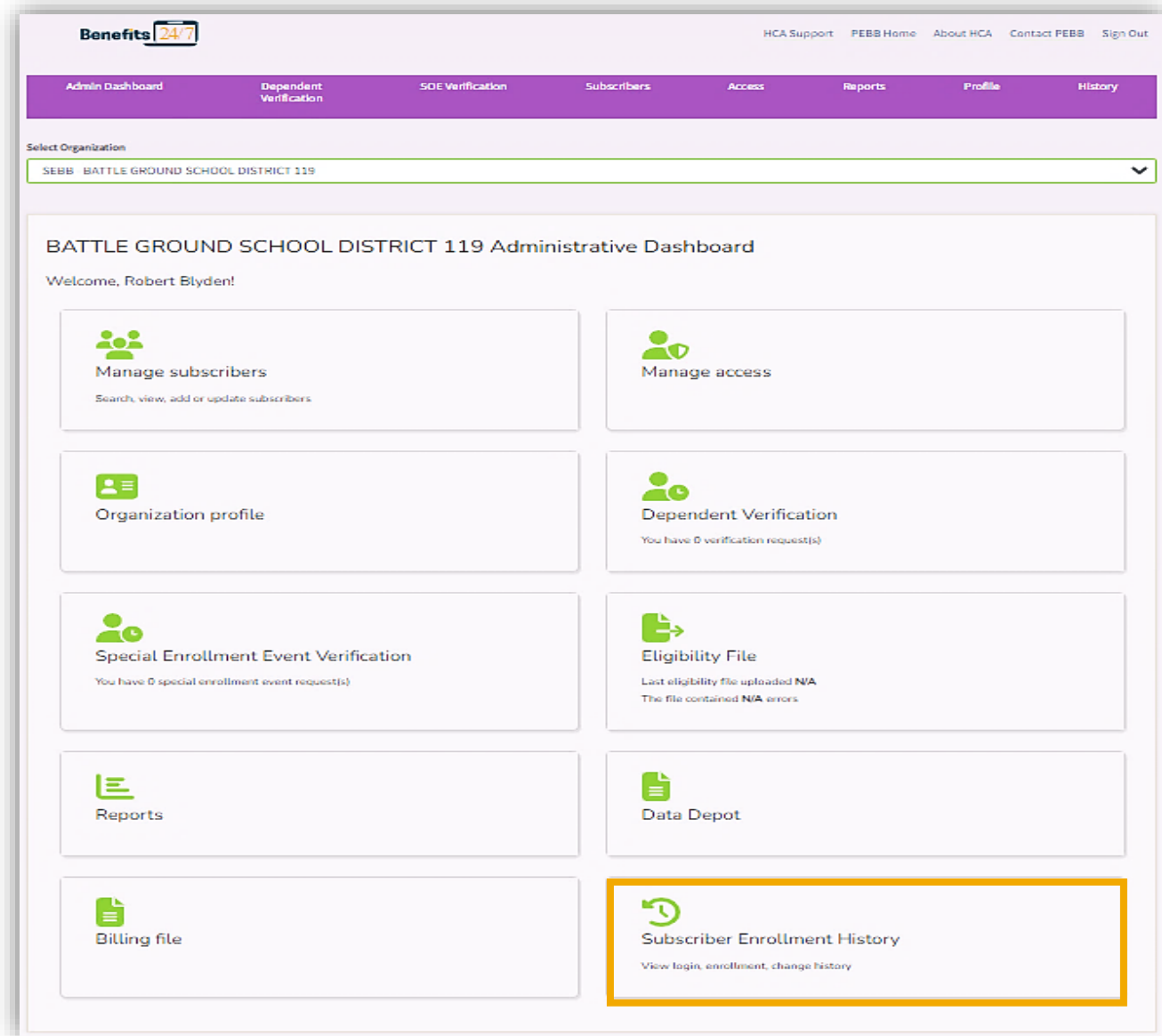
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PEBB My Account v.1.1.230410.1 / 1.1.230410.1

Benefit Administrator Dashboard

Administrative Dashboard

- Same navigation functions
- Added "Subscriber Enrollment History" tile
- Removed Medical FSA/DCAP tile



Managing Subscribers

Adding Subscribers-First Day of School

- Removed first day of school field in organization profile
- Added a “checkbox” to attest subscribers are eligible on or before the first day of school
 - Only displays with a date of eligibility in the **month of September**.
 - Coverage is effective the same day when checked

Washington State Health Care Authority

HCA Support PEBB Home About HCA Contact PEBB Sign Out

Admin Dashboard Dependent Verification SOE Verification Subscribers Access Reports Profile History

BATTLE GROUND SCHOOL DISTRICT 119

Manage Subscribers

Use this section to perform the following actions for subscribers (employees):

- Review your subscriber's current account information and coverage selections.
- View and/or print your subscriber's Statement of Insurance.
- Review your subscriber's enrollment, dependents and benefit elections.

Search by: First Name, Last Name, Last 4 SSN, Full SSN [Add new subscriber](#)

First name	Middle name	Last name	SSN	Birth date	Member type	Employer name
No records available.						

0 - 0 of 0 items

Add subscriber

SSN*

Date of Eligibility*

☐ Subscriber's first day of work is on or before the first day of school

If a subscriber is entered with a date of eligibility in the month of September, a checkbox will display to attest if subscriber is eligible on or before the first day of school.

Managing Subscribers

Adding Subscribers

- Added "Coverage Effective Date" field when entering a newly eligible subscriber
 - Only displays when adding a new subscriber not managing the subscriber's account
 - Verify correct coverage effective date before submitting
- Added "Employee locally eligible" field initiated by HCA staff

Add subscriber

Last name* First name* Middle name SSN*

Suffix Birth date* Sex assigned at birth* Gender Identity*

Gender X means a gender that is not exclusively male or female. This field will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/gender-x.

Phone numbers are used by HCA and health plan carriers to contact subscribers to resolve issues and provide customer support.

Home phone number Work phone number

Eligibility reason* Date of Eligibility*

Coverage Effective Date

Is this employee represented?* Effective start date* Is this employee locally eligible?* ☐ Yes* ☒ No*

Employee monthly gross salary

Hire date*

Address line 1*

Address line 2

City* State/Province* County* Zip code*

Country*

☒ Same mailing address

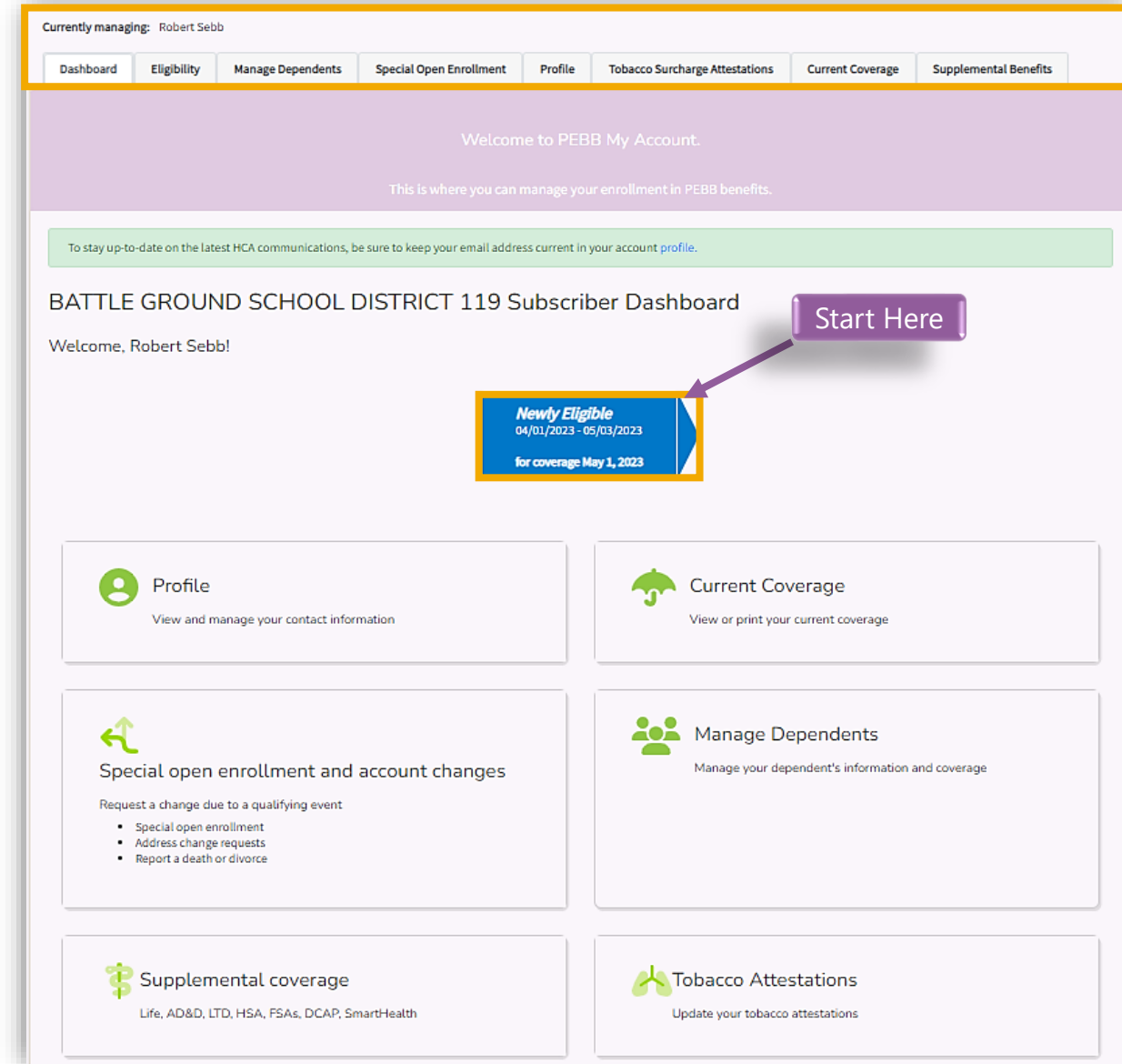
Managing Subscribers

Newly eligible subscriber dashboard

- **Newly eligible wizard** –Displays 31-day election period, coverage effective date and available within lower limit
- Retiree and continuation coverage tile only available to subscribers

