

# How to Enroll

**Important Note:** You will need to have an email address to access confirmation of your registration in the following steps.

**To Register:** Go to [www.hfbenefits.vbagateway.com](http://www.hfbenefits.vbagateway.com).

1. Select **CLICK HERE TO REGISTER AND/OR ENROLL** on the Welcome screen.
2. From the dropdown, select **MEMBER**.
3. Enter last 4 digits of your SSN and birthdate.
4. Your Gateway **REGISTRATION CODE** is your birthdate in MMDDYYYY format plus the last 4 digits of your SSN.
5. Create a username and password, enter your email address, and select **SUBMIT**.
6. You will receive an email confirming your registration. Click on the link embedded in the email. This will open a popup window.
7. Select **CLICK HERE TO ACTIVATE ACCOUNT**. The page will refresh. Select **CLICK HERE TO LOGIN**.
8. The login page appears. Enter your username and password from Step 5 and **LOG IN**.

## To Enroll:

1. Upon logging in, your current employee information and election will be displayed. Select **OPEN ENROLLMENT** on the left side bar.
2. Confirm information on next screen is correct. If not, **EDIT INFORMATION**. Select **NEXT**.
3. If you are adding dependents, select **+ADD DEPENDENTS** and complete required fields. You will need **SSN**, **DOB**, and **ADDRESS**. Upon completion, hit **UPDATE**. To remove dependents, select **DELETE** on right side of screen, next to dependent information. Repeat appropriate steps for each dependent. If no dependents, hit **NEXT**.
4. Select the Medical Plan you want to enroll in by clicking **SELECT THIS PLAN**. If you are waiving coverage, select **WAIVE MEDICAL COVERAGE** at the top right. Follow prompts to apply **Coverage Level** and click **APPLY**. Repeat this step for each benefit coverage available.

If electing FSA or Short Term Disability, you will need to know the dollar amounts for both elections to complete the elections for these benefits.

5. After all elections are completed, select **NEXT**.
6. If you have other insurance/coverage, select **+ADD OTHER INSURANCE** and complete required fields. Upon completion, hit **UPDATE**. If no other insurance, hit **NEXT**.
7. Review the **CONFIRMATION** page for accuracy of information and elections. If corrections are needed, select the **BACK** button to get to the appropriate page to make changes. If information is correct, check the **I AGREE** box and then **SUBMIT**. This page can also be printed for your records.

The image shows a sequence of three screenshots from the HealthFirst Gateway website. The first screenshot is the 'Welcome to HealthFirst Gateway' page, featuring a login form with fields for 'Username' and 'Password', a 'LOG IN' button, and a link for 'I forgot my username'. A red box highlights the 'Register & Enroll' link, which points to 'Click here to register and/or enroll.'. The second screenshot is a 'Thank you for registering' message, stating that to complete the registration process, the user should click a link: 'https://hfbenefits.vbagateway.com/index.'. The third screenshot is the 'Activating Your Gateway Account' page, which instructs the user to click the 'Activate' button to activate their account. A red box highlights the 'CLICK HERE TO ACTIVATE ACCOUNT' button.

The image shows a sequence of three screenshots from the HealthFirst Member Portal. The first screenshot is the 'Member Portal' home page, displaying user information for 'CASEY ABELL' and a list of available plans. A red box highlights the 'Open Enrollment' link in the left sidebar. The second screenshot is the 'Add Coverage' page, showing the 'Wood County Medical Plan (WoodCountyMedical)' selected. A red box highlights the 'MEDICAL' tab, and another red box highlights the 'WAIVE MEDICAL COVERAGE' button at the top right. The third screenshot is the 'Confirm' page, showing the selected plan and a confirmation message. A red box highlights the 'I Agree' checkbox, and another red box highlights the 'SUBMIT' button at the bottom right.