# Boon Portal Training Guide Overview

This training guide will show you how to register and access your account as well as provide step by step instruction on how to navigate through and explore the different features. Training guide sections include:
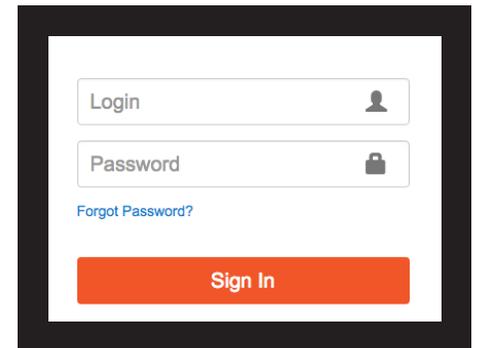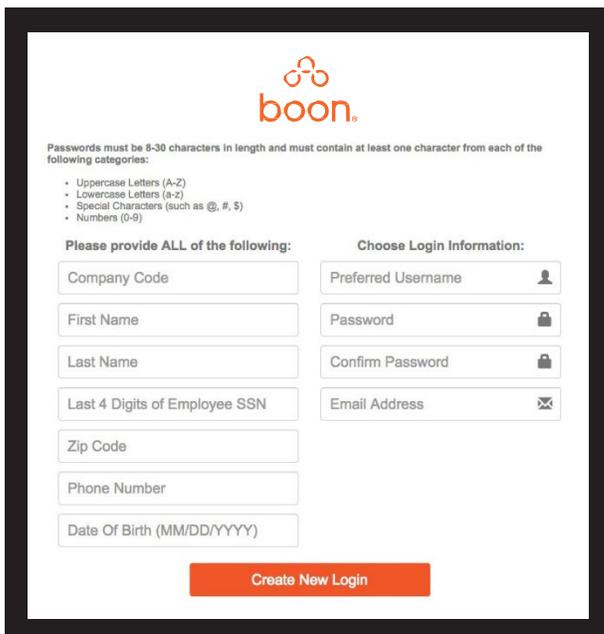
- **Section 1: Register Account and Log In** **pages 1-2**

- **Section 2: Explore - Navigation Bar and Tabs** **page 3-6**

| Login | 👤 |
| Password | 🔒 |

Forgot Password?

Sign In
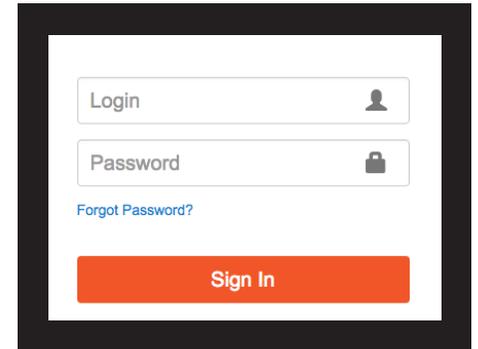
Section 1: Register Account and Log in

Step 1: Go to https://boonbenefits.com

Step 2: Click on *"First Time Member? Register here"* and follow steps 3-5.

| Login | 👤 |
| Password | 🔒 |

Forgot Password?

Sign In

boon.

Passwords must be 8-30 characters in length and must contain at least one character from each of the following categories:

- Uppercase Letters (A-Z)
- Lowercase Letters (a-z)
- Special Characters (such as @, #, $)
- Numbers (0-9)

Please provide ALL of the following: **Choose Login Information:**

| Company Code | Preferred Username 👤 |
First Name	Password 🔒
Last Name	Confirm Password 🔒
Last 4 Digits of Employee SSN	Email Address ✉
Zip Code	
Phone Number	
Date Of Birth (MM/DD/YYYY)	