Open enrollment wizard will display during OE period

- Newly eligible wizard must be completed before open enrollment wizard for newly eligible employees



Managing Subscribers

Employee eligibility information

Wellness participation

- Added "Wellness participation" field

- Updated annually by HCA staff

Terminate/Transfer subscriber

- Combined "Terminate/Transfer reason" field
- Added "Cancel Transfer" button only available the same day entered

Coverage effective date field no longer visible when a managing a subscriber

Currently managing: John Scott

Dashboard Eligibility Manage Dependents Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Manage eligibility information

Last name* Scott First name* John Middle name* L SSN* 555-66-8879

Suffix* JR, SR Birth date* 11/05/1960 Sex assigned at birth* Male Gender Identity* Male Gender X means a gender that is not exclusively male or female. This field will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/gender-x.

Eligibility reason* Newly Eligible Member Date of Eligibility* 03/15/2023

Employee monthly gross salary* Hire date* 03/15/2023 Wellness participant: No

Is this employee represented? Yes Effective start date* 09/11/2001 Is this employee locally eligible? Yes No

☐ Eligible for PEBB Benefits

Terminate/Transfer subscriber:

Termination/Transfer Reason Employment Ending Termination effective date* mm/dd/yyyy

Terminate/Transfer subscriber:

Termination/Transfer Reason Transfer Transfer Date* 03/20/2023

Submit changes Cancel transfer

Managing Subscribers

Employee profile information

- Replaced enrollment tab with eligibility tab
- Subscriber Profile Tab
 - Added subscriber information (Self) field
 - Subscriber information and address changes **must** be updated in employee's eligibility tab

Currently managing: Robert Sebb

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Manage your account information

Please contact your personnel, payroll, or benefits office if you wish to change any non-editable information.

Sebb, Robert (Self)

Last name*	First name*	Middle name	SSN*
Sebb	Robert	A	888880061
Suffix	Birth date*	Sex assigned at birth*	Gender Identity*
JR, SR	01/01/1980	Male	Male

Gender X means a gender that is not exclusively male or female. This field will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/identity

+ Contact information

@ 📞 📧

Residential address

🏠

Address line 1*			
555 Dixon Way			
Address line 2			
Unit #, Suite #			
City*	State/Province*	County*	Zip code*
olympia	WA	Thurston	98516
Country*			
United States			

+ Mailing address

🏠

Managing Subscribers

Renamed Disassociate subscribers account button with "Release/Unlock subscriber account" button

- Added to release previously claimed subscriber account
- Used when subscriber has forgot security questions
- Used to disassociate subscribers SAW account

The screenshot shows the 'Benefits 24/7' web application interface. At the top, there is a navigation bar with links: HCA Support, PEBB Home, About HCA, Contact PEBB, and Sign Out. Below this is a purple header with navigation tabs: Admin Dashboard, Dependent Verification, SOE Verification, Subscribers, Access, Reports, Profile, and History. The main content area is titled 'BATTLE GROUND SCHOOL DISTRICT 119' and 'Manage Subscribers'. It includes a 'Select Organization' dropdown menu set to 'SEBB - BATTLE GROUND SCHOOL DISTRICT 119'. Below this, there is a search bar with 'sebb' entered and a 'Search' button. To the right of the search bar are buttons for 'Add new subscriber' and 'Manage associated subscriber'. A table of subscribers is displayed with columns: First name, Middle name, Last name, SSN, Birth date, Member type, and Employer name. The table contains two rows: one for Stephanie A Sebb (SSN XXX-XX-4004, Birth date 03/01/1995) and one for Robert A Sebb (SSN XXX-XX-0061, Birth date 01/01/1980). The Robert A Sebb row is highlighted in green. Below the table, there is a pagination control showing '1' of 2 items. A button labeled 'Release/unlock subscriber account?' is highlighted with an orange box. To the right of this button, a message states: 'The member will be prompted to re-claim their account upon next login.' At the bottom, there is a section titled 'Currently managing: Robert Sebb' with a row of tabs: Dashboard, Eligibility, Manage Dependents, Special Open Enrollment, Profile, Tobacco Surcharge Attestations, Current Coverage, and Supplemental Benefits.

	First name	Middle name	Last name	SSN	Birth date	Member type	Employer name
<input type="checkbox"/>	Stephanie	A	Sebb	XXX-XX-4004	03/01/1995	Subscriber	BATTLE GROUND SCHOOL DISTRICT 119
<input checked="" type="checkbox"/>	Robert	A	Sebb	XXX-XX-0061	01/01/1980	Subscriber	BATTLE GROUND SCHOOL DISTRICT 119

Managing Dependents

Removing Dependents

- Added "Delete Dependent from Account" button to completely remove dependent from subscribers' account
- Submit SOE event to add/remove specific dependent health plans

Currently managing: Mary Moore

Dashboard Eligibility Manage Dependents Special Open Enrollment Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Members associated with this account

Moore, Chris Verified

Relation* Spouse/state-registered domestic partner Qualify reason* Married spouse SSN* 555-66-3322

☐ This person currently has no social security number

First name* Chris Last name* Moore Middle name T Suffix JR, SR

Birth date* 09/09/1999 Sex assigned at birth* Male Gender Identity* Male Partnership start date* 02/13/2000

Gender X means a gender that is not exclusively male or female. This field will be kept private to the extent allowable by law. To learn more, visit HCA's website at hca.wa.gov/gender-x.

☒ Residential address is the same as subscriber

Medicare information

Medicare Part A* Not Enrolled Start Date mm/dd/yyyy End Date mm/dd/yyyy

Medicare Part B* Not Enrolled Start Date* mm/dd/yyyy End Date mm/dd/yyyy

Medicare number (HICN) Form C signature date mm/dd/yyyy

To update the Medicare status of your dependent please contact HCA by calling 1-800-200-1004 (toll-free) Monday through Friday, 8 a.m. to 4:30 p.m. or complete and send the appropriate change form to HCA.

[Retiree Change Form](#) [COBRA Change Form](#)

Managing Access

Active Users

- Removed finance role
- Removed access management role
- Added "Release Account" button to release previously claimed BA acct
- Added "Access Start Date" field

Inactive Users (New)

- Remove access end date to restore access to user
- User can only be removed if the record has never been claimed

Note: Only admin and edit roles can release a subscriber account.

The screenshot shows the Washington State Health Care Authority (HCA) PEBA system interface. The top navigation bar includes links for PEBA Home, About HCA, Contact PEBA, and Sign Out. Below this is a purple navigation bar with tabs for Admin Dashboard, Subscribers, Access, Dependent Verification, Special Enrollment Verification, Self Pay Dashboard, Organizations, Reports, Settings, and History. The main content area is titled "EASTMONT SCHOOL DISTRICT 206" and shows a list of active users. A table with columns for First name, Last name, Email, Role, Access start date, Access end date, and Manage is displayed. The first row shows a user named Sara Adamy with email sara.adamy@hca.wa.gc and role Admin. The Access start date is 02/28/2023. The Access end date is mm/dd/y... The Manage column has buttons for Save and Release account. The Release account button is highlighted with an orange box. Below the table is a section for Inactive Users.

