

Online Enrollment Instructions

Go to
vebaonline.com



1. Click on the “Enroll Now” link to be taken to the enrollment web-site.

Register
or get
PIN

2. Click on “Login” at the top of the screen. The login screen will pop up.
3. If you have never used ARES, click on “Register as a new user.”
Or,
if you’ve forgotten your login, click on “Forgot your PIN/Password?”

Complete PIN/
Password Process

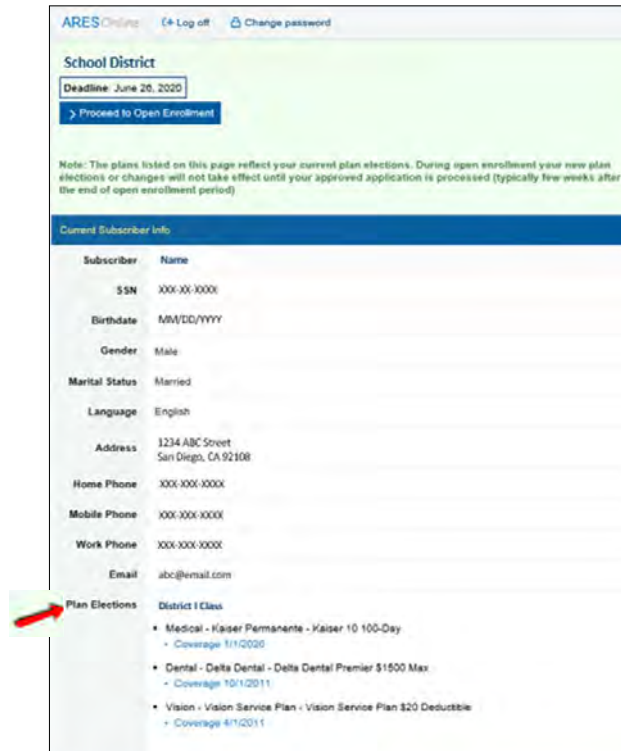
4. Submit your identifying information to begin the enrollment process. You will need the following:

- Member SSN
- Date of Birth: MM/DD/
- YYYY

- Continue following the prompts to enter your personal information and verify your benefit plan elections.
- Make sure you select the correct plans and covered dependents!
- Remember to click “Submit” to finalize your enrollment request to your district.

Frequently Asked Questions

Review
my plan



ARES Online Log off Change password

School District

Deadline: June 20, 2020

Proceed to Open Enrollment

Note: The plans listed on this page reflect your current plan elections. During open enrollment your new plan elections or changes will not take effect until your approved application is processed (typically few weeks after the end of open enrollment period).

Current Subscriber Info

Subscriber	Name
SSN	XXX-XX-XXXX
Birthdate	MM/DD/YYYY
Gender	Male
Marital Status	Married
Language	English
Address	1234 ABC Street San Diego, CA 92108
Home Phone	XXX-XXX-XXXX
Mobile Phone	XXX-XXX-XXXX
Work Phone	XXX-XXX-XXXX
Email	abc@email.com

Plan Elections District I Class

- Medical - Kaiser Permanente - Kaiser 10 100-Day
- Coverage 1/1/2020
- Dental - Delta Dental - Delta Dental Premier \$1500 Max
- Coverage 10/1/2011
- Vision - Vision Service Plan - Vision Service Plan \$20 Deductible
- Coverage 4/1/2011

Can I review my plan
if I don't have any
changes?

Yes, once you are logged in, you will
a see a summary of your demo-
graphics, dependents and benefits.

Forgot
password
or PIN

What if I forgot my password or pin?

If you have forgotten you PIN or Password,

Step 1. Go to <https://www.myaresonline.com/> and select "Login"

2. Select "Forgot your PIN/Password?"

3. To register or obtain your PIN and reset your password, you will need to enter your SSN, Date of Birth and Zip Code

IMPORTANT: Date of Birth must be in this format: MM/DD/YYYY

4. Select "Save"

5. You will be provided with "Your PIN" and you will need to enter a new Password of your choosing (Note: Password must be at least 8 characters long, must contain at least one number, one uppercase, one lowercase character and one special character). Note: Your PIN will be displayed so be sure to keep a record of this for future access

