

ICUBA Benefits Portal Gets a Makeover

www.icubabenefits.org
Your one stop resource for benefits information

The ICUBA benefits web portal, has a new look and feel. Making it easier to use and quickly access all of your benefits information 24 hours a day/7 days a week. We encourage you and your family to become familiar with this website.

HOW DO I GET THERE?

1. Navigate to the site

You may now gain access from your computer, smartphone or tablet! Simply visit <http://ICUBAbenefits.org> and enter the following information to access your personal benefits information:

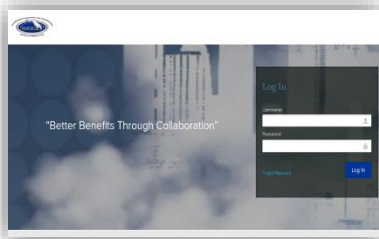
Quick Tip: Set a bookmark so you can return to this site in the future.

2. Logging in is easy!

Simply enter your user name and password using the following tips:

Username: First Initial + Last Name + Last 4 Digits of Social Security Number.
User Name Example: John Smith xxx-xx-1234 = **jsmith1234**. Please keep in mind this is set using your legal name.

Password: Your initial password is your Date of Birth (mmddyyyy). **Password Example:** January 2, 1960 = **01021960**. You will be required to change your password after your initial login.



If you have any trouble logging in using the above instructions or questions on the new portal please feel free to call ICUBA at 866-377-5102; Monday-Friday from 9:00 am – 5:00 pm.



Available October 1, 2015, ICUBA's new and improved site offers users enhanced customer service, easy to view documents, streamlined access to insurance carriers and a simplified enrollment process.

The ICUBA benefits portal is available **24 Hours a Day, 7 Days a Week** and can be accessed when it's most convenient for you! Pull up your benefits information from the waiting room of a doctor's office or the privacy of your home. The portal is secure with each user having a unique username and password to gain access.

Once you are successfully logged in you will see our user friendly employee home page. From here you can easily navigate through the system to find a multitude of information including:

- Single Sign-on features allowing you to directly access your ICUBA prescription drug benefits and your ICUBA MasterCard® FSA and HRA Benefits without having to log in again (*Coming in 2016: You will be able to single sign-on to other ICUBA benefits*)
- Direct links to insurance carriers and other helpful information in the document library
- Necessary Plan Information (ie: Summary Plan Descriptions, benefit summaries, customer service numbers, provider directories)
- Personal information (ie: home address, email address, beneficiaries, family information, personal demographic information)
- Administrative forms (ie: claim forms, reimbursement forms)
- Current or newly elected benefits

Double checking a benefit, finding a document, enrolling or making changes to your benefit plan is as simple as a click of a mouse from the convenience of your home, office or mobile device.