

Visit *cbabluevt.com* on your laptop, tablet or mobile device. Once the site has loaded click the *members* tab.



STEP 2

The members screen will then load. Once here, click the yellow Sign In button.





After clicking the Sign In button, you will be directed to the *member navigational wizard*. Here, enter your **company name** or **company group number** and hit the search button.

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	Step 1 Step 2							
	Member Access to the Information Network Her you will find resources that will allow you to manage the cost of your healthcare. We have also provided you with tools to help yr riority. Trough Name or Group Number: Gröup Name Gröup	ou achieve opi	timal health, bec	ause taking c	are of yourself s	hould be a		
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STEP 4

Once on the employer product navigational page has loaded, you will see all of your employers products thru CBA Blue. To register for the CBA Blue new member portal click the *My Medical or Dental Plan* Tile.





This will bring you to the *CBA Blue Welcome Speedbump*. Here it advises you that if you have not regsitered in the new member portal you will need to do so. **Please note: even if you have registered in the old portal, you will need to re-register to gain access to the NEW member portal.**

Click **continue** to register.

· ·	vercome to CBA's	New Members	web Portai	
As a current m	ember vou can acc	ess vour Enrollm	ent. Benefits and viev	vour
	Claims, Deductibl	es or other Plan	Maximums.	
access to your to proceed previously wit	account. Please us on how to register. th our old member time or bt your first time se	e the User Regis Please note, eve portal you will ne n this new portal.	tration Guide button I n if you have register ed to re-register your nd you have already re	first
registered, y	ou can simply proc	ceed forward with	your login and click	the
	"cor	itinue" button.		
For instructions on creating you	r new Web Account with ou	r Self Service	User Registration Guide	
module				

STEP 6

Next, on the Login screen, click the *Registration Now* link.

				Contact Us	Careers	Blog Sear	ch
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Home > Login							
Log in							
Email / Username							
Password							
Eorgotten Password 2							
LOGIN							
Not registered yet? Register now							
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Finally, fill out **<u>all</u>** of the required fields and then press *register*.

*Please Note the following when filling out the E-Registration Form:

- > Enter your first and last name as it appears on your member ID card.
- > Enter your member ID which can be found on the front of your member ID card
- When typing in an email, please note that each user must have a separate email address for each account. For example, a mother can not use the same email address as her child.
- > For your security, when creating a password be sure to include the following:
 - o Passwords must be at least 8 characters long
 - o 1 capital Letter
 - 1 lower case letter
 - o 1 numeric character

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🚱 🚺 CBA Blu	e		₩hy CBA	Our Services	Members	Employers	Providers	Brokers	Member Access
	Home > Register Register								
	General Information Full Name" - As it appears on card	Birth Date (MM/DD/Y	YYY)*- Slashe:	are added autom	atically				
	Emali*	Repeat Email*							
	Each member must have a different email address for each member account. The same email address cann	ot be used for multiple pe	ople/accounts						
	Subscriber Information								
	Subscriber/Member ID*	Dependent Sequence*							
	*If you are the subscriber, please enter '00" here. Otherwise, please enter your sequence number in this fiel	d (this is the last 2-3 digi	ts on your card	l e.g. 01, 031, 02, 0	32, 03 etc.)				
	Security								
	Password*	Repeat password*							
	P							9	
	Password must be at least 8 characters long and contain a capital letter, lowercase letter, and number.								
	REGISTER Already registered? Log in								

How to Print EOB Information

1. After logging in to your secure member portal, scroll down to the **"Recent Claims"** area and click **"See All Claims."**

Number	Date	For	Туре	Doctor / Facility	Total	Status
219-0000455524-00	04/18/2019	JOHN	Medical	Springfield Medical Center	\$949.00	Paid
219-0000450067-00	04/25/2019	JOHN	Medical	Springfield RX Pharmacy LLC	\$5,333.45	Paid
219-0000435357-00	04/11/2019	JOHN	Medical	Springfield Medical Center	\$112.00	Paid
219-0000399225-00	03/13/2019	JOHN	Medical	Springfield RX Pharmacy LLC	\$5,333.45	Paid
219-0000350126-00	02/05/2019	JOHN	Medical	Springfield RX Pharmacy LLC	\$5,022.09	Paid

2. Once this page loads, scroll down to the desired claim or use the filters at the top of the page to find the needed claim.

