



## Getting Setup

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- 1) The first step all staff need to take is to go to the Secure Washington website:

<https://secureaccess.wa.gov/myAccess/saw/select.do>

Once there, select "SIGN UP!"

The image shows the SecureAccess Washington login page. At the top, there is a green banner with the Washington state seal on the left and the text "WELCOME to your login for Washington state." in white. Below the banner, there is a navigation bar with three buttons: "SIGN UP!" (circled in orange), "GET HELP", and "TIPS ON". Below the navigation bar, the page is divided into two sections. The left section is titled "LOGIN" and contains fields for "USERNAME" and "PASSWORD", a "SUBMIT" button, and links for "Forgot your username?" and "Forgot your password?". The right section is titled "ON BEHALF OF" and features the logo for the Washington State Health Care Authority.

You will enter your personal information including the user name and password you will use for your account.

You will need to make sure you have access to the email you provide as you will have to validate your account.

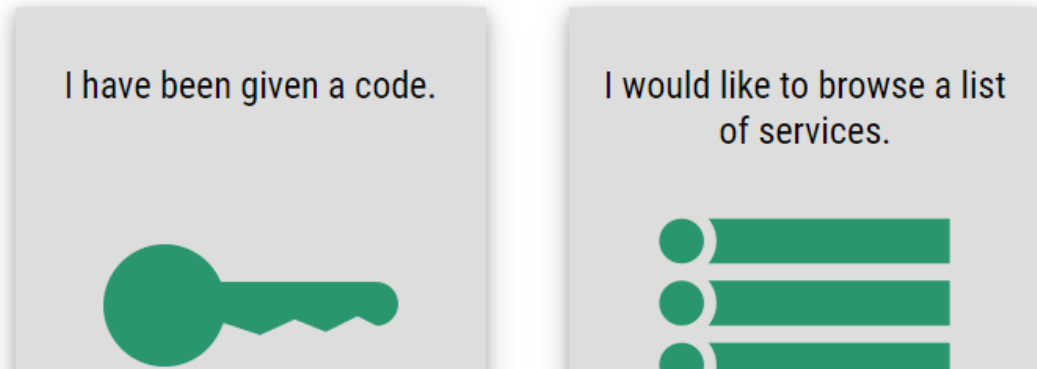
Once validated, you will have to add SEBB to your list of services.

**ADD A NEW SERVICE**

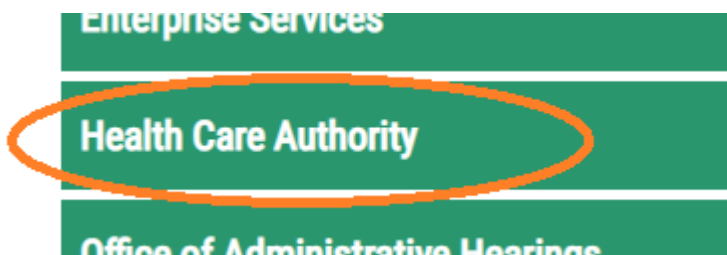
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Select "I would like to browse a list of services."

## ADD A NEW SERVICE

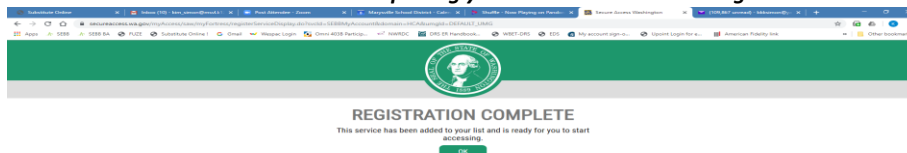


Scroll down to "Health Care Authority".



Select SEBB My Account

**\* You cannot access SEBB without completing your Secure Access Washington account.**



Click "OK" (as shown above)

If you have any issues, please contact the Health Care Authority at either [hcasebbbitsupport@hca.wa.gov](mailto:hcasebbbitsupport@hca.wa.gov) or (855) 648-3100.

Click on SEBB My Account – Directs you to screen below

**\* You will not have to come back to this site unless you clear your cookies.**

## Welcome to SEBB

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<https://myaccount.hca.wa.gov/>

After setting up your Secure Access account, this is the site you use moving forward to view your account, manage dependents, upload documents, and finalize your benefits.



### School Employees Benefits Board - Login

Log into SEBB My Account to view your coverage and premium surcharge information, get your statement of insurance, and make Account, visit our [Help with SEBB My Account](#) webpage.