Washington State Health Care Authority

PEBA Home About HCA Contact PEBA Sign Out

Admin Dashboard Subscribers Access Dependent Verification Special Enrollment Verification Self Pay Dashboard Organizations Reports Settings History

← Back to search results

Admin Dashboard Dependent Verification Special Enrollment Verification Subscribers Access Reports Profile

Currently managing: EASTMONT SCHOOL DISTRICT 206

EASTMONT SCHOOL DISTRICT 206

Active Users

- Admin
 - Assign perspay user roles
 - Update organization profile information/contacts
- Edit
 - Add eligible subscribers
 - Assist subscribers with benefit enrollment
 - Approve/Deny life event requests (eg. approve the addition of a dependent)
 - Update/Change enrollment data on behalf of subscriber
 - Terminate coverage
 - Access to reports
- Read only
 - View enrollment and eligibility data for subscribers
 - Access to reports

Add system user

First name	Last name	Email	Role	Access start date	Access end date	Manage
Sara	Adamy	sara.adamy@hca.wa.gc	Admin	02/28/2023	mm/dd/y...	Save Release account

+ Inactive Users

Organization Profile

Providing Locally Eligible Benefits

- Initiated by HCA staff

Adding/Removing Contacts

- Added additional contact types
 - LTD and Other
- Used by HCA staff to contact SEBB organizations

The screenshot shows the 'Benefits 24/7' portal interface. At the top, there's a navigation bar with links: HCA Support, PEBB Home, About HCA, Contact PEBB, and Sign Out. Below this is a secondary navigation bar with tabs: Admin Dashboard, Dependent Verification, SOE Verification, Subscribers, Access, Reports, Profile, and History. The main content area is titled 'Select Organization' and shows 'SEBB - BATTLE GROUND SCHOOL DISTRICT 119' selected. Below this, the 'Organization profile' section contains a message: 'You can use this section to update organization profile information to include contacts. Please keep contact information current to ensure HCA can reach appropriate personnel to disseminate information and resolve any issues.' The form includes several fields: 'Organization type*' (dropdown menu set to 'SEBB'), a checkbox for 'Subscribers are unable to make elections within My Account' (unchecked), a checkbox for 'Organization provides Locally Eligible benefits' (checked and highlighted with an orange box), 'Federal tax ID number' (text field with '916010122'), 'HCA code*' (text field with '600 C26'), 'PEBB organization name' (text field with 'BATTLE GROUND SCHOOL DISTRICT 119'), 'Effective date*' (calendar icon, text field with '01/01/2019'), 'Termination date' (calendar icon, text field with 'mm/dd/yyyy'), 'OSPI code*' (text field with '06119'), 'Physical Address line 1*' (text field with '400 N PARKWAY'), 'Physical Address line 2' (text field with 'Unit #, Suite #'), 'City*' (text field with 'BATTLE GROUND'), 'State/Province*' (dropdown menu with 'WA'), 'County*' (dropdown menu with 'Clark'), and 'Zip code*' (text field with '98604-0200'). There is also a checkbox for 'Same mailing/shipping/billing address' (checked). At the bottom, there's a 'Notes:' section with a text area and an 'Add contact' button.

Dependents Verification

Disabled/ Extended dependents

- Verified by HCA staff
- BA's can now view the status of disabled or extended dependent, reviewed date and certification start/end dates
- Contact O&T regarding questions on certification status

BATTLE GROUND SCHOOL DISTRICT 119

Verify dependents

Use this section to review status of dependent verification requests for your organization. After review of documentation provided, either within PEBB My Account or in person, record verification results.

[Accepted documents for proof of eligibility](#)

☐ Show only pending requests

Subscriber	Dependent	Reason	Status	Request Date	Verified Date	Has Documents
+ Sebbs, Robert	Sebbs, Daughter	Dependent (not disabled)	Verified	2/28/2023	3/3/2023	No
+ Sebbs, Robert	Sebbs, Spouse	Married spouse	Verified	2/28/2023	3/3/2023	No
+ Sebbs, Robert	Sebbs, Son	Dependent (not disabled)	Verified	2/28/2023	3/3/2023	No
- Smith, Willard	Smith, Willow	Disabled dependent (26 years or older)	Pending certification	3/1/2023	3/3/2023	No

Subscriber: Smith, Willard Dependent: Smith, Willow
SSN: 111111212 SSN: 111111216
DOB: 09/25/1968 DOB: 08/08/1982
Relationship Type: Child
Relationship Qualify Reason: Disabled dependent (26 years or older)

☒ Verify ☐ Deny ☐ Pending

Verification status*

Verified

Verify date*

03/03/2023

Document type*

Birth certificate (or hospital certificate with child's footprints)

Submit changes

Cancel

Certification

Status

Status*

Pending

Review Date

N/A

Certification Start Date

N/A

Certification End Date

N/A

For questions regarding certification status, contact Outreach and Training via FUZE or by calling (800)700-1555.

SOE Verification

New SOE Enrollment event

- Added "Other Event or Account Change" field for a subscriber or benefit administrator to report death or divorce
- Added "Coverage Effective Date Override" field
- Added link for subscriber or benefit administrator to navigate to SOE event and edit request before submitting changes

The screenshot shows the 'SOE Verification' interface for 'BATTLE GROUND SCHOOL DISTRICT 119'. The page title is 'Verify special open enrollment requests'. A checkbox labeled 'Show only pending requests' is checked. Below this is a table with columns: Subscriber, Event, Status, Effective Date, Event Date, Submit Date, Expiration Date, Verify Date, and Has Documents. The table contains one row for 'Sebb, Robert' with a 'Death or Divorce' event, 'Pending' status, and effective date of 4/1/2023. Below the table is a pagination bar showing '1 - 1 of 1 items'. To the right of the table is a 'Click here to edit request' link. Below the table is a section for 'Requested changes' with a list of changes: 'Spouse Sebb (dependent)', 'Removed coverage from dependent.', 'Removed dependent from dental coverage effective 03/31/2023', and 'Removed dependent from vision coverage effective 03/31/2023'. Below this is a section for 'Verify' with radio buttons for 'Verify', 'Deny', and 'Pending'. The 'Verify' radio button is selected. Below the radio buttons are fields for 'Verification status*' (a dropdown menu), 'Verify date*' (a date field with a calendar icon), and 'Document type*' (a dropdown menu). Below these fields is a notification message: 'Notification was provided no later than 60 days from the end of the month in which the event occurred?' with radio buttons for 'Yes' and 'No'. At the bottom are 'Submit changes' and 'Cancel' buttons.

Subscriber	Event	Status	Effective Date	Event Date	Submit Date	Expiration Date	Verify Date	Has Documents
Sebb, Robert	Death or Divorce	Pending	4/1/2023	3/13/2023	3/14/2023	5/12/2023		No

1 - 1 of 1 items

Subscriber: Sebb, Robert
SSN: 888880061
DOB: 01/01/1980

Verification documents
No Documents Uploaded

Requested changes

Spouse Sebb (dependent)

- Removed coverage from dependent.
- Removed dependent from dental coverage effective 03/31/2023
- Removed dependent from vision coverage effective 03/31/2023

☒ Verify ☐ Deny ☐ Pending

Verification status*
[Dropdown menu]

Verify date*
03/14/2023 [Calendar icon]

Document type*
[Dropdown menu]


Notification was provided no later than 60 days from the end of the month in which the event occurred?
☐ Yes ☐ No

Submit changes Cancel

Data Depot

- Added description and date added field
- Location to receive Annual FSA/DCAP deduction file

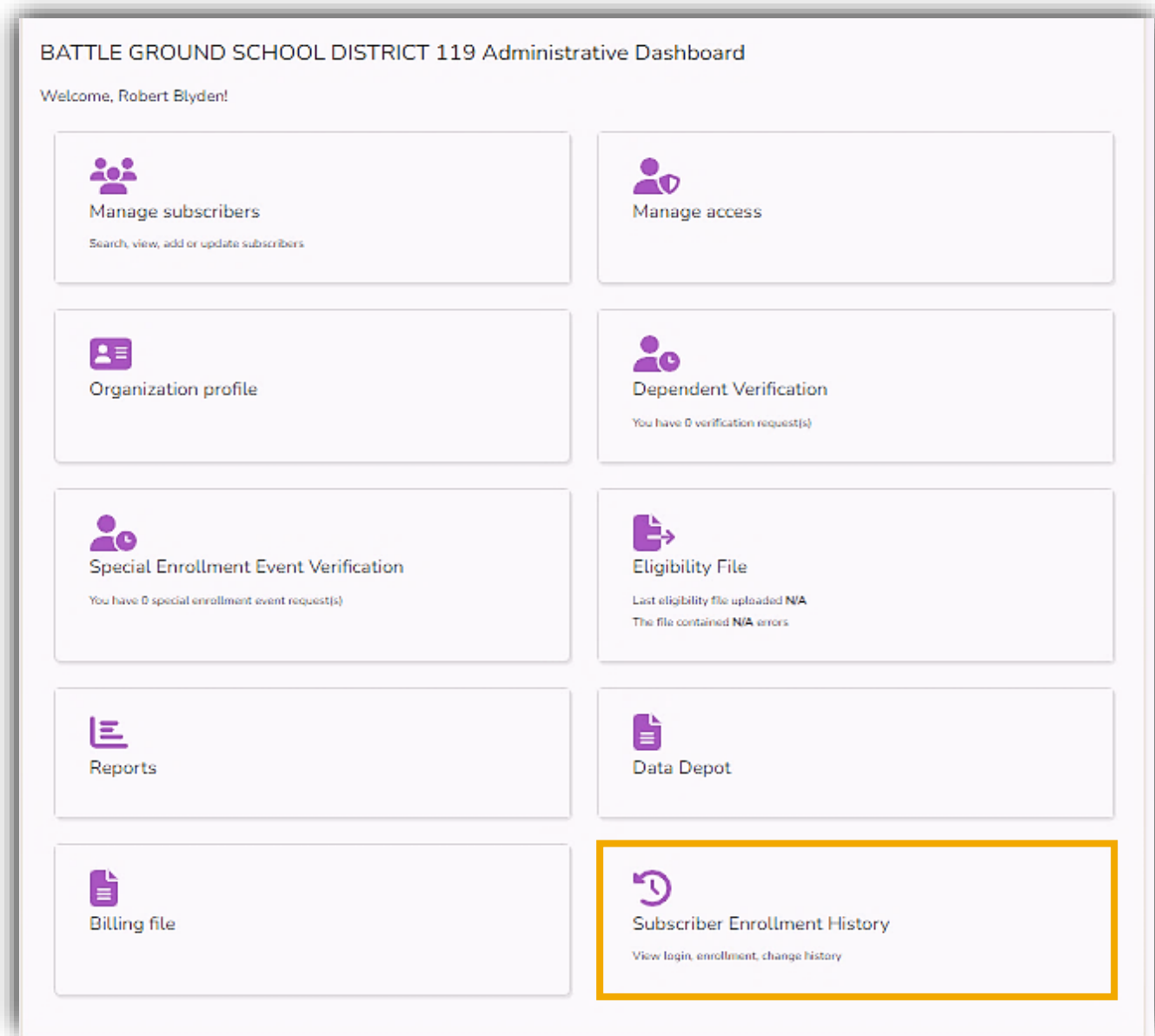
The screenshot shows the Washington State Health Care Authority Data Depot interface. At the top, there is a navigation bar with links for HCA Support, PEBB Home, About HCA, Contact PEBB, and Sign Out. Below this is a purple navigation bar with links for Admin Dashboard, Dependent Verification, SOE Verification, Subscribers, Access, Reports, Profile, and History. The main content area displays the title "BATTLE GROUND SCHOOL DISTRICT 119" and "Data Depot". Under the heading "Previously uploaded files", there is a table with two columns: "File" and "Date Added". The table contains one row with a file icon, the filename "2022-12-10_600001 2022 - Navia.xlsx", a description "Navia Annual File Deductions", and the date "11/22/2022".

