



**BUTTE SCHOOLS**  
SELF-FUNDED PROGRAMS

# Vbas Online Reference Guide

*Everything you need to access your benefits and make open enrollment elections is available through BSSP's benefits portal, VBAS [www.vbas.com](http://www.vbas.com)).*

**From the Vbas site you can** make your 2016 benefit elections through May 16<sup>th</sup> and access a variety of information about your benefits package through BSSP 24/7/365.

1. Visit [www.vbas.com](http://www.vbas.com) and you'll be directed to the Butte Schools Self-Funded Programs' home page on the Vbas system. Enter the following information, in order:
  - a. Your **User Name** (BSSP; last 4 digits of your Social Security Number; your 4-digit birth year; first initial of your first name and first initial of your last name. Example: "BSSP55551900CP")
  - b. Your **Password** (last 4 digits of your Social Security number and the 4-digit year of your birth (Example: "55551900")
2. Click **Sign-In**.
3. From this page, you now have 24/7/365 and quick access to your secure accounts at Anthem, Express Scripts, Delta Dental and VSP, as well as quick links to other benefit information and portals through BSSP. To continue with your open enrollment elections through May 16th, click on the VBAS button.
4. If prompted for the **Vbas User Agreement**, click **Accept**.
5. Create your **New Password**. Because your initial password is only temporary, you must create your own personal password. Choose a minimum of 8 characters (numbers, letters or a combination of both). Re-enter your new password to confirm.
6. Click **Save** to store your new password.
7. Before you begin your enrollment, you will be asked to verify your personal information. To begin the verification process, click **Get Started**. Be sure to notify your district's benefits or human resources office with any address, contact or dependent changes. Please input your email address into VBAS – thank you!
8. When you have finished the verification process look for **Verification Completed** on the right side of the screen.
9. Click **Make your Open Enrollment Elections** to begin selecting your benefits effective July 1, 2016.



***IMPORTANT: Employer contribution rates in Vbas are provided for full-time employees, only, and may be subject to collectively bargained changes. If you are a part-time employee or retiree, please review additional information in this packet to determine your employer contribution.***

10. Click **Next** to move from page to page, selecting your benefits. If you make any changes, click **Save** afterward.
11. Once you are satisfied with your choices, click **Submit Elections** to complete your enrollment and print your Open Enrollment Election Summary. You can also click on the **Printable Summary** button.
12. Click **Sign Out** when you are finished. That's it! You've enrolled!
13. Click on the survey link to provide feedback about your Vbas online enrollment experience.

***If you have problems logging into Vbas, contact your district's Payroll or Benefits Office.***