My Dashboard	Claim Stat	us							RESET ALL	FILTERS	
Edit Profile	Date From	Date To		Filte	r By Person	Filter By T	Гуре	Searc	Search By Keyword		
Deductibles & Out of Pocket	菌 mm/dd/yyyy	i mm/dd/yy	YY	A	ll Types 🔻	All Nam	nes T	Sear	ch		
Maximums											
JOHN's Utilization	All Claims										
LINDSAY's Utilization	Show 5 🗢 entries	5									
MEKEILA's Utilization	Number () Date 🚽	For	¢	Relationship 🛊	Type \$	Doctor / Facility	¢	Total 🛊	Status 🔶	
KINZIE's Utilization	<u>219-0000450067-00</u>	04/25/2019	JOHN		Self	Medical	Springfield RX Pharma	icy LLC	\$5,333.45	Paid	
	219-0000455524-00	04/18/2019	JOHN		Self	Medical	Springfield Health Se	rvices	\$949.00	Paid	
GIANA's Utilization	219-0000435357-00	04/11/2019	JOHN		Self	Medical	Springfield Health Se	rvices	\$112.00	Paid	
Claims	219-0000397550-00	03/14/2019	GIANA		Child	Medical	Springfield Health Se	rvices	\$64.74	Paid	
	219-0000399225-00	03/13/2019	JOHN		Self	Medical	Springfield RX Pharma	cy LLC	\$5,333.45	Paid	
All Documents	Showing 1 to 5 of 61 en	tries				-	Draviaua 1 2 3			12 Navt	
Print your card	Ū.							, 4	3	is Next	

3. Once you have found the desired claim, click the **blue claim number** link.

Number 4	Date 🔻	For 🔶	Relationship 🛊	Type \$	Doctor / 🔶 🕈	Total 🕴	Status 🛊
219-0000450067-00	04/25/2019	JOHN	Self	Medical	Springfield RX Pharmacy LLC	\$5,333.45	Paid
219-0000455524-00	04/18/2019	JOHN	Self	Medical	Springfield Health Services	\$949.00	Paid
219-0000435357-00	04/11/2019	JOHN	Self	Medical	Springfield Health Services	\$112.00	Paid
219-0000397550-00	03/14/2019	GIANA	Child	Medical	Springfield Health Services	\$64.74	Paid
219-0000399225-00	03/13/2019	JOHN	Self	Medical	Springfield RX Pharmacy LLC	\$5,333.45	Paid
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4. This will bring up the "Claim Detail Screen," which has all data on a normal Explanation of Benefits (EOB).



Code Descriptions & Messages

Procedure Code

5. To Print this information, use one of the following ways:

Print Screen

To capture your entire screen, tap the **Print Screen** (sometimes labeled **PrtScn**) key. Your screenshot will not be saved as a file, but it will be copied to the clipboard. You'll need to open an image editing tool (such as Microsoft Paint), paste the screenshot in the editor and save the file from there.

You can also set the PrtScn button to open the Snip & Sketch tool by going to **Settings** > **Ease of Access > Keyboard** and toggling on **Use the PrtScn button to open screen snipping** under Print Screen Shortcut.

Windows key + Print Screen

To capture your entire screen *and* automatically save the screenshot, tap the **Windows key + Print Screen key**. Your screen will briefly go dim to indicate that you have just taken a screenshot, and the screenshot will be saved to the Pictures > Screenshots folder.

Windows key + shift-S

You can also use keyboard shortcut **Windows key + shift-S** (or the new **Screen snip** button in the Action Center) to capture a screenshot with Snip & Sketch. Your screen will dim and you'll see Snip & Sketch's small menu at the top of your screen that will let you choose with type of screenshot you want to capture.

Alt + Print Screen

To take a quick screenshot of the active window, use the keyboard shortcut **Alt + PrtScn**. This will snap your currently active window and copy the screenshot to the clipboard. You'll need to open the shot in an image editor to save it