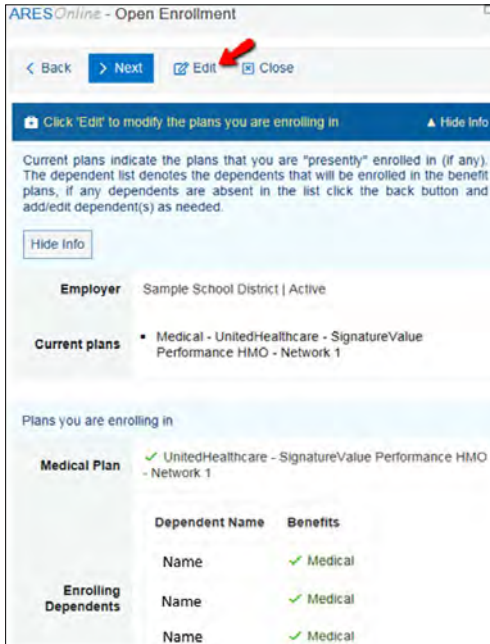
6. Select "Save"

Please note: SSN, DOB and Zip Code will match whatever has been provided to VEBA by your district.

You may now access ARES online using your PIN and new password. If you experience issues when entering this data, please contact your district benefits office.

Frequently Asked Questions

Select Plan



ARESOnline - Open Enrollment

< Back Next > Edit Close

Click 'Edit' to modify the plans you are enrolling in Hide Info

Current plans indicate the plans that you are "presently" enrolled in (if any). The dependent list denotes the dependents that will be enrolled in the benefit plans, if any dependents are absent in the list click the back button and add/edit dependent(s) as needed.

Hide Info

Employer Sample School District | Active

Current plans Medical - UnitedHealthcare - SignatureValue Performance HMO - Network 1

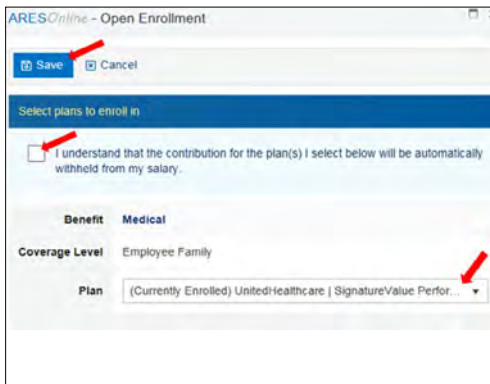
Plans you are enrolling in

Medical Plan UnitedHealthcare - SignatureValue Performance HMO - Network 1

Enrolling Dependents	Dependent Name	Benefits
Name	Name	<input checked="" type="checkbox"/> Medical
Name	Name	<input checked="" type="checkbox"/> Medical
Name	Name	<input checked="" type="checkbox"/> Medical

How do I select a new plan?

1. Select "Proceed to Open Enrollment"
2. You will reach a window that shows your current plans
3. Select "Edit" to modify the plans you are enrolling in
4. Select your desired plan(s) in the drop down menu(s)
5. Depending on your district, you may need to mark a box stating "I understand that the contribution for the plan(s) I select below will be automatically withheld from my salary."
6. Select "Save"
7. When you have finished Viewing/Editing, select "Next"



ARESOnline - Open Enrollment

Save Cancel

Select plans to enroll in

I understand that the contribution for the plan(s) I select below will be automatically withheld from my salary.

Benefit Medical

Coverage Level Employee Family

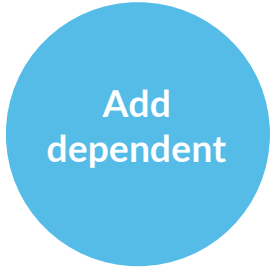
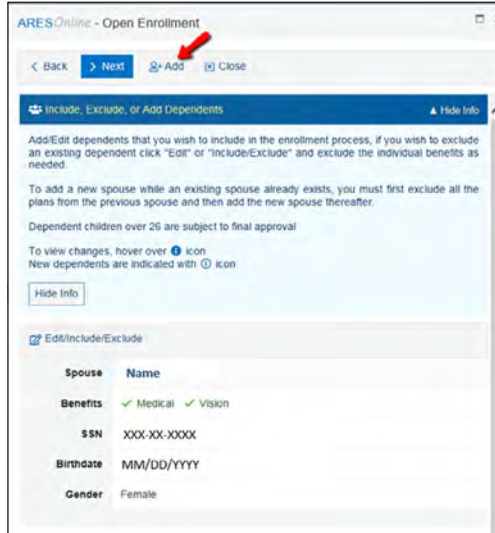
Plan (Currently Enrolled) UnitedHealthcare | SignatureValue Perfor...

How do I change carriers?

How do I change carriers?

