ebpa
EMPLOYEE BENEFITS

Member Portal Registration
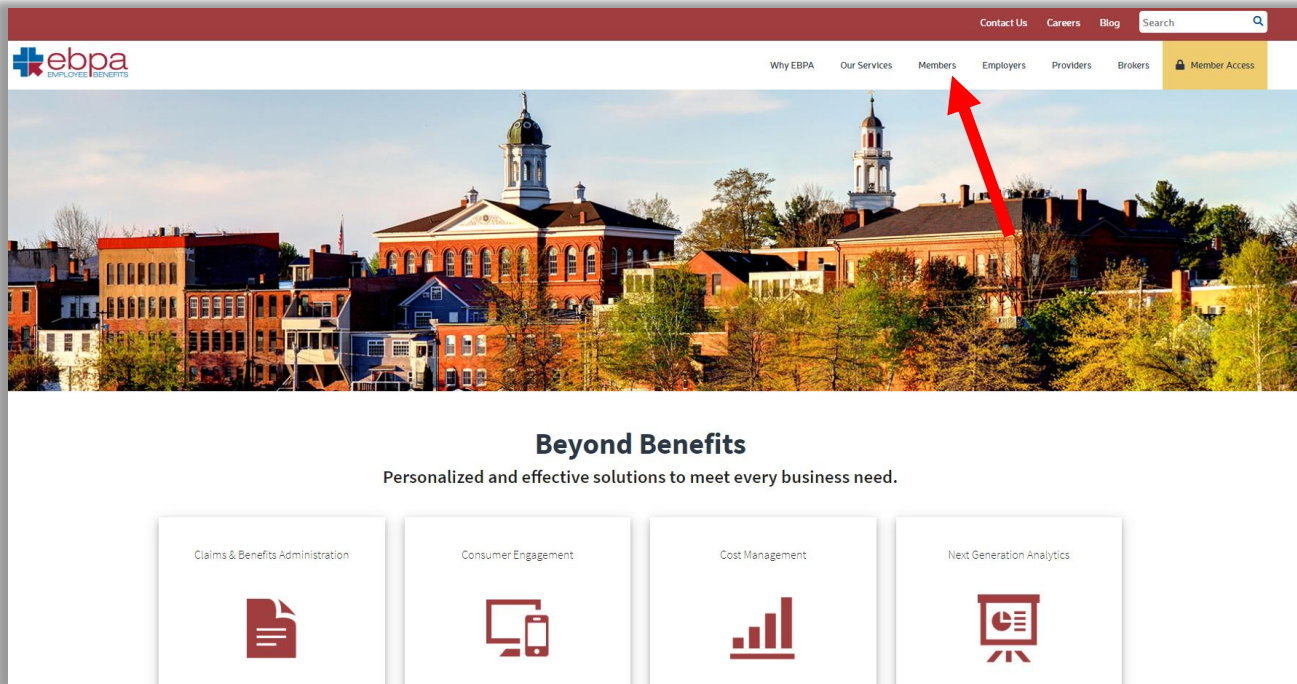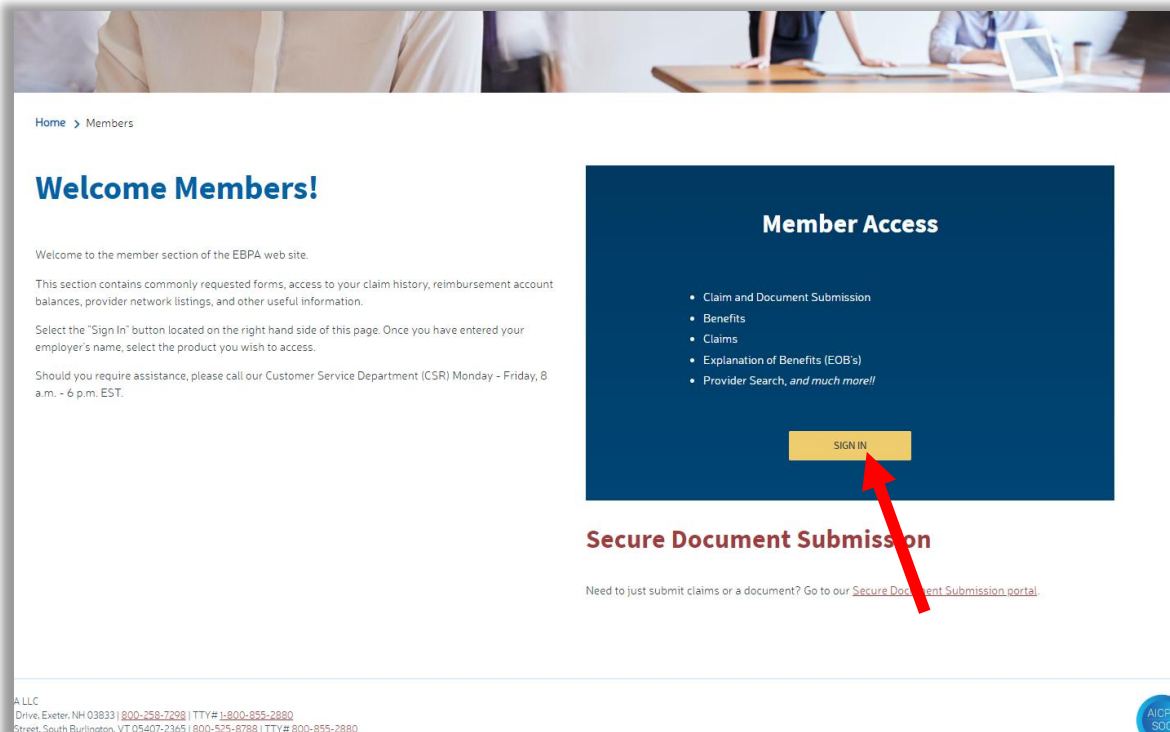
STEP 1