File	Date Added
 2022-12-10_600001 2022 - Navia.xlsx Navia Annual File Deductions	11/22/2022

Subscriber History

New Subscriber Enrollment History tile

- Subscriber eligibility
- Subscriber enrollments
- Subscriber special open enrollment request
- Subscriber addresses
- Subscriber attestations
- Subscriber login history
- Subscriber marital status



[Admin Dashboard](#)

[Dependent
Verification](#)

[SOE Verification](#)

[Subscribers](#)

[Access](#)

[Reports](#)

[Profile](#)

[History](#)

BATTLE GROUND SCHOOL DISTRICT 119 Administrative Dashboard

Welcome, Robert Blyden!



Manage subscribers

Search, view, add or update subscribers



Manage access



Organization profile



Dependent Verification

You have 0 verification request(s)



Special Enrollment Event Verification

You have 1 special enrollment event request(s)



Eligibility File

Last eligibility file uploaded **N/A**

The file contained **N/A** errors



Subscriber changes

Let's demonstrate adding dependents and making elections!

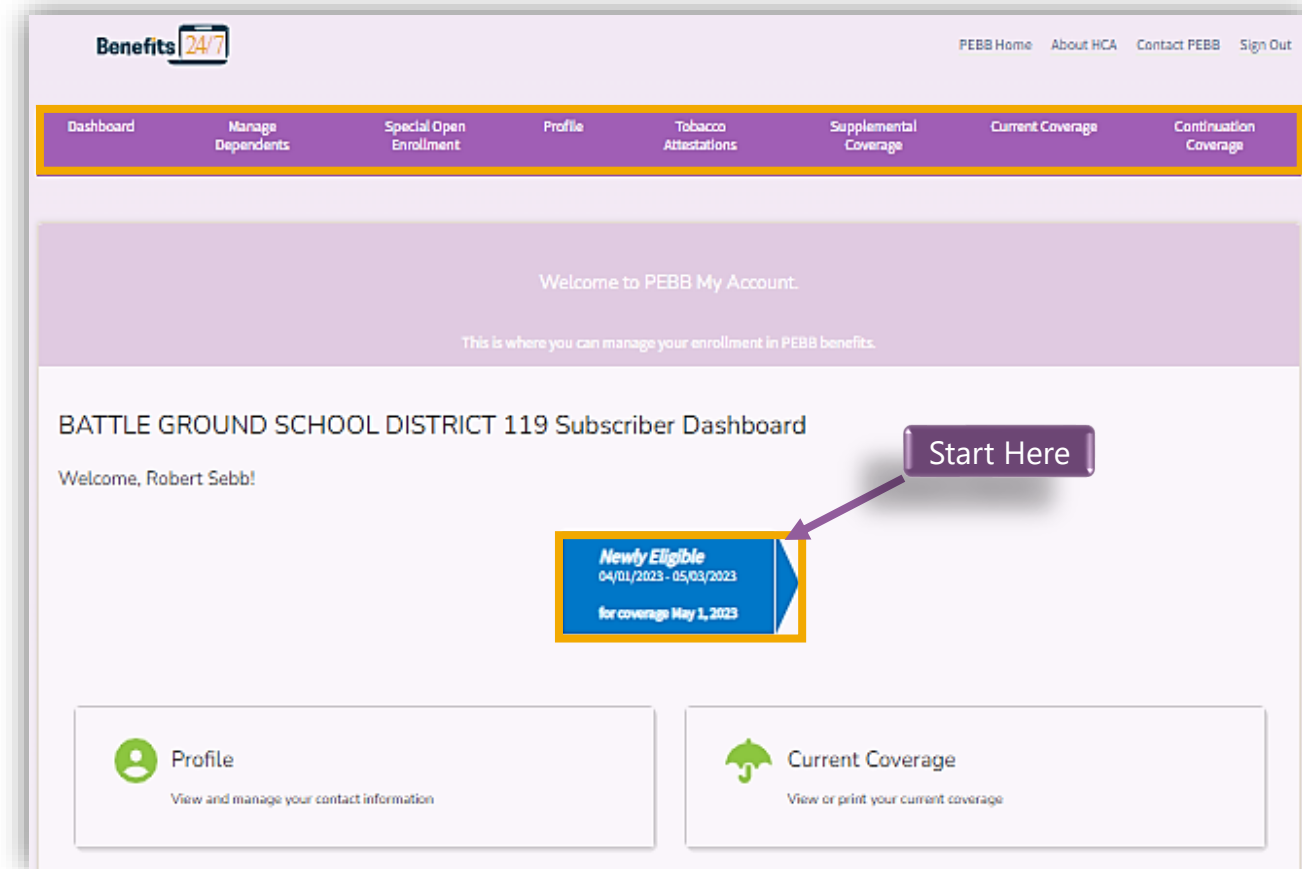
Newly eligible subscriber dashboard

Newly eligible subscriber initial dashboard

- Easy navigation, 31-day election period, coverage effective date
- Additional tiles available after initial enrollment is completed

Open enrollment wizard will display during OE period

- Newly eligible wizard must be completed before open enrollment wizard for newly eligible employees



Review & Confirmations



Step 6 - Confirmation

You're all done! You can download a summary of your elections below.

[Download elections](#)

Currently managing: Robert Sebb

Dashboard Eligibility Manage Dependents Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Ready to Upload
HARVEST - 05/01/2023
For coverage May 1, 2023

Dependents Upload Coverage Attestations Supplemental Benefits Confirmation

Step 1 - Dependents

Dependent review

Please review the information below for accuracy associated with the dependents added to your account and make any necessary changes.

Dependent Information:

Subscriber	Medical	Dental	Vision	Tobacco surcharge	Spousal surcharge	File dependent
Sebb, Robert DOB: 01/01/1980 Spouse/state-registered domestic partner	Medical	Dental	Vision	Not Enrolled Not Enrolled	Not Enrolled Not Enrolled	File dependent
Sebb, Daughter DOB: 01/01/2002 Child	Medical	Dental	Vision	Not Enrolled Not Enrolled	Not Enrolled Not Enrolled	File dependent
Sebb, Son DOB: 01/01/2004 Child	Medical	Dental	Vision	Not Enrolled Not Enrolled	Not Enrolled Not Enrolled	File dependent

Provide proof:
For each dependent added, you must provide proof of dependent's eligibility within the 30-day program enrollment timeline or your dependent will not be enrolled. See [verify dependent's eligibility](#) for a list of acceptable documents. You can upload your documents in the next section.

Tobacco and/or Spousal Attestation Confirm

Legal Notice
By submitting the subscriber's information below:

- I declare that the information I have provided is true, accurate, and correct. If I fail to, or if I do not provide timely updated information, the subscriber will be charged premium surcharge(s).
- I declare that you (or more) after the information described above assumed that requires the subscriber change their attention to the tobacco use and/or spouse or state-registered domestic partner coverage premium surcharge, a surcharge in reporting within the 30-day program deadline.
- I am providing an accurate tobacco use and/or spouse or state-registered domestic partner coverage premium surcharge.
- A change that results in a premium surcharge will begin the first day of the month following the status change that date your dependent started using tobacco products, if that day is the first of the month, the change to the surcharge begins on that day.
- A change that results in removing the premium surcharge (your dependent stopped using tobacco products, enrolled in your 30-day medical plan tobacco cessation program Page 10 or order, or have accurate information and insurance at enrollment Page 10 to 17) will begin the first day of the month following receipt of the information, if that day is the first day of the month, the change to the surcharge begins on that day.

