

EBS Gateway Member Claims Portal Registration

Available on the Portal are EOB's, claims history, and benefit plan information.

GET STARTED AT ebs.vbagateway.com

Step 1: Click on "Click here to register and/or enroll."

<u>Step 2:</u> Select 'Member' from the 'Portal' drop down menu and continue to fill out all fields.

<u>Step 3:</u> Once all fields have been completed, click submit. You will then receive a message thanking you for registering.

** AT THIS TIME YOU WILL RECEIVE AN EMAIL CONFIRMATION TO VALIDATE YOUR ACCOUNT**

<u>Step 4:</u> While you have the confirmation email open, click the link to activate your account.

<u>Step 5:</u> Click "Click here to activate" and your Gateway account is now active.

For questions please call: <u>Employee Benefits Systems</u> (EBS) 214North Main St. – PO Box 1053

Burlington, IA 52601 Phone: 319-752-3200 Toll Free: 1-800-373-1327

www.ebs-tpa.com

