Vbas
Employee Self Service

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In your internet browser type in www.vbas.com. The below screen will pop up and you will enter your user name and password then hit Login. Enter your assigned user name, which is the same as your CCS email address. The password is defaulted to the word ‘Benefits’ plus the last four digits of your social and your four digit year of birth. The example is below:
After logging in for the first time you will need to read and agree to the Vbas User Agreement. Click ACCEPT after you have read the agreement. This agreement is only displayed the first time you log in and each year at Open Enrollment.
Next you will be prompted to change your password. Every 90 days your password will need to be changed. It must be 8 characters long, with uppercase and lowercase letters, and include at least one number. Once you have entered and confirmed password, click SAVE.
The next screen tells you that the Required Summary of Benefits and Coverage (SBC) for all plans are posted in the document library and that you will go there to read the corresponding document for the plan you have enrolled in. Click NEXT to agree to this.
The next screen informs you that the Centers for Medicare require your dependents to have a Social Security Number if you are going to enroll them in coverage. If you do not have a Social for your dependent, you will not be able to enroll them in the benefits and you will need to work with HR to get the coverage enrolled. Click NEXT.
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The next screen is the Welcome page with Charlottesville City School’s personalized message letting you know about the system. Additionally, on the right side, a message lets you know that you must verify your information in the system before you can enroll in coverage. You will click on GET STARTED to verify your information and then enroll in coverage.
The Verification Process steps are listed on the left hand side and the screen you are currently viewing is **bolded blue**. Verify that your Basic Information is correct. You will not be able to make changes to this screen, however, if you click CHANGE, you will get a message on how to get the changes updated.
Below is an example of the Change Message you will receive if you try to make changes to a field that is not changeable. Click CANCEL to return to previous screen.
Click NEXT to proceed to next Verification Step – Physical Address. This record is not changeable either. If you click CHANGE you will get the same Change Message. Click NEXT.
The Mailing Address is usually the same address as the Physical unless someone has a PO Box. Click NEXT after you have reviewed the address.
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Phone numbers may be populated by the employer at the time of data entry but are not required. Click NEXT.
Dependents can be added to Vbas without being added to coverage. To add a dependent click on ADD NEW.
All fields with a **RED** asterisk are a required field. It is not required to add a Social Security Number to a dependent in this section, however to add them to coverage you will need to have their SSN.
When adding the address, if the dependent lives with you, you may click the box next to ‘Same as mine’ for both Physical and Mailing address. You would want to add a different address if the dependent is a child attending a school and is not living at home. Click SAVE when done.
If you do not enter a Social Security Number for your dependent, the below Pop-Up message will appear letting you know that you may need to supply the number when enrolling in coverage. Click OK.

![Message from webpage]

You have not entered a social security number for this dependent. Please note that this dependent’s social security number may be required when enrolling in plans.

If you would like to add the dependent’s SSN now, click CANCEL. To proceed without adding the SSN, click OK.
If you need to edit the dependents information you can click on their name and the same screen will pop up for you to make changes. When you are done, click NEXT.
An Email address is not required, however, if you forget your password, it will be emailed to you if there is an address listed. Click CHANGE to add the email address.
After adding your email address, click SAVE.
Now that you have verified all your information which was entered into the system on your behalf, it is time to enroll in benefits. Click on PROCEED TO CURRENT YEAR ENROLLMENT.
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Plans that the company offers will be listed below for you to enroll in. Click on the Blue Underlined benefit type to make your election.
You can either elect coverage or Waive coverage. Select the **Blue Underlined** action that you would like to make.
When you select that you would like to enroll in coverage, you will need state the reason you are enrolling in coverage. There are 7 reasons to choose from (typically #1) then click NEXT.
The plan(s) available will be displayed for you to choose from. If you wish to do side-by-side comparisons you can click on ‘plan summaries & costs’. Otherwise, select the plan you wish to enroll in and click NEXT.
If you wish to enroll the dependent(s) you’ve added to Vbas you can click on the box to the left of their name and then click NEXT. If you forgot to add a dependent during the verification process, you can now add another dependent here.
If you did not add a SSN to the dependents record, you will now be prompted to add the number, then click NEXT. If you do not have the number handy, you will need to click BACK and unselect the dependent from the previous screen.
Your last page for this Benefit election is the Authorization language. It has the carrier’s language as well as the company’s language. You will also notice it has the “per pay-period” amount you will pay for this coverage.

The above Enrollment Selections is a quick snapshot of why you are enrolling, what plan you are enrolling in, the group number and any dependents added to your enrollment.
After you have read the language, click on SAVE if you wish to continue with electing this coverage.
All plans are set to be reviewed and approved by HR. If you have added an Email Address to the system, you will get an email from alerts@vbas.com once the election has been approved or denied by HR. Now you can either view the election you just made or continue to make another election.
Back at the Benefits screen, you can select which plan you want to enroll in or waive next. Repeat this process until you are finished electing or waiving all coverage.
If you select ‘I would like to waive my right to coverage, the next screen that pops up is the company’s waiver language.
Once you read the language, click SAVE to waive the benefits. If you change your mind and wish to enroll, click CANCEL.
The Benefits tab has the election status of your benefits, as well as a Benefit Summary and Cost Summary. Once the benefits have been approved by HR the dollar amounts of what you owe will be populated.
The RESOURCES tab has all the resources in one place you may visit frequently. This section contains Company Contacts, Documents, and helpful websites. Feel free to click on the different links. When you are all done, click SIGN OUT.