#### Employee/Subscriber login

Log into SEBB My Account

#### Actions you can take during open enrolln (some restrictions apply)

- Enroll in SEBB benefits
- Attest to the spouse or state-registered domestic partner
- Waive coverage for yourself (employees only)

Click on "Log into SEBB My Account" as shown above

Complete step 1 of 2, adding your last name, DOB and last four digits of SS#

Click "Verify my information"

Complete Step 2 of 2 and click "Claim this account & go to dashboard" as shown below

## Verification

Thank you for logging in to SEBB My Account - Please provide the following information so we can first verify that we have you in our SEBB subscriber records.

### Subscriber verification - Step 2 of 2

We found the following record matching the information you provided:

Name: KIMBERLEY SIMON

Employer: MARYSVILLE SCHOOL DISTRICT 025

Please select three security questions and enter your answers - these questions will be used if you need to recover your account in the future.

Security question 1\*

Security question 1 answer\*

Security question 2\*

Security question 2 answer\*

Security question 3\*

Security question 3 answer\*

[Claim this account & go to dashboard](#)

[Back](#)

Read & click the “Accept” button – you will end up on the dashboard show below.

[Dashboard](#)
[Manage Dependents](#)
[Coverage Elections](#)
[Special Open Enrollment](#)
[Profile](#)
[Document Upload](#)
[Premium Surcharge Attestations](#)
[Sup](#)

Add or Remove Dependents

Submit dependent documentation

Make attestations

### SEBB Subscriber Dashboard

Welcome,

Manage dependents  
Add/remove/edit dependents

Coverage elections  
Your 2020 medical, dental, vision coverage

Once logged in, please take a moment and view your profile.

You will need to ensure your residential address is correct. The mailing & billing addresses can be left blank.

Below is a dashboard you will see. The markers shown below are labeled in the order you should select.

You want all 4 items with a green check mark. If all 4 are not green, you are missing something and will need to click on the corresponding marker to see what is outstanding.

## Open Enrollment Notice

Follow the steps below to begin your medical, dental, and vision plan selections for 2020. Begin by selecting Step 1, when adding dependents. Proceed to Step 3, Make attestations, if not adding dependents.



Add or Remove Dependents

2

Submit dependent documentation



Make attestations



Make plan elections

Looking for help and/or more information before making your decisions?

The Washington State Health Care Authority has two sites to help you out.

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## Virtual Benefits Fair

<https://benefitsfair.hca.wa.gov/>

The screenshot shows the 'Virtual Benefits Fair' landing page. At the top left is the Washington State Health Care Authority logo with 'SCHOOL EMPLOYEES BENEFITS BOARD' below it. The main heading reads 'WELCOME SCHOOL EMPLOYEES to your Virtual Benefits Fair'. On the left is a 'Welcome' sidebar with a 'Close' button and a list of benefits: Medical benefits, Dental benefits, Vision benefits, Dependent Care Assistance Program (DCAP), Life and accidental death & dismemberment (AD&D) insurance, Long-term disability (LTD) insurance, Medical Flexible Spending Arrangement (FSA), and SmartHealth wellness program. The main content area features a video player with a woman in a blue shirt. Below the video is a button that says '→ Get started by learning about your benefits'.

## ALEX

<https://benefitsfair.hca.wa.gov/ask-alex.html>

The screenshot shows the 'ASK ALEX!' page. At the top right are links for 'Directory' and 'Help'. The Washington State Health Care Authority logo is at the top left. The main heading is 'ASK ALEX!'. On the left is a 'Welcome' sidebar with a 'Close' button and the same list of benefits as the previous page. The main content area has a heading 'Welcome to ALEX!' followed by a paragraph: 'Our new online benefits advisor, ALEX, will help you understand your benefits and guide you through choosing your medical, dental, and vision plans. It's all in simple, easy-to-understand language. It's online, mobile-accessible, easy, and it's fun!' Below this is another paragraph: 'The online support tool will ask you a few questions about your health care needs, like what type of medical care you expect to use (doctor visits, surgeries, prescriptions, etc.) and how many dependents you plan to enroll. Then ALEX will use your answers to suggest plans that might make the most sense for you to consider. Your responses to ALEX are private and confidential, so no worries about privacy.' At the bottom, it states: 'ALEX will be available during the first annual open enrollment, October 1 through November 15.' On the right is a cartoon illustration of a yellow character with a face and a microphone, sitting at a desk with a laptop, papers, and a coffee cup.