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# MediWeb User Guide

## What is MediWeb?

- ◆ An online benefits management tool that features:
  - Eligibility Status
  - Benefits at a Glance
  - Certificates of Coverage (may request through e-mail)
  - Claim Status
  - Accumulators
  - Access to Dependents Information
  - Online Enrollment (coming soon)
  - Request and Print ID Cards

## How to:

1. Go to [www.ebs-tpa.com](http://www.ebs-tpa.com), click the Employees/Members link in the Customer Service Task Pane.
2. Click the New User link located in the center of the page.
3. Complete all the requested and required information.
  - Set Drop Down menu to Member/Dependent.
4. You will be notified by e-mail regarding a successful registration.
5. By the next business day you will receive a second e-mail stating you have been added to the data-base and can log in.

## Tabs:

- ◆ **Home:** Displays announcements and gives a link to your “Benefits at a Glance” which displays information about eligibility coverages, deductibles, benefit maximums, and claims.
- ◆ **Summary:** Lists your personal demographic information for verification. You can print and order new ID Cards here as well.
- ◆ **Eligibility:** Illustrates eligibility information about you and your dependent.
- ◆ **Claims/Claims Detail:** Full detail regarding your claim is provided, including the ability to print replacement Explanations of Benefits (EOB). Pending claims are also visible.
- ◆ **Dependents:** Shows those covered by your Health Plan.
- ◆ **Deductibles:** Displays individual and family amounts for the deductible and out of pocket maximums.
- ◆ **Account Balances:** Displays current Cafeteria Plan balances for flex spending accounts and dependent child care accounts.
- ◆ **My Health Links:** Provides links to Wellness Websites.