Health privacy notice: We will keep your information private as allowed by law. See our [privacy notice](#).

[Previous](#) [Let's upload eligibility documents for your dependent\(s\)](#)

Currently managing: Robert Sebb

Dashboard Eligibility Manage Dependents Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Ready to Upload
HARVEST - 05/01/2023
For coverage May 1, 2023

Dependents Upload Coverage Attestations Supplemental Benefits Confirmation

Step 3 - Coverage

Confirm selections

Medical Selection Message

When using the provider search tool, make sure you have the correct plan and/or network name selected. Check provider status. It is recommended to call the plan, not your provider, to verify about provider network status.

Dental Selection Message

You have selected uniform dental plan, which is a preferred dental plan. Please make sure that your preferred dental provider is in your selected plan's network. Before you enroll, call your dental provider at 1-800-363-3636 to make sure the dental plan you are enrolling the specific plan and plan group you have chosen. If you are selected in this network, your claim will not be paid. If you have selected this plan in error and do not make a pay change by, you will not be eligible to change your plan with the new active plan and must wait until it is allowed during a special open enrollment event.

Vision Selection Message

No network benefits typically provide the most value. And each plan may have different participating providers. To learn more if your provider is in network, call Metrovision at 1-800-363-3636.

Please review the information below

If correct, select Confirm. To make a change, select previous.

- You requested to change your medical plan from default - not enrolled with a valid plan to uniform dental plan (Group 40000).
- You requested to change your dental plan from default - not enrolled with a valid plan to uniform dental plan (Group 40000).
- You requested to change your vision plan from default - not enrolled with a valid plan to Metrovision Life Insurance Company ("MetroLife").

Subscriber	Coverage effective date	Medical Plan	Dental Plan	Vision Plan
Sebb, Robert DOB: 01/01/1980	05/01/2023	UMP Active 2	Uniform Dental Plan (Group 40000), administered by Delta Dental of Washington	MetroVision, underwritten by Metrovision Life Insurance Company ("MetroLife")
Sebb, Daughter DOB: 01/01/2002	05/01/2023	UMP Active 2	Uniform Dental Plan (Group 40000), administered by Delta Dental of Washington	MetroVision, underwritten by Metrovision Life Insurance Company ("MetroLife")
Sebb, Son DOB: 01/01/2004	05/01/2023	UMP Active 2	Uniform Dental Plan (Group 40000), administered by Delta Dental of Washington	MetroVision, underwritten by Metrovision Life Insurance Company ("MetroLife")
Sebb, Son DOB: 01/01/2004	05/01/2023	UMP Active 2	Uniform Dental Plan (Group 40000), administered by Delta Dental of Washington	MetroVision, underwritten by Metrovision Life Insurance Company ("MetroLife")

[Previous](#) [Confirm and let's complete tobacco attestation](#)

Currently managing: Robert Sebb

Dashboard Eligibility Manage Dependents Profile Tobacco Surcharge Attestations Current Coverage Supplemental Benefits

Ready to Upload
HARVEST - 05/01/2023
For coverage May 1, 2023

Dependents Upload Coverage Attestations Supplemental Benefits Confirmation

Step 4 - Confirmation

Summary of coverage elections

This is a summary of your coverage elections with the Health Care Authority. This is not a statement of insurance. Changes to elections can be made through benefits 24/7 during open enrollment or special open enrollment.

Robert Sebb
SIS School ID: 1000000000
Employee: SALTUS GROUND SCHOOL DISTRICT 119

Coverage election information

Member name	Medical coverage Effective date	Dental coverage Effective date	Vision coverage Effective date
Sebb, Robert	05/01/2023	05/01/2023	05/01/2023
Sebb, Daughter	05/01/2023	05/01/2023	05/01/2023
Sebb, Spouse	05/01/2023	05/01/2023	05/01/2023
Sebb, Son	05/01/2023	05/01/2023	05/01/2023

ACA required coverage

Coverage provided by	Medical premium	Tobacco surcharge	Dental premium	Vision premium	Total monthly premium
Medical coverage provided by: UMP Active 2	\$315.00	\$0.00	\$0.00	\$0.00	\$315.00
Dental coverage provided by: Uniform Dental Plan (Group 40000), administered by Delta Dental of Washington			\$0.00		
Vision coverage provided by: MetroLife Vision, underwritten by Metrovision Life Insurance Company ("MetroLife")				\$0.00	

Please review the enrollment information above for accuracy. If the information is correct, select next to proceed. If you need to make a correction to any section, select the section at the top of the page.

[Previous](#) [Next](#)

[Admin Dashboard](#)

[Dependent
Verification](#)

[SOE Verification](#)

[Subscribers](#)

[Access](#)

[Reports](#)

[Profile](#)

[History](#)

BATTLE GROUND SCHOOL DISTRICT 119 Administrative Dashboard

Welcome, Robert Blyden!



Manage subscribers

Search, view, add or update subscribers



Manage access



Organization profile



Dependent Verification

You have 0 verification request(s)



Special Enrollment Event Verification

You have 1 special enrollment event request(s)



Eligibility File

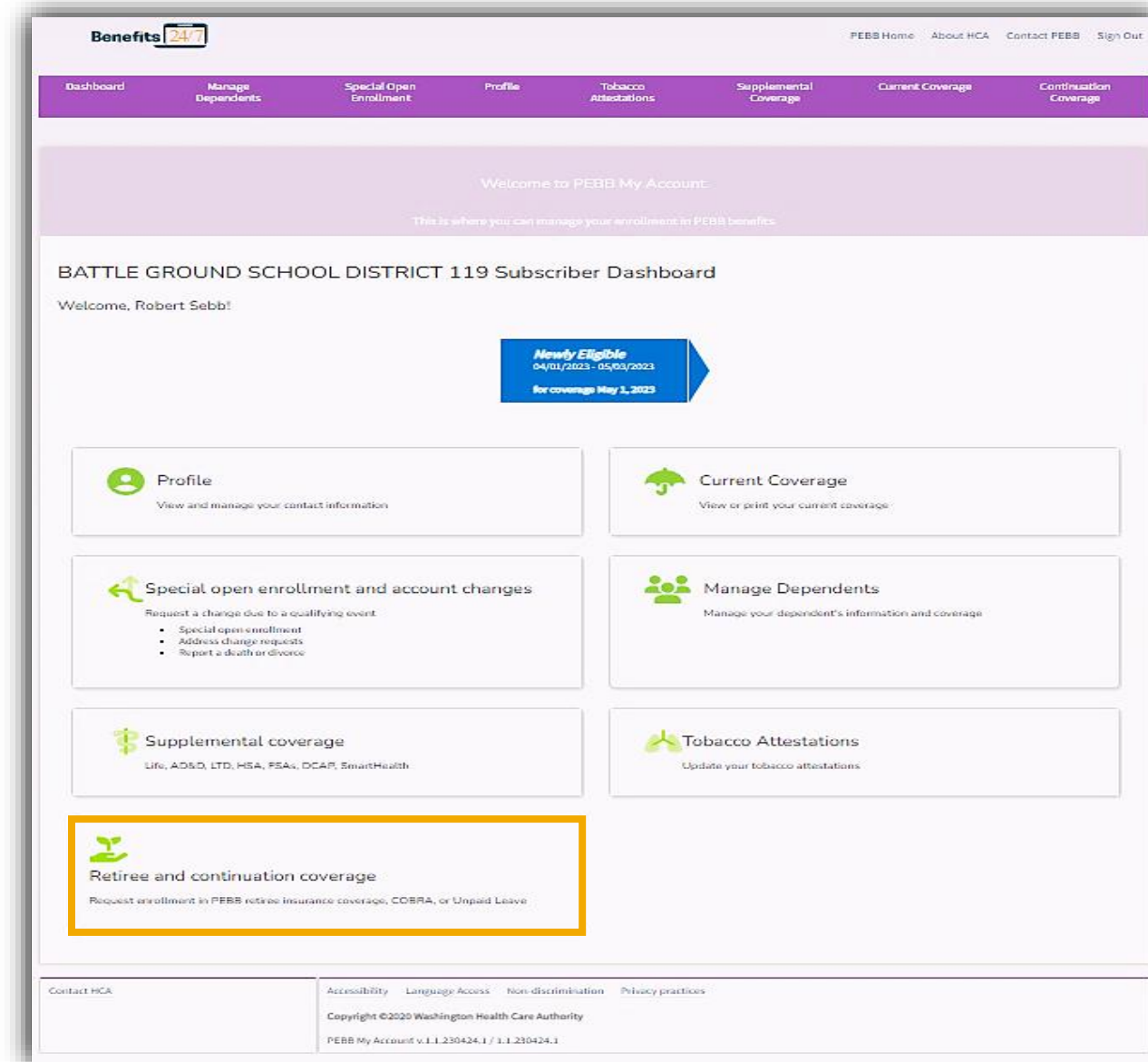
Last eligibility file uploaded **N/A**

The file contained **N/A** errors

Requesting Continuation/Retiree coverage

Added "New Subscriber" tile

- Not available for BA's
- Only subscriber can initiate PEBB retiree request
- Terminated subscriber can submit COBRA and Unpaid leave requests
- Only one draft/pending event at a time
- Delete existing draft/pending request to create a new type
- Edit a request that is in draft/pending status





Changes & Updates

Benefit Administrator Inquiry

Added new HCA support portal inquiry subject

- Benefits 24/7 online enrollment system

The screenshot shows a web form titled "Benefits administrator inquiry" with the subtitle "For public and school benefits administrator general questions." Below the title are two links: "Find tools for PEBB benefits administrators" and "Find tools for SEBB benefits administrators". A required field is labeled "Please indicate which program your inquiry is related to" with radio buttons for "PEBB" and "SEBB". Another required field is labeled "What does your inquiry relate to?" and contains a dropdown menu. The dropdown menu is open, showing a search bar and a list of options: "-- None --", "Accounting", "Appeals", "Benefits (medical, dental, vision, life, LTD)", "Benefits 24/7 online enrollment system" (which is highlighted in blue), "Eligibility", "Enrollment", and "FSA, DCAP, HSA, Wellness". Below the dropdown is an "Attachment" label and an "Upload" button with a plus icon.

