

# SEBB Enrollment

Google Chrome is the preferred browser

USER NAME: _____
PASSWORD: _____

## Setting Up Your Account

- Go to **myaccount.hca.wa.gov**
- Click on the green **Login to SEBB My Account** button under **Employee/Subscriber**
  - You'll be directed to SecureAccess Washington (SAW)
- Click **Sign up** to create a SAW account. Enter your name, email address, a username and password. Remember to save your username and password in a safe place so you don't forget it the next time you log in.
- Check the box to indicate you're not a robot, click **Submit**, and follow the link to activate your account.
- Check your email for a message from SAW. Click on the confirmation link, then close the Account Activated! Browser window that opens, and return to your original window, Follow the instructions on the screen to finish creating your account
- You will be redirected back to SEBB My Account. Enter your last name, date of birth, and last four digits of your Social Security number. Click **Verify my information**.
- Select your security questions and answers. You'll be directed to the SEBB My Account dashboard.

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## How To Enroll

1. **Add your dependents.** Enter your dependent(s) information. If you are not adding dependents, you can skip to step 3.
2. **Verify your dependents.** Your documents must be verified and approved before your dependents can enroll under your coverage. Upload documents from your computer or mobile device to verify your dependents' eligibility.
3. **Attest to the premium surcharges.** Answer a series of on-screen questions to determine whether you'll be charged the monthly \$25-per-account tobacco use premium surcharge and, if applicable, the monthly \$50 spouse or state-registered domestic partner coverage premium surcharge.
4. **Select your plans.** You can follow a link to ALEX, the online benefits advisor, to learn more about which plans might be the best fit for you. When you're ready, select your plans in SEBB my Account by checking the box next to the medical, dental and vision plans you want for you and any dependents you want to enroll.

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- ***If you have other employer-based medical coverage, TRICARE, or Medicare, you can waive SEBB medical coverage.***
- ***If you do nothing, you will be subject to the following default enrollment for employee only coverage (dependents will not be enrolled):***
  - ***Uniform Medical Plan Achieve 1 (\$33 per month premium + \$25 per month tobacco use surcharge!)***
  - ***Uniform Dental Plan***
  - ***MetLife Vision Plan***
  - ***Basic Life Insurance***
  - ***Basic AD&D Insurance***
  - ***Basic Long Term Disability Insurance***