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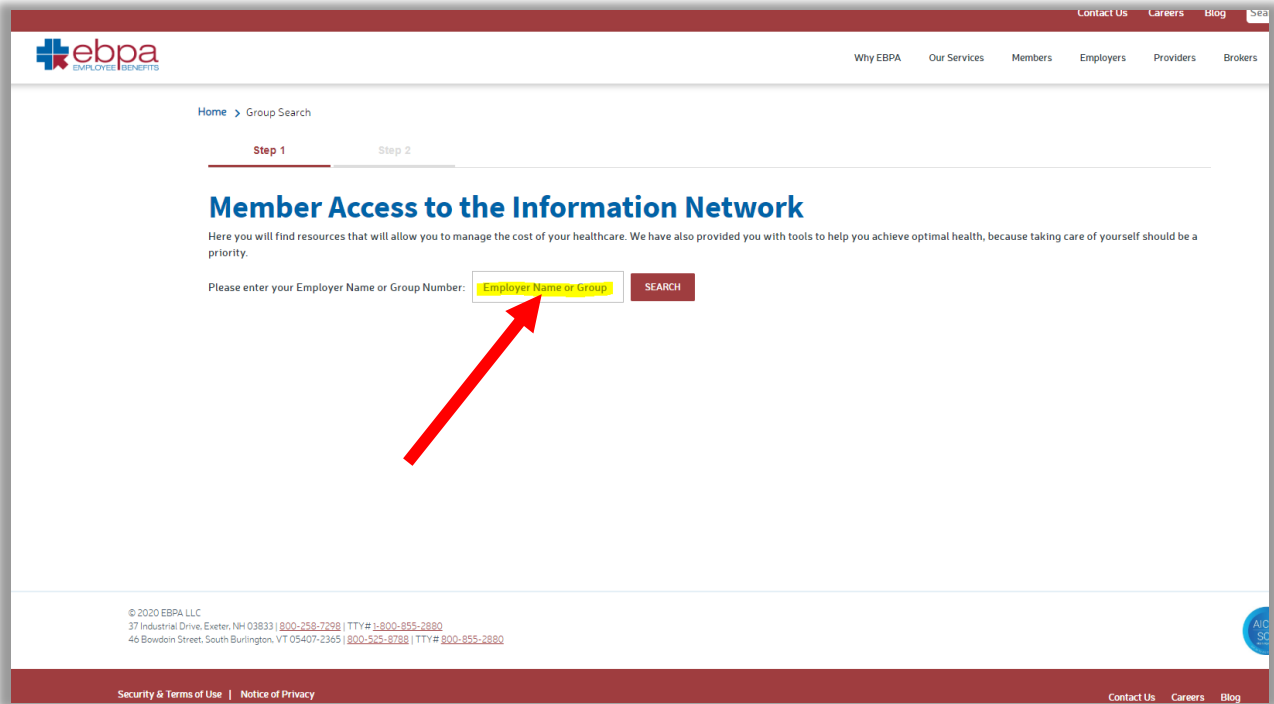

