



## BENEFITS INFORMATION

### WELCOME TO ASSURED BENEFITS ADMINISTRATORS

We are pleased to be the new third party administrator for East Texas Baptist University's employee benefit health plan and Section 125 flexible spending plan. Below you will find information on how you can have the best experience in managing your health care.

#### ABA Member Portal

We are proud to be a green company, and we limit the amount of materials that we print as much as possible. To find useful information about your benefit plan or check the balance in your flexible spending account 24 hours a day, seven days a week, visit the ABA Member Portal. Find a provider, review your plan documents, view benefits paid, check the status of claims, download a PDF copy of your ID card, print forms and materials, and more, all in one convenient online location.

#### MEMBER PORTAL REGISTRATION

To create your user account, complete the following steps:

- 1 Visit [www.abadmin.com](http://www.abadmin.com). Click on **Portal** then select **Member Portal**.
- 2 Click on **Proceed to our sign up process**.
- 3 Read the License Agreement and click **Agree**.
- 4 Complete the forms on the next few pages as it applies to you. You must enter your first and last name, your date of birth, and either your Social Security number or your member ID (exactly as it appears on your ID card).

After creating your account, you will be able to access the Member Portal through the **MyABA mobile application**, which is available for download on Google Play™ and the Apple® App Store®.

You can invite your family members to create their own user accounts after you create your account. This will allow them to view their benefit information online and to provide you or other family members access to view their health information if they desire.

#### PPO Networks

ETBU has partnered with Good Shepherd Health System to help control the cost of ETBU's health plan. When you use a preferred provider, your deductible will be waived, and charges will be paid at the PPO level of benefits. If you do not use a GSHS provider, you are costing the ETBU plan additional expenses, which may reflect in changes to your benefits or an increase in your premiums. Please make sure to use a GSHS facility if you have an inpatient hospital stay or an inpatient or outpatient surgery to keep the cost of the health plan stable.

ETBU has also selected a secondary provider network, PHCS, in case you need to use a provider that is not a part of GSHS. Complete the following steps to find a PHCS PPO provider near you:

- 1 Visit [www.phcs.com](http://www.phcs.com). Under "I'm looking for a provider in the following network," select **PHCS Network (PPO)** then click on **Submit**.
- 2 Select **Doctor** or **Facility**, then press **Continue**.
- 3 Enter your location information, then press **Continue**.

#### Useful Phone Numbers

**ABA CUSTOMER SERVICE OR ELIGIBILITY | 1-800-247-7114 OR 915-532-2100**

We are available Monday through Friday from 8 a.m. to 6 p.m. Central Standard Time.