# **Electronic EOBs**

EOBs (Explanation of Benefits) can now be viewed and printed right from our Member Benefits website. Just log into your benefits account and follow the instructions below to locate your claim and view, download, or print your EOB.

# **Instructions**

Instructions for locating the claim you wish to view, download, or print are outlined in the following steps.

# <u>Step 1</u>

Log into your Member Benefits account. You can access your account by either clicking on "Login to Member Benefits" from our website at <u>www.neca-ibew.org</u> inside the Benefits Login Box, or go directly to <u>https://memberxg.gobasys.com/necaibew/#/account/login</u>. Then log into your account with your username and password.

Access your benefits.

Check your benefits 24/7, no need to call the fund office. Login with your email and password to continue.

someone@example.com	
Password	
Log In	
Can't access your account?	Create Account

\*Note: If you do not have a benefits account created, then you can set up your account by clicking on the "Create Account" link at the top right corner of the page. Follow the instructions to create your new account. Any person over the age of 18 years old will need to have their own account; this includes the

spouse and children. Any children under the age of 18 years old will have their claims visible under the member's account.





## <u>Step 2</u>

After logging into your account, you will see a variety of options in the dashboard. You can keep the "swipe" view, which is shown above, or you can click on the menu icon at the top left corner to have the options drop down, like the view shown below. In either view you choose, click on the Health Claims option to open the claims page.



## Step 3

You can search for the claim you would like to view the eEOB for by using the Search box on the right, or by filtering any column by clicking the arrow next to what you would like to filter. When you find the claim you would like to view, click on the green box of that particular claim.



#### <u>Step 4</u>

If you have a pop-up blocker through your internet browser, you will need to allow pop-ups to view your eEOB. Below are examples of Mozilla Firefrox, Google Chrome, and Internet Explorer. These examples show how to allow pop-ups for the Member Benefits website for each browser.

#### **Google Chrome-**

1. Click on the icon with the red "X" at the top right of the page.



2. Choose "Always allow pop-ups from https://memberxg.gobasys.com".



#### Mozilla Firefox-

1. The message shown below will appear at the bottom of the page.

Firefox prevented this site from opening a pop-up window.

Click options and choose "Allow pop-ups for memberxg.gobasys.com".
Allow pop-ups for memberxg.gobasys.com

Edit Pop-up Blocker Options...

Don't show this message when pop-ups are blocked

#### **Internet Explorer-**

1. The message shown below will appear at the bottom of the page.

## Internet Explorer blocked a pop-up from memberxg.gobasys.com.

2. Click "Allow once" or click on "Options for this site" and choose "Always allow".

Allow once Options for this site 🔻	Always allow
	Options for this site +

# <u>Step 4</u>

Click on the same green box next the claim you want to view. A new window will open and load your eEOB, from here you can view, download and save, or print your health claim.

	IFCA (			1320	0 13288				J7BI	E [14,656] 1 of
NECA IBEW Welfare Trust Fund 2120 HUBBARD AVE DECATUR IL 62526-2871					Ex	Explanation of Benefits RETAIN FOR TAX PURPOSES THIS IS NOT A BILL Customer Service Information				
					Custome					
			14,656		lf you	If you have any questions regarding this claim, please call 1-800-765-4239. Group Name: NECA-IBEW Print Date: 10/27/2016 Participant: Participant ID:				,
					Group Na Print I Particip Participar					
Claim #: Patient:			Ра	Provider tient Acct#	:					
Line Se No. Da	vice Service tes Code	Amount Billed	Discount/ Ineligible	Allowed Amount	Remark Code	Deductible Amount	Co-pay Amount	Pre-Paid Other Ins.	Paid At	Plan Payment
1 10/2 10/2	1/16- OFFICE VISIT	\$25.00	\$1.28	\$15.00	COPAY, OOPI1, SMA, BC	\$0.00	\$15.00	\$0.00	100%	\$7.85
	Column Totala	¢25.00	64.29	\$8.72	COPAY, OOPI1, SMA, BC	\$0.00	\$0.00	\$0.00	90%	67.00
Patier	t's Responsibility:	\$15.8	7	423.72		\$0.00	\$15.00	\$0.00		\$7.05
Remark ( Claim #	Code Description Line No. Remark Code	e Description								
Payment Pavee	Detatils	Date	e Check	No Check	Amount					
Importan	t Information 180 days in which to fill	e an appeal. It i	s important	that you un ooklet. You	derstand the act	ion taken on daim decision	your claim. n reviewed l	If you have by written a	any que	estions n. Please
mportan	t Information 180 days in which to file	e an appeal. It i	s important our benefit b	that you un ooklet. You	derstand the act	ion taken on aim decision	your claim. reviewed l	If you have by written a	e any que	estions n. Please

You will get an error message like the one shown below if you are wanting to view a claim that is before October 3<sup>rd</sup>, 2016. Please contact the Fund Office to request copies of EOBs for dates of service before this date.

Explanation of Benefits \* We are unable to locate an EOB for this claim. Contact your administrator for assistance.

\*\*\*If you have any questions about how you can access your eEOB, please contact the NECA-IBEW Fund Office at 1-800-765-4239 to speak with Customer Service.

\*\*\*Please note that, depending on your operating system/browser/system settings, this eEOB may open as an .aspx file, rather than a .pdf file. Choose your PDF viewer (such as Adobe Reader) from the list of programs to open the .aspx file.