The carrier is determined by the plan selected. If you elect to make any plan changes (see "How do I select a new plan?" above), the carrier will be updated accordingly with no further action from the member.

Frequently Asked Questions

ARESOnline - Open Enrollment


< Back **Next** Add Close

Include, Exclude, or Add Dependents Hide Info

Add/Edit dependents that you wish to include in the enrollment process, if you wish to exclude an existing dependent click "Edit" or "Include/Exclude" and exclude the individual benefits as needed.

To add a new spouse while an existing spouse already exists, you must first exclude all the plans from the previous spouse and then add the new spouse thereafter.

Dependent children over 26 are subject to final approval

To view changes, hover over  icon
New dependents are indicated with  icon

Hide Info

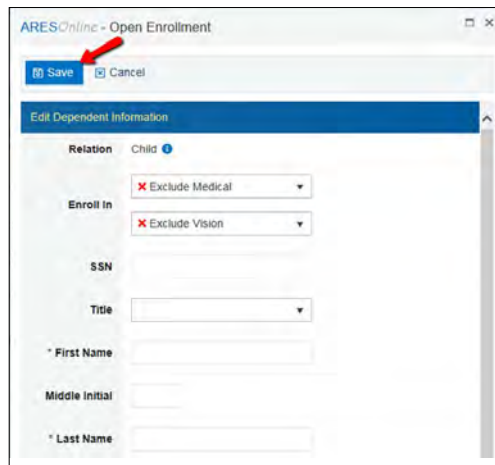
Edit/Include/Exclude

Spouse	Name
Benefits	✓ Medical ✓ Vision
SSN	XXX-XX-XXXX
Birthdate	MM/DD/YYYY
Gender	Female

How do I add a dependent?

To make Open Enrollment changes:


- Step 1. Select "Proceed to Open Enrollment"
2. You will reach a window that shows your current dependent information
3. Select "Add" to add a new dependent
4. When you have finished adding a new dependent, select "Save"
5. When you have finished Viewing/Editing/Adding, select "Next"


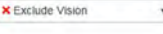


ARESOnline - Open Enrollment

Save Cancel

Edit Dependent Information

Relation Child 

Enroll In  

SSN

Title

* First Name

Middle initial

* Last Name

Frequently Asked Questions



ARES^{Online} - Open Enrollment



< Back Next > Add Close

Include, Exclude, or Add Dependents Hide Info



Add/Edit dependents that you wish to include in the enrollment process. If you wish to exclude an existing dependent click "Edit" or "Include/Exclude" and exclude the individual benefits as needed.

To add a new spouse while an existing spouse already exists, you must first exclude all the plans from the previous spouse and then add the new spouse thereafter.

Dependent children over 26 are subject to final approval

To view changes, hover over  icon
New dependents are indicated with  icon

Hide Info

 Edit  Include/Exclude

Spouse	Name
Benefits	✓ Medical
SSN	XXX-XX-XXXX
Birthdate	MM/DD/YYYY
Gender	Female

How do I edit or make changes to a dependent?

How to make changes to a listed dependent:

Step 1. Select "Edit/Include/Exclude" to make changes to a listed dependent

2. When you have finished making edits, select "Save"

3. When you have finished Viewing/Editing/Adding, select "Next"

ARES^{Online} - Open Enrollment

Save Cancel

Edit Dependent Information

Relation Spouse

Enroll In

- ✓ Medical
- ✓ Vision

SSN XXX-XX-XXXX

Title

* First Name Mark

Frequently Asked Questions




ARESOnline - Open Enrollment

< Back Next > Close

Click "Edit" button below to add or change Medical Primary Care Physician (PCP) ▲ Hide Info

Note: If a Primary Care Physician (PCP) is not selected for you or your dependent(s), the carrier will auto assign one for you. Click the "Edit" button on each member to assign your own PCP.