Benefits 24/7 launch rescheduled to June

GovDelivery sent on April 26, 2023.

- The launch was scheduled to occur in May 2023 and is now planned for **June 12, 2023**.
- HCA will notify members of the new launch date on SEBB's and PEBB's Benefits 24/7 project webpages.

Benefits 24/7 launch rescheduled to June

The launch date for Benefits 24/7, the new combined online enrollment system for the School Employees Benefits Board (SEBB) and Public Employees Benefits Board (PEBB) Programs, has been rescheduled. The launch was scheduled to occur in May 2023 and is now planned for June 12, 2023.

While the content development of the new system has been running on schedule, the Health Care Authority (HCA) wanted to provide more time to ensure the portal's successful launch. HCA reached this decision in consultation with, and the full support of, the Office of the Chief Information Officer (OCIO).

This one-month change provides more time for:

- Additional testing of HCA's migration of PEBB members' data from the current PAY1 enrollment accounting system into Benefits 24/7, to ensure the transition avoids manual entry of subscriber information by PEBB organizations' benefits administrators (BAs).
- HCA to collect names of BAs with approved access to Benefits 24/7 from PEBB and SEBB appointing authorities. (Only 36 percent of PEBB appointing authorities and 25 percent of SEBB appointing authorities have submitted their approved list of BAs to date.)
- Refining of the planned online employee resources that BAs can direct employees to for help navigating Benefits 24/7.

HCA will notify members of the new launch date on [SEBB's](#) and [PEBB's](#) Benefits 24/7 project webpages.



Reminders, Tips & Resources

Benefit Administrator Resources

SEBB BA website

- Employee eligibility tools and worksheets

Outreach & Training for guidance

- **1-800-700-1555**
- Online via **HCA Support** secure messaging system

The screenshot shows the Washington State Health Care Authority website for SEBB benefits administrators. The header includes the agency logo, a search bar, and links for 'In a crisis?' and 'Login'. The main navigation bar lists: 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The breadcrumb trail reads 'Home > SEBB benefits administrators'. The main heading is 'SEBB benefits administrators'. Below this are links for 'Eligibility worksheets', 'Forms and Publications', and 'HCA Support (submit a question)' with an external link icon. The page is divided into four sections, each with an icon and a call-to-action button: 1. 'Eligibility' (icon of two people at a table) with the text 'Find eligibility worksheets and other resources you need to successfully determine employee and dependent eligibility for School Employees Benefits Board (SEBB) benefits.' and a button 'Learn about eligibility and find resources.' 2. 'Enrollment' (icon of a person with a briefcase) with the text 'Find resources you need to successfully process School Employees Benefits Board (SEBB) enrollments and appeals, and correct enrollment errors.' and a button 'Learn about the enrollment process.' 3. 'SEBB benefits' (icon of a person with an umbrella) with the text 'The School Employees Benefits Board (SEBB) Program offers a variety of benefits including medical, dental, vision, life and AD&D insurance, LTD insurance, FSAs, and DCAP. Learn about each of the benefits offered by the SEBB Program and your role in administering them.' and a button 'Explore SEBB benefits.' 4. 'Administrative tools and resources' (icon of a person with a wrench) with the text 'Find accounting manuals, SEBB MyAccount manuals and user guides, SEBB Program rates, and other resources to assist you with successfully administering SEBB benefits.' and a button 'Find tools and resources to help you administer benefits.'

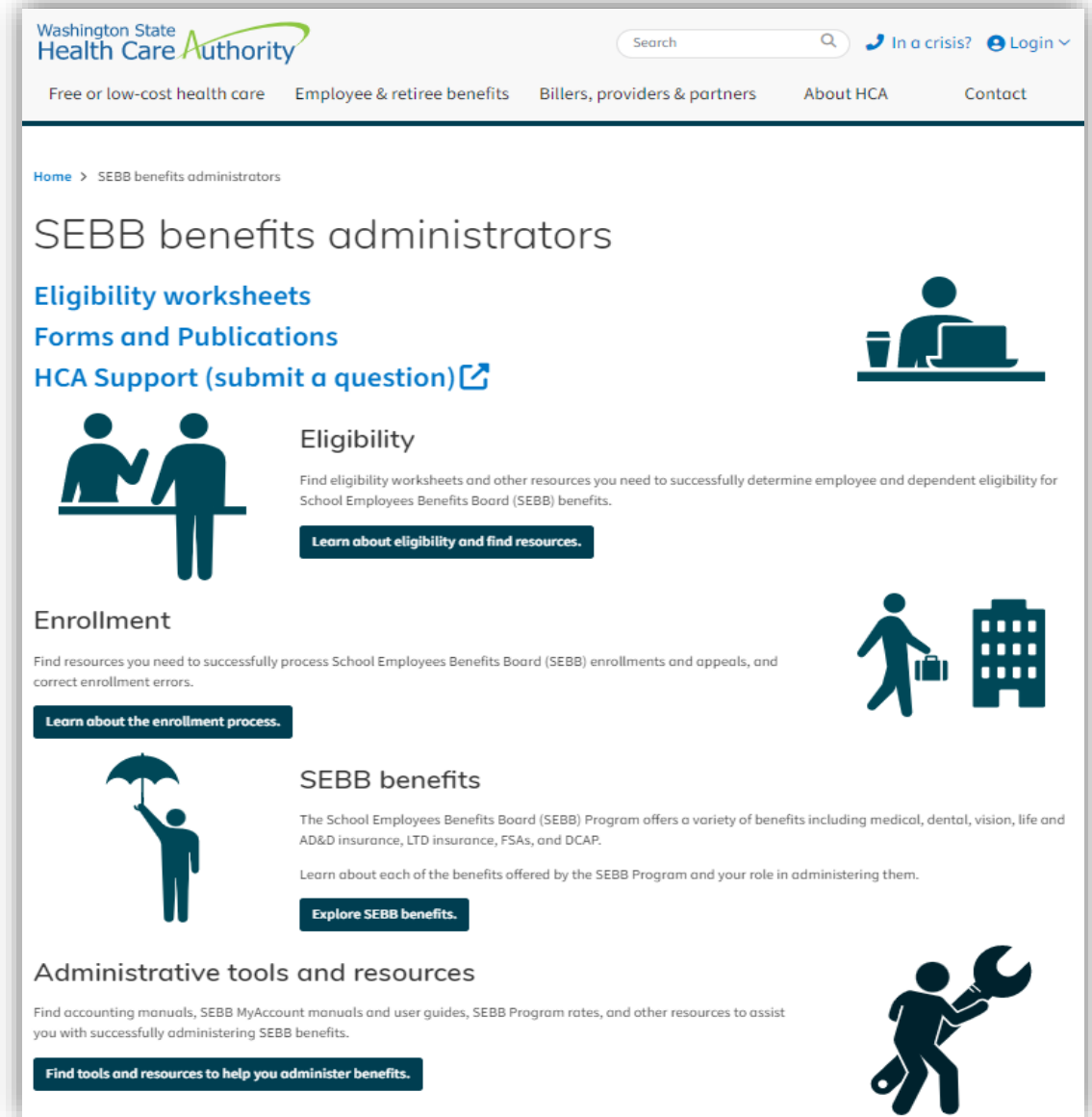
SEBB BA Training

Available to all BA's

Send training request using the HCA Support

- Attn: O&T Training Request
- Provide dates & times available, how many hours and subjects