Create New Login

Step 3: This will open the following window. Complete the required fields and password information and click **"Create New Login"**.
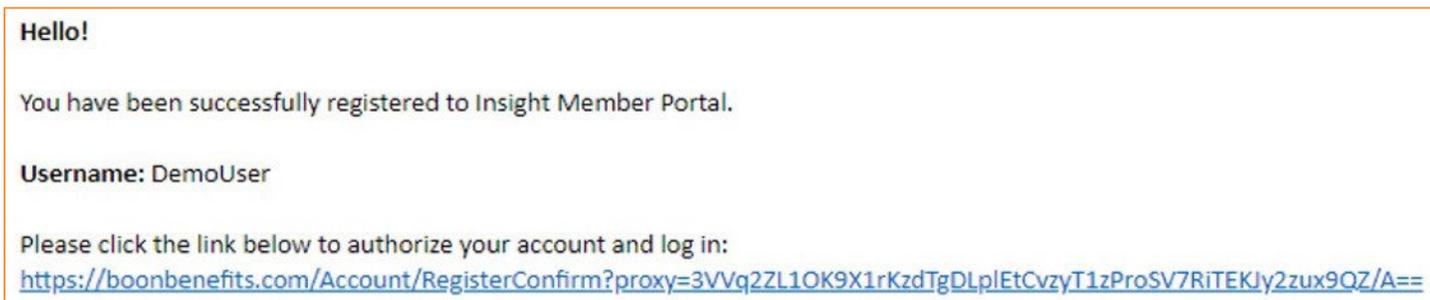
** Note
- Your company code is: o62jfuzsqo
- Unique email addresses must be used for each member. Example: spouses cannot register using the same email address as the employee since password reset functionality utilizes the email address to help unlock accounts.
- Passwords will expire every 90 days.
- Spouses & dependent children must register using the last 4 of their own SSN
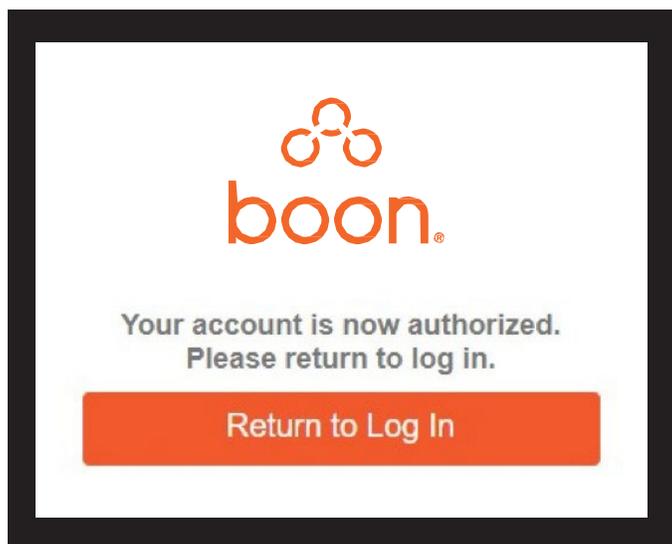
Step 4: After clicking on **"Create New Login"** you will see the following message.
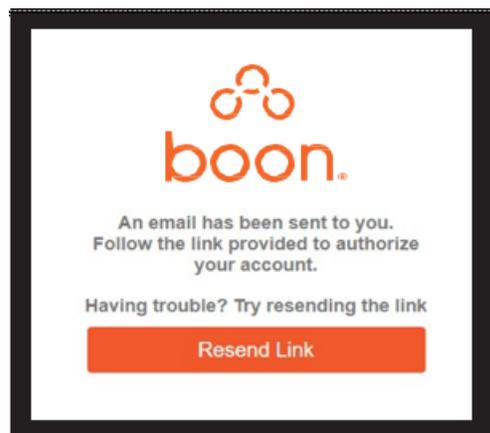
Step 5: Below is an example of the e-mail you will receive. Follow the link in the email below to verify the email address is valid and to authenticate your account *(the verification email may take 1-2 hours to receive. Check junk mail and spam folders if not received in your inbox).* Your account will now be activated and you will be authorized to view your information.

Hello!

You have been successfully registered to Insight Member Portal.

Username: DemoUser

Please click the link below to authorize your account and log in:
https://boonbenefits.com/Account/RegisterConfirm?proxy=3VVq2ZL1OK9X1rKzdTgDLplEtCvzyT1zProSV7RiTEKJy2zux9QZ/A==

After clicking on the registration link in the e-mail you will see the following screen:

Click on **" Return to Log In"** and enter your username and password.

2

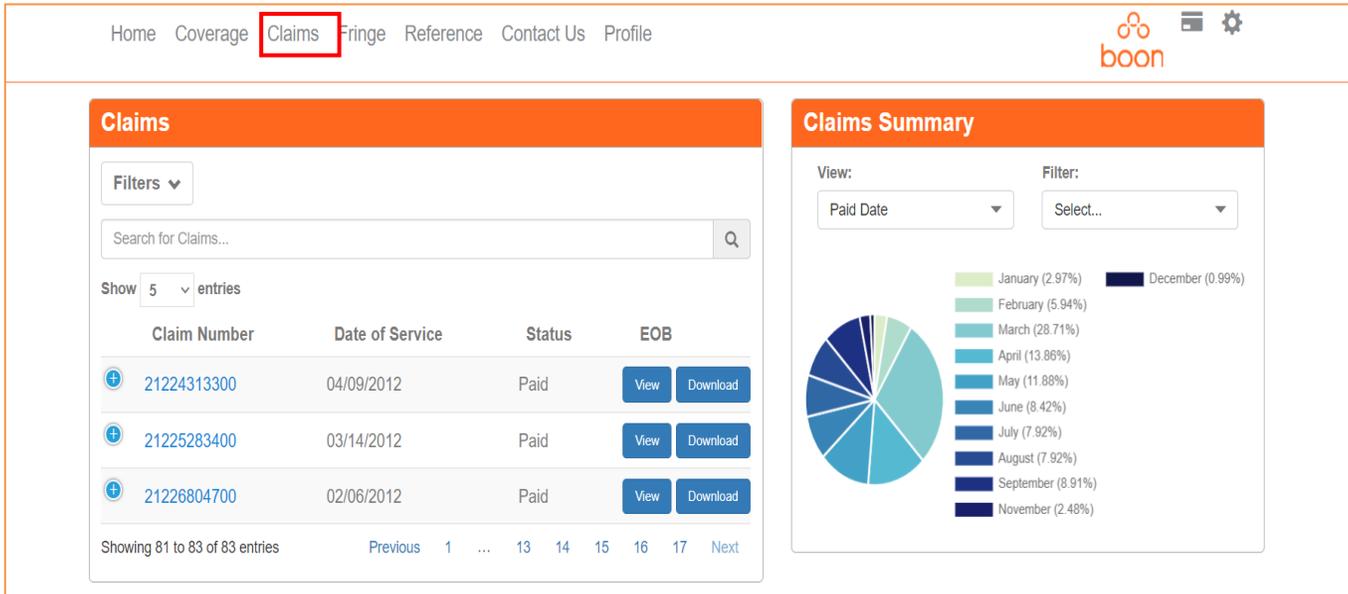# Section 2: Explore – Navigation Bar and Tabs

boon.

Home Tab displays at a glance coverage, hour bank/IPR balances (if applicable), recent claims and the option to view/download print an ID card. The option to view/print an ID card is contained on each tab.

| Home | Coverage | Claims | Fringe | Reference | Contact Us | Profile |

Coverage   ...

Product	Deductible	Actions
Med Premier Medical		⚡▾

Hour Bank   ...

Current Hour Bank Balance: **$108.90**

Show 5 entries

Pay Month	Transaction Date	Description	Amount	Running Total
11/2018	04/27/2019	Fringe Deposit	$41.60	$108.90
10/2018	01/05/2019	Fringe Deposit	$53.30	$67.30
09/2018	11/26/2018	Fringe Deposit	($32.40)	$14.00
08/2018	11/26/2018	Fringe Deposit	($53.60)	$46.40
07/2018	08/30/2018	Fringe Deposit	($36.92)	$100.00

Showing 1 to 5 of 10 entries   Previous 1 2 Next

🖅 View ID Card

Recent Claims   ...

Claim Number	Provider	Date	Status
⊕ 21000502500	MEMORIAL NORTHWEST HOSPITAL	01/02/2010	Paid
⊕ 21000502501	MEMORIAL NORTHWEST HOSPITAL	01/02/2010	Refunded
⊕ 21000502502	MEMORIAL NORTHWEST HOSPITAL	01/02/2010	Paid
⊕ 20914773403	THOMAS CHOU D D S	04/02/2009	Voided
⊕ 20914773404	THOMAS CHOU D D S	04/02/2009	Paid

Click the ID card icon to view/print your card.

Coverage Tab displays your details, claim accumulators (if applicable) and coverage dropdown menus for all enrolled plans under the Enrollment section.

| Home | Coverage | Claims | Fringe | Reference | Contact Us | Profile |

Member Information

Name	David Demo	Address	123 Test Street
SSN	***-**-5555		Austin, TN 78628
DOB	01/01/1980	Phone	
Relation	Self	Email	carriem@boonchapman.com

If any of this information is incorrect, please submit a Demographic Change request on the Contact Us page.

Enrollment

Claim accumulator information and plan documents are based off of active current enrollment.

09/01/2019 - Current ▾

⚡ Aetna MedPremier STD - Aetna MedPremier STD Class Level MedPremier ▾

⚡ Aetna MedPremier Vision - Aetna MedPremier Vision Class Level MedPremier▾

⚡ Aetna MedPremier Caremark RX - Aetna MedPremier Caremark RX Class Level MedPremier ▾

⚡ Aetna MedPremier Caremark RX - Aetna MedPremier Caremark RX Class Level MedPremier ▾

Click the arrow next to each plan to view additional plan and coverage information.

🖅 View My ID Cards

Employee Details

Name	The Boon Group Demo
Hired	02/01/2010
Work Status	Full-time
Enrollment	Active
Division	Demo Enterprises
Class	Full Time
Benefit Group	4720_Full Time - MedPremier AK&L48 $4.02

Dependents   ℹ

Test Child

Test Child

Test Spouse

⚡ Med Premier Medical - Med Premier Medical Class Level MedPremier ▴

| Effective | 09/01/2019 |
| Coverage | N/A |

Details | Documents | Recent Claims

[Individual | Family]

No Claims Data

Benefit	In Network	Out of Network	In Network Paid YTD
⊕ Deductible	$1,000.00	$2,000.00	$0.00
⊕ Out Of Pocket Maximum	$3,000.00	$6,000.00	$0.00

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Claims Tab provides a detailed view of your claims and can be filtered on various criteria as shown below. Explanation of Benefits can also be viewed, downloaded and/or printed.