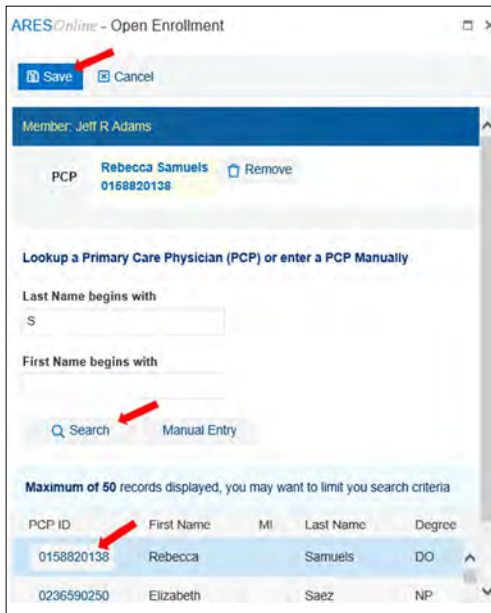
Hide info

Employer Sample School District | Active

Plan Name UnitedHealthcare - SignatureValue Performance HMO - Network 1

Edit

Member	Name
New PCP	None



ARESOnline - Open Enrollment

Save Cancel

Member: Jeff R Adams

PCP **Rebecca Samuels** 0158820138 Remove

Look up a Primary Care Physician (PCP) or enter a PCP Manually

Last Name begins with
S

First Name begins with

Q Search Manual Entry

Maximum of 50 records displayed, you may want to limit your search criteria

PCP ID	First Name	MI	Last Name	Degree
0158820138	Rebecca		Samuels	DO
0236590250	Elizabeth		Saez	NP

Can I select a Primary Care Provider (PCP) on ARES Online?

Yes, selecting Primary Care Physicians is an option but the system will only prompt if you are enrolling in a UHC HMO plan.

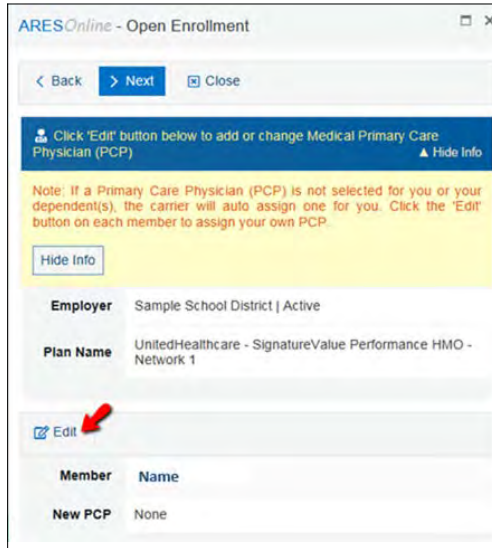
Members can either look up by physician name and choose from list generated from myuhc.com, or manually enter PCP

Please note that manually inputted PCP cannot be validated and may not be accepted by the carrier

- Step 1. Select "Proceed to Open Enrollment"
2. You will reach a window that allows you to add or change you and your dependents PCP information
3. Select "Edit" to modify your PCP. (Process must be followed for member and each dependent individually)
4. To search, type in search criteria, select "Search", click on the desired PCP ID and then select "Save"
5. Select "Next" when you have finished selecting your PCP

Frequently Asked Questions

Manually enter a PCP



ARESOnline - Open Enrollment

< Back Next > Close

Click 'Edit' button below to add or change Medical Primary Care Physician (PCP) ▲ Hide Info

Note: If a Primary Care Physician (PCP) is not selected for you or your dependent(s), the carrier will auto assign one for you. Click the 'Edit' button on each member to assign your own PCP.

Hide Info

Employer Sample School District | Active

Plan Name UnitedHealthcare - SignatureValue Performance HMO - Network 1

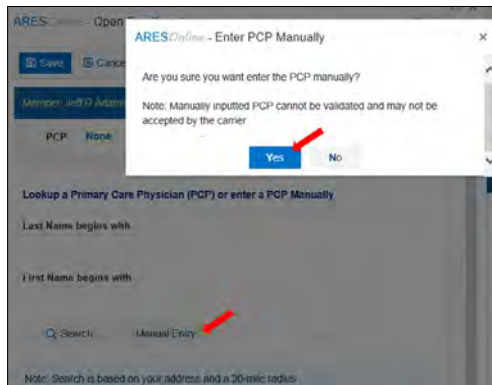
Edit ▲

Member Name

New PCP None

How to manually enter a PCP on ARES Online

1. Select "Edit"
2. Select "Manual Entry" to manually enter PCP info
3. Select "Yes" when his question appears: "Are you sure you want to enter the PCP manually?"
4. Enter the 10 digit PCP ID and PCP Name and select "Save"
5. Select "Next" when you have finished entering your PCP



ARESOnline - Enter PCP Manually

Are you sure you want enter the PCP manually?

Note: Manually inputted PCP cannot be validated and may not be accepted by the carrier.