STEP 2

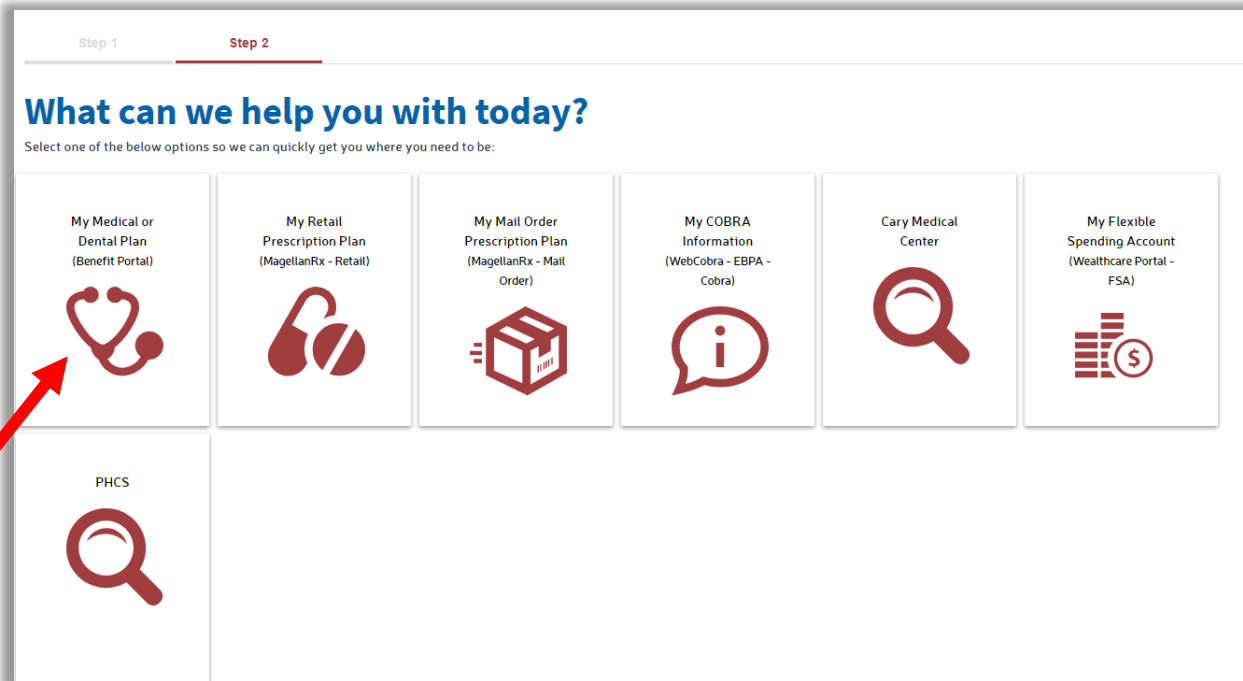The members screen will then load. Once here, click the yellow ***Sign In*** button.

