

ACCESS YOUR NBN VISION PLAN INFORMATION ONLINE

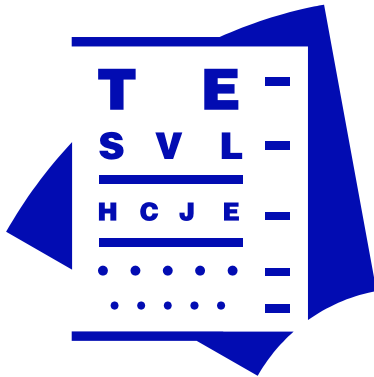
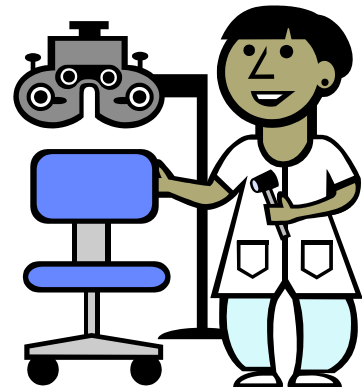


Your NBN Vision Care Plan is just a mouse-click away at www.nwadmin.com!!



- ❖ Download an NBN Vision ID Card
- ❖ Check your claims and eligibility status
- ❖ Read or download a printable copy of your NBN Vision Care Plan brochure

- ❖ Search for an NBN Vision Care Plan provider in your area*
- ❖ Print a copy of the NBN Vision Care Plan Claim Form



- ❖ View or print a copy of your Explanation of Benefits
- ❖ Find information about using your NBN Vision Care Plan benefits
- ❖ Access a glossary of vision care terms

If you need more information, please call us at (800) 732-1123 or (206) 726-3278.

** The online NBN Vision provider directory is updated on a daily basis to make it as accurate as possible. However, the provider information displayed online is subject to change, so please verify your provider's status in the NBN network at the time you make your appointment.*



Administered By:

Northwest Administrators, Inc.
2323 Eastlake Ave E Seattle, WA 98102
(206) 726-3278 / (800) 732-1123

www.nwadmin.com

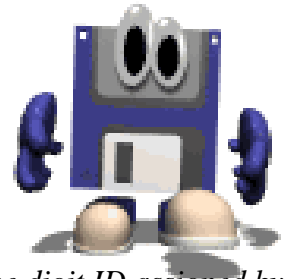
WEBSITE REGISTRATION

Northwest Benefit Network is administered by Northwest Administrators, Inc.

Registration is on the NWA website at www.nwadmin.com.*

REGISTRATION

- ❖ Navigate to www.nwadmin.com.
- ❖ Click the “Register Now!” link below the Login button.
- ❖ You will be taken to the New User Registration page. Select your role under Participant. (Participant = Employee)
- ❖ Enter the SSN of the Employee.
- ❖ Enter an Email Address that you will use as your login ID.
- ❖ Click “Next.”
- ❖ Enter all mandatory fields.
- ❖ Member ID – *This is the employee’s Social Security Number, or the nine digit ID assigned by NWA.*
- ❖ SSN of the person registering.
- ❖ Date of birth of the person registering.
- ❖ Email address – This will act as your user ID once you’ve registered.
- ❖ Password: This is a 7 to 12 character password that **must** contain mixed case (upper & lower), numerals and special characters (such as !, @, #). This is the password you will use to log in to this website.
- ❖ The “Terms of Use” must be checked before you can register.
- ❖ Click “Register.”
- ❖ The “Participant Home” page will be displayed with the registered name.
- ❖ The registration has been completed and the links will be available.



* Registration is only required once and will give you access to any Plan benefits you have with NBN or NWA.



LOGIN

- ❖ Navigate to www.nwadmin.com.
- ❖ Enter your Email ID and Password.
- ❖ Click “Login.”

If you need assistance with the Registration or Login process, please email websupport@nwadmin.com or call (866) 239-1529.