Online Enrollment

BRMS Vbas Online Reference Guide

Vbas enrollment allows you to do much more than enroll for benefits. You can add or delete dependents, add or change your beneficiary designations and access a comprehensive resource library containing a variety of information about your benefits. After open enrollment, Vbas is available year-round to check your benefits information or record a family status change. This reference guide will help you log into Vbas, walk you through open enrollment. Let's get started!

Logging In

1. In your web browser, enter **www.vbas.com**
2. . You will be directed to the Vbas home page. Enter the following information, in order:
   - Your **User Name**: (**your work email address** - example "DoeJ1@charlottesvilleschools.org".)
   - Your **Password** (the word **Benefits** followed by **last four digits of your Social Security number** and the **four digit year of your birth** - example "Benefits67891970")
3. Click **Submit**
4. If prompted for the Vbas User Agreement, click **Accept**
5. Create your **New Password**—your initial password is only temporary. Your password must be a minimum of eight characters (numbers, letters or a combination of both). Re-enter your new password to confirm.
6. Then, click **Save** to save 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**.
8. When you have finished the verification process (look for **Verification Completed** in the middle of the screen), click **Proceed to Current Year Enrollment** to begin enrolling in benefits.

Enrolling in Benefits

1. Starting with the **Medical Election** page, Vbas will guide you through the election process for all benefit types available to you.
2. Follow the Instructions, clicking the link that indicates the action you want to take. When making changes, use the **Next** and **Back** buttons to move from page to page. If you do make changes, be sure to click **Save** after making each change. If you are currently contributing to either or both of the FSA's, you must make a new election if you want to continue your participation.
3. If you want to change any of your elections, click **I would like to change my election**.
4. If you are satisfied with your elections, click the **Click Here** to submit your elections to complete your enrollment.
5. You will then be prompted to print a summary.

Vbas also allows you to…

Login to Vbas to perform a variety of benefits-related tasks or look up plan information, provider directories and more. Take a look…

From the main NAVIGATION bar…

- **Add a new dependent:** Click **ADD NEW** in step 5 of the verification process. Follow the instructions and click **Save**.
- **Enroll a new dependent:** Check the box beside the dependent name on the Medical, Dental or Vision election pages.
- **View Open Enrollment Elections:** Click on the tab that displays **OPEN ENROLLMENT** in red.
- **View your Coverage Costs:** Click on the **Cost Summary** tab.

Information Resources

For important forms and detailed plan information click on the **RESOURCES** tab and scroll through the Document Library.

For links to carriers and links to other resources, click on the **RESOURCES** tab and scroll through the Resource Links.

From the RESOURCES tab on the main navigation bar…

- **View documents including forms provided by Charlottesville City Schools.** Select the link for the document/ information you want from the Document Library box on the left side.
- **View additional resource links:** Select the link for the website you want from the Resource Links box on the right side.

If you have problems logging into Vbas, please contact
benefits@charlottesvilleschools.org