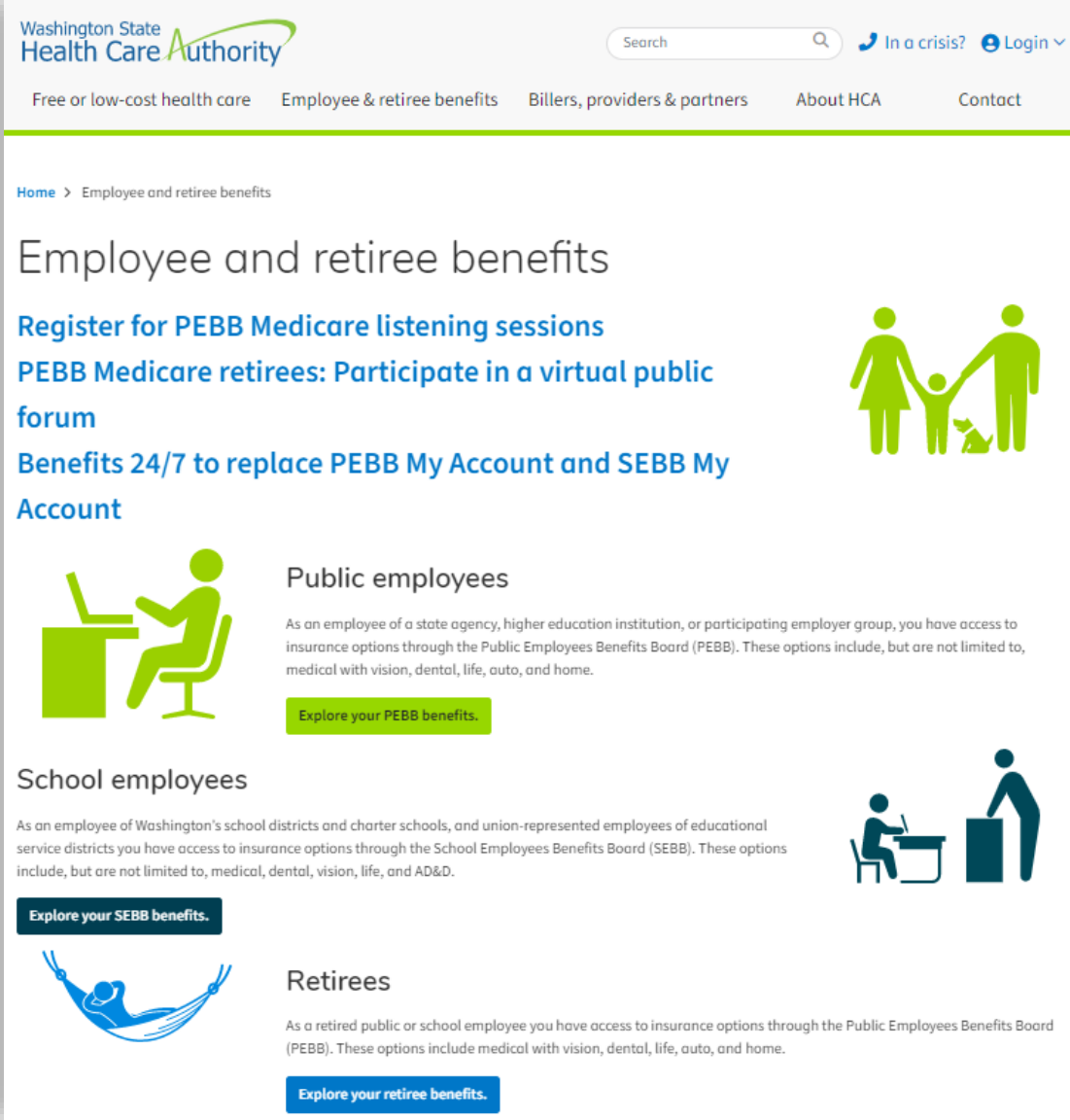
Benefits 24/7, BA Website and HCA Support application overview



2023 PEBB Retiree Health Insurance Webinars

Outreach and Training (O&T) is offering monthly PEBB Retiree Insurance webinars.

- Employees can register on the HCA Retiree website
- Access or print the 2023 PEBB Retiree Enrollment Guide
 - www.hca.wa.gov/pebb
- Contact PEBB Customer Service at **1-800-200-1004**



The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for "In a crisis?" and "Login". The main navigation bar lists "Free or low-cost health care", "Employee & retiree benefits", "Billers, providers & partners", "About HCA", and "Contact". The breadcrumb trail reads "Home > Employee and retiree benefits". The main heading is "Employee and retiree benefits". Below this, there are links to "Register for PEBB Medicare listening sessions", "PEBB Medicare retirees: Participate in a virtual public forum", and "Benefits 24/7 to replace PEBB My Account and SEBB My Account". There are three main sections: "Public employees" with an icon of a person at a desk and a button "Explore your PEBB benefits.", "School employees" with an icon of a person at a desk and a button "Explore your SEBB benefits.", and "Retirees" with an icon of a person in a hammock and a button "Explore your retiree benefits.".

Benefits 24/7 updates

SEBB BA webpage

- Notices and updates
 - SEBB BA latest news
 - Benefits 24/7 updates

The screenshot displays the Washington State Health Care Authority website. The header includes the logo, a search bar, and links for 'In a crisis?' and 'Login'. A navigation bar lists 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. The main content area is titled 'Notices and updates' and includes a breadcrumb trail: 'Home > SEBB benefits administrators > Notices & updates'. A paragraph states: 'Stay current with the latest news and updates impacting the benefit administrator (BA) role with the School Employees Benefits Board (SEBB Program)'. Below this is a section 'How can I stay connected?' with text about GovDelivery email service and a 'Register for GovDelivery' button. A 'SEBB BA latest news' section features a dropdown menu with 'SEBB Program notices' and 'Benefits 24/7 updates'. The 'Benefits 24/7 updates' section is highlighted with an orange border and contains text about a new online enrollment system and two bullet points with links to related webpages.

Washington State Health Care Authority

Search In a crisis? Login

Free or low-cost health care Employee & retiree benefits Billers, providers & partners About HCA Contact

Home > SEBB benefits administrators > Notices & updates

Notices and updates

Stay current with the latest news and updates impacting the benefit administrator (BA) role with the School Employees Benefits Board (SEBB Program).

How can I stay connected?

Outreach & Training (O&T) uses the GovDelivery email service to provide you with updates, changes, and reminders about the SEBB Program.

By signing up with this service, you receive notifications through your email and can opt out at any time.

Stay connected.

[Register for GovDelivery](#)

SEBB BA latest news

SEBB Program notices

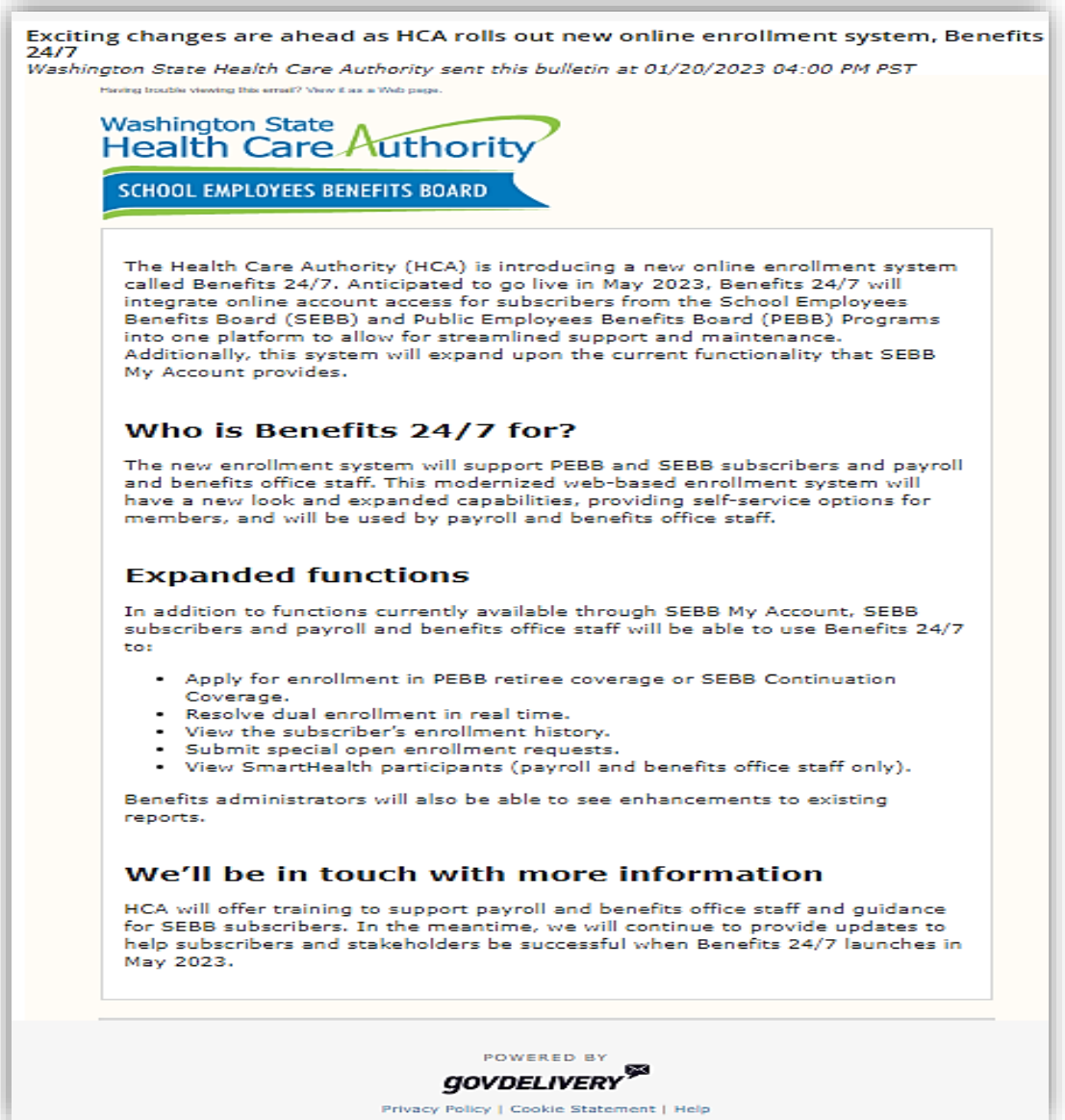
Benefits 24/7 updates

The Health Care Authority (HCA) is introducing a new online enrollment system called Benefits 24/7, which will expand upon the current functionality that SEBB My Account provides. Benefits 24/7 is anticipated to go live in May 2023.