STEP 3

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.
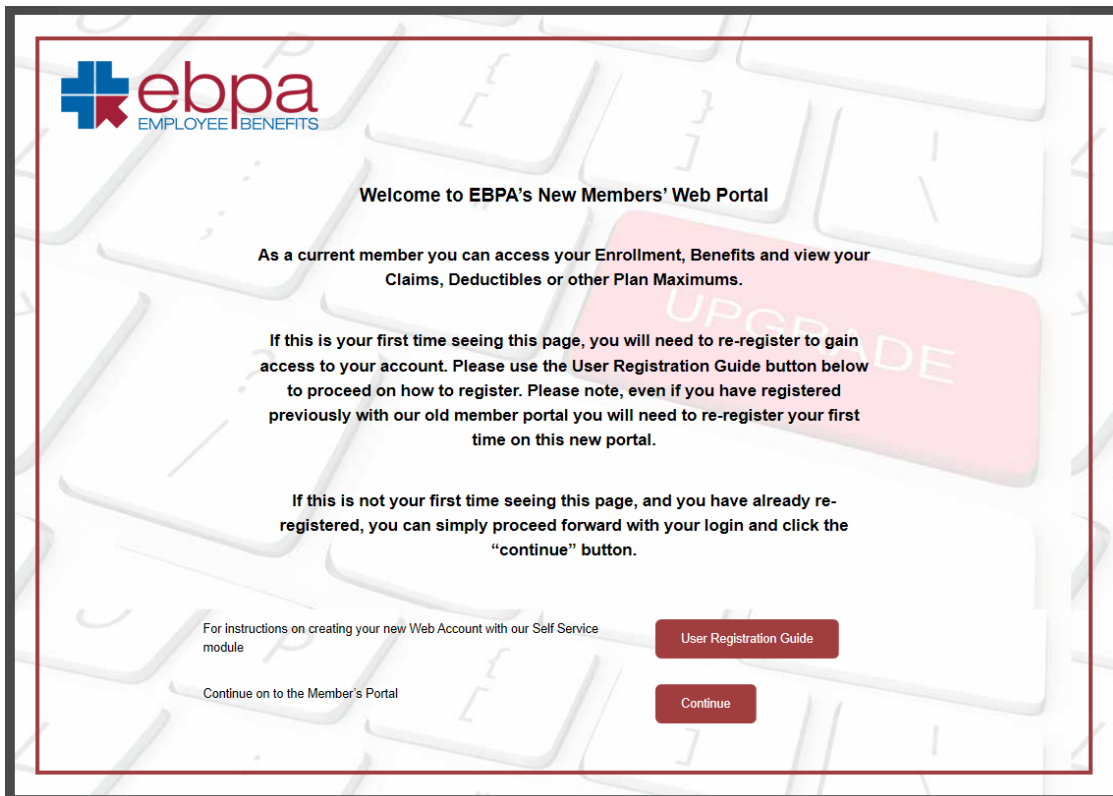

STEP 4

Once on the employer product navigational page has loaded, you will see all of your employers products thru EBPA. To register for the EBPA new member portal click the *My Medical or Dental Plan* Tile.
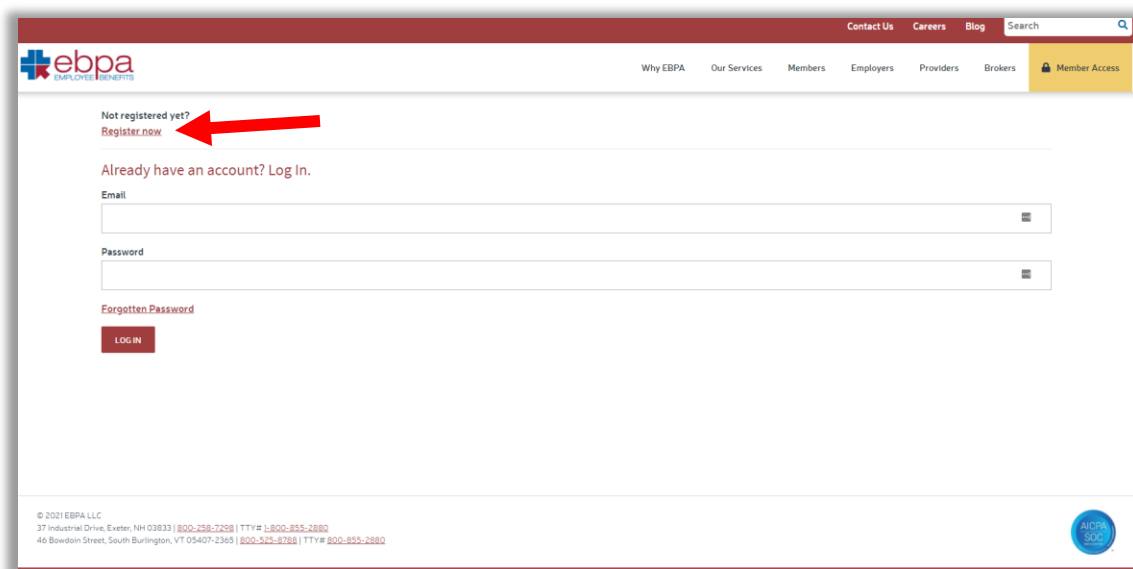
STEP 5

