

What is *iBSI*? NWtech's **Online Benefit Administration Service, *iBSI***, provides Benefit Administrators the ability to manage employee health coverage enrollment including Consumer Directed Health Plans. Functionality includes the ability to add and terminate members, edit demographic information, and view and pay bills online. Additionally, a Benefits Administrator can invite their employers to view their coverages and access benefit information through *iBSI*.

Who can use *iBSI*? *iBSI* is available to Employers currently enrolled in the Trust's Benefit Program and their employees. A new Employer will not be able to access *iBSI* until after the initial group set up and employee enrollment is complete. Renewing Employers will need to complete the renewal process prior to adding new members whose coverage effective date falls after the renewal date. *iBSI* is not available at this time for COBRA or Continuation of Coverage enrollment.

Employer Responsibility: The Employer is responsible for maintaining a signed Enrollment Application for all employees, acknowledging the benefits they have elected. We receive the enrollment data in an electronic format and are unable to maintain signed applications. Should an audit be performed on your account, you will be responsible for providing this documentation.

Registering to access *iBSI* will require that you read and agree to the Employer Web Site Terms of Use Agreement, as well as the *iBSI* Privacy Policy. Your registration and agreement to the Terms of Use Agreement binds you to those Terms of Use and confirms that you have the proper authority to be so bound.

Signing up for *iBSI*: If you are the signatory to the NWtech Master Application you may register to use *iBSI* by sending an email to HelpDesk@iBSIsolutions.com. You may also designate employees or contractors to register. If you would like someone other than you to have access, please include those email addresses in your email. An email response will be sent with registration instructions. Note that in designating others to access *iBSI*, you have agreed to ensure that your personal password is not shared and that anyone you wish to have access completes the registration process.

If you have any questions regarding *iBSI* or the registration process please contact us at HelpDesk@iBSIsolutions.com.