Yes No

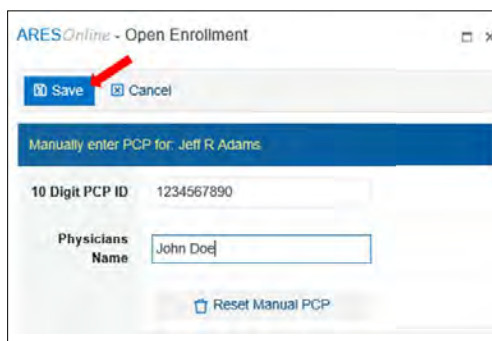
Lookup a Primary Care Physician (PCP) or enter a PCP Manually

Last Name begins with

First Name begins with

Search Manual Entry

Note: Search is based on your address and a 20-mile radius.



ARESOnline - Open Enrollment

Save Cancel

Manually enter PCP for: Jeff R Adams

10 Digit PCP ID 1234567890

Physicians Name John Doe

Reset Manual PCP

Frequently Asked Questions

Submit
Open
Enrollment
changes

ARES Online - Open Enrollment

< Back **Submit** Close

Please review the information below before submitting your application ▲ Hide Info

You are submitting an open enrollment "request", your request will be reviewed and approved by your employer and then submitted for processing.

Note: Changes will not take effect until your approved application is processed (typically few weeks after the end of open enrollment period)

To view changes, hover over ⓘ icon
New dependents are indicated with ⓘ icon

Hide Info

Your Information

Subscriber	Name
Employer	Sample School District Active
SSN	XXX-XX-XXXX
Birthdate	MM/DD/YYYY
Gender	Male
Marital Status	Single
Address	122613 Test Address Dr. Chula Vista CA 91911-1911
Home Phone	XXX-XXX-XXXX

How do I submit my Open Enrollment changes?

- Step 1. Review changes and select "Submit"
2. Review arbitration language for plans selected, click the boxes to mark as read and select "Submit"

ARES Online - Open Enrollment

Submit Cancel

By clicking "Submit" above I am indicating that I have carefully read the "Binding Arbitration" language below and agree to any additional terms of participation.

UNITEDHEALTHCARE

By submitting this electronic application, I acknowledge that I have read, understand and agree to the Binding Arbitration. A reproduction of this authorization shall be as valid as the original.

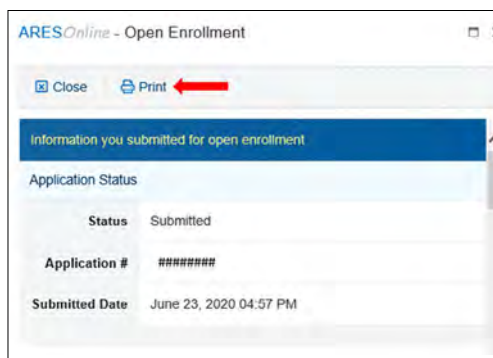
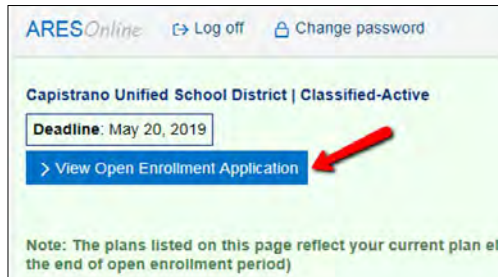
I agree and understand that any and all disputes, including claims relating to the delivery of services under the Plan and claims of medical malpractice (that is, as to whether any medical services rendered under the Health Plan were unnecessary or unauthorized or were improperly, negligently or incompetently rendered), except for claims subject to ERISA, between myself and my dependents enrolled in the plan (including any heirs or assigns) and UnitedHealthcare of California, or any of its parents, subsidiaries or affiliates shall be determined by submission to binding arbitration. Any such dispute will not be resolved by a lawsuit or resort to court process, except as the Federal Arbitration Act provides for judicial review of arbitration proceedings. All parties to this agreement are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of binding arbitration.

I have reviewed the submission data

I have read the arbitration agreement

Frequently Asked Questions

Review selections



Can I review my selections?

Yes, here's how:

Step 1. Select "View Open Enrollment Application"

2. Click the "Print" icon to print.

You can view and print your submitted application at any time during Online Open Enrollment from your main account screen.

Confirming no selection changes

How can I submit my benefit enrollment selection or confirm that I am making no changes?

If you do not wish to make any changes, you will not need to take any action. You can log into the portal to review your current enrollment and if no changes are submitted, benefits will renew for the new plan year. This is contingent on if the plan you are enrolled in continues to be offered by your district in the new year and you and your dependents remain eligible under your district.

Have more questions? [Click here to watch a recorded training](#)