This will bring you to the *EBPA Welcome Speedbump*. Here it advises you that if you have not registered 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.

STEP 6

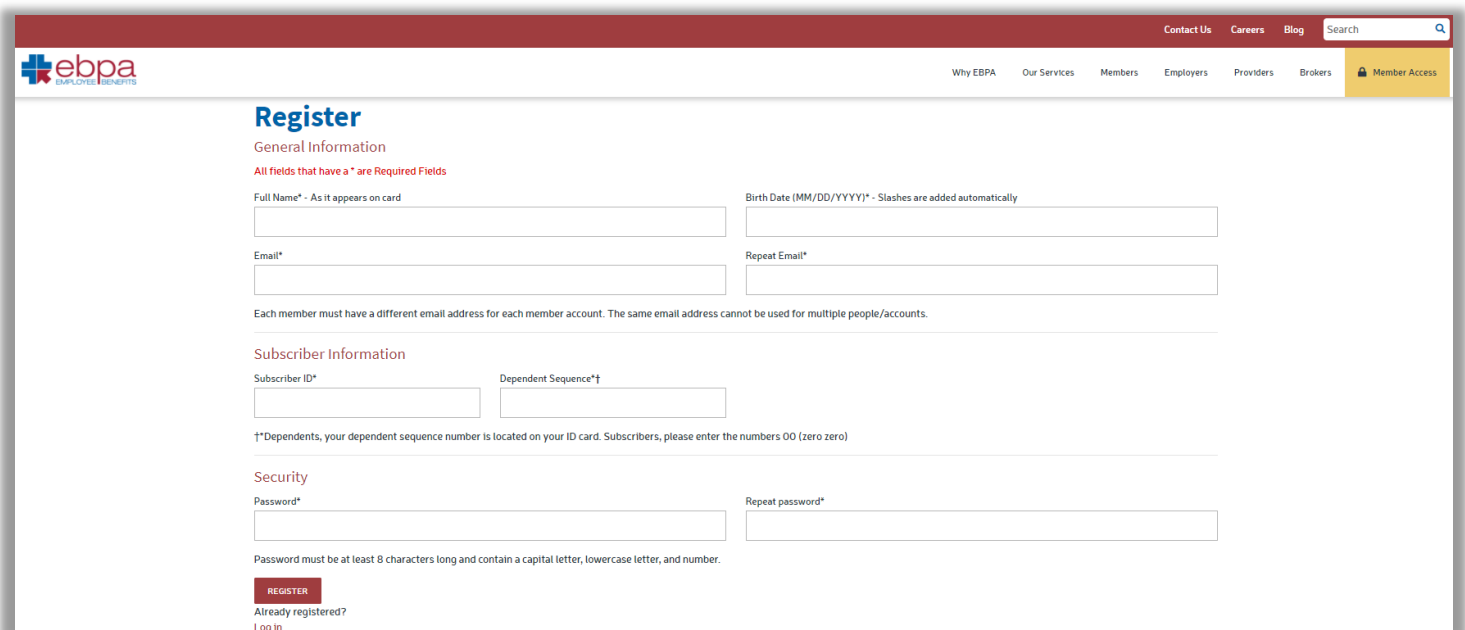Next, on the Login screen, click the *Registration Now* link.

STEP 7

Finally, fill out **all** 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
   o 1 lower case letter
   o 1 numeric character