- [Check out the new Benefits 24/7 webpage just for SEBB benefits](#) (February 17, 2023)
- [Exciting changes are ahead as HCA rolls out new online enrollment system, Benefits 24/7](#) (January 20, 2023)

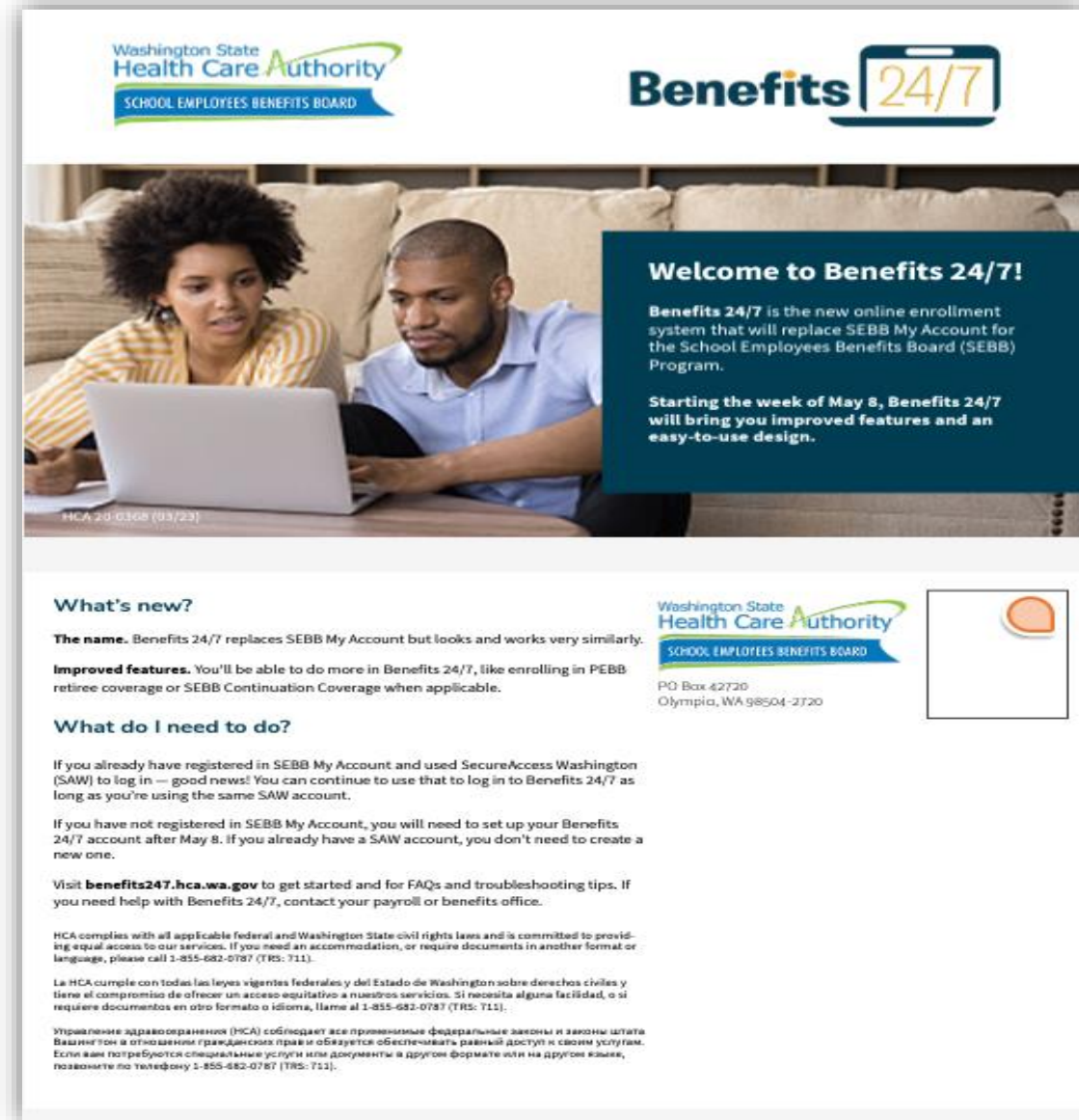
BA Communications

- GovDelivery sent on January 20, 2023
- Follow up GovDelivery sent on February 17, 2023
 - Benefits 24/7 BA webpage
 - Benefits 24/7 Employee webpage



Employee Communications

- School employee Benefits 24/7 post card to be mailed
- Follow up Benefits 24/7 Article in the May edition of the SEBB Intercom Newsletter to be mailed/ emailed.
- SEBB Continuation Coverage Benefits 24/7 quick start guide
- "How to use Benefits 24/7" quick reference guide



The graphic is a postcard for the Washington State Health Care Authority School Employees Benefits Board. At the top left is the logo for the Washington State Health Care Authority School Employees Benefits Board. At the top right is the 'Benefits 24/7' logo, which includes a calendar icon. The main image shows a man and a woman sitting on a couch, looking at a laptop. A dark blue text box on the right side of the image contains the following text: 'Welcome to Benefits 24/7!', 'Benefits 24/7 is the new online enrollment system that will replace SEBB My Account for the School Employees Benefits Board (SEBB) Program.', and 'Starting the week of May 8, Benefits 24/7 will bring you improved features and an easy-to-use design.' Below the image, the text 'HCA 20-0368 (03/23)' is visible. The bottom section of the postcard is titled 'What's new?' and contains three main sections: 'The name.' which states that Benefits 24/7 replaces SEBB My Account; 'Improved features.' which lists the ability to enroll in PEBB retiree coverage or SEBB Continuation Coverage; and 'What do I need to do?' which provides instructions for existing and new users. It also includes contact information for the SEBB office and a disclaimer in English and Spanish regarding the HCA's commitment to accessibility.

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

Benefits 24/7

Welcome to Benefits 24/7!

Benefits 24/7 is the new online enrollment system that will replace SEBB My Account for the School Employees Benefits Board (SEBB) Program.

Starting the week of May 8, Benefits 24/7 will bring you improved features and an easy-to-use design.

HCA 20-0368 (03/23)

What's new?

The name. Benefits 24/7 replaces SEBB My Account but looks and works very similarly.

Improved features. You'll be able to do more in Benefits 24/7, like enrolling in PEBB retiree coverage or SEBB Continuation Coverage when applicable.

What do I need to do?

If you already have registered in SEBB My Account and used SecureAccess Washington (SAW) to log in — good news! You can continue to use that to log in to Benefits 24/7 as long as you're using the same SAW account.

If you have not registered in SEBB My Account, you will need to set up your Benefits 24/7 account after May 8. If you already have a SAW account, you don't need to create a new one.

Visit benefits247.hca.wa.gov to get started and for FAQs and troubleshooting tips. If you need help with Benefits 24/7, contact your payroll or benefits office.

HCA complies with all applicable federal and Washington State civil rights laws and is committed to providing equal access to our services. If you need an accommodation, or require documents in another format or language, please call 1-855-682-0787 (TRS: 711).

La HCA cumple con todas las leyes vigentes federales y del Estado de Washington sobre derechos civiles y tiene el compromiso de ofrecer un acceso equitativo a nuestros servicios. Si necesita alguna facilidad, o si requiere documentos en otro formato o idioma, llame al 1-855-682-0787 (TRS: 711).

Управление здравоохранения (HCA) соблюдает все применимые федеральные законы и законы штата Вашингтон в отношении гражданских прав и обязуется обеспечивать равный доступ к своим услугам. Если вам потребуются специальные услуги или документы в другом формате или на другом языке, позвоните по телефону 1-855-682-0787 (TRS: 711).

Washington State Health Care Authority
SCHOOL EMPLOYEES BENEFITS BOARD

PO Box 42720
Olympia, WA 98504-2720

Upcoming Webinars



May 26: SEBB Preparing for the end of school year

August 4: SEBB Preparing for the start of the new school year

TBD: 2023 SEBB Pre-Annual Open Enrollment (OE)

Where to register:

- hca.wa.gov/sebb-benefits-admins/training-schedule

All webinars are recorded and posted to the BA website.

- hca.wa.gov/sebb-benefits-admins/training-materials-and-recordings

Q&A

We will now address some of the questions that did not get answered during the webinar.

- Any questions that do not get addressed today will be responded to by phone, email or HCA Support
- Employee specific questions or scenarios should be sent through HCA Support

After the webinar, participants will receive a follow up email that includes a brief survey. We would greatly appreciate your feedback.

Thank you for participating!

