



Benefit Enrollment Guide: Newly Eligible Employees

Enrollment will be done entirely online and can be done at work or on a personal computer. You will just need access to a web browser!

Medical, Dental, Free Life, Additional Life, Short Term and Long Term Disability insurance.

<https://www.seebenefits.com/fv/login.asp>

Your **User ID** is your 6 digit payroll number. (If your payroll number is less than 6 digits you will add preceding 0s to make it 6 digits. Ex: payroll # 40684 – enter 040684.)

Your **Password** is the last 4 digits of your social security number.

This will then bring up your personal information that you have to update. You will need to update your dependent (children) information first *this does not automatically cover them on insurance. You will elect that after all personal information is updated.

After updating all personal information it will then take you to a screen that gives you info on the benefits that are available to you and the cost of each benefit.

You will then proceed to accepting or declining coverage. You will then be prompted to continue to the applications and beneficiary information at that time for the coverage's that you have chosen.

*If you elect Spousal coverage for Medical insurance you will need to fill out the Spousal Eligibility form as our plans do not cover spouses if they are eligible to enroll elsewhere.

Flexible Spending Accounts

If you do not wish to enroll in this benefit you do not have to go through this process.

On the second website <https://www.tasconline.com/ubaaccess> you will sign up for a Participant account using the email address we have on file for you. Once you sign up you will sign in as a participant to enroll in the Flexible spending Medical and Daycare plans.

*if the email is incorrect or giving you an error please contact payroll to get it corrected. If we do not have an email on file for you we will need it to add you to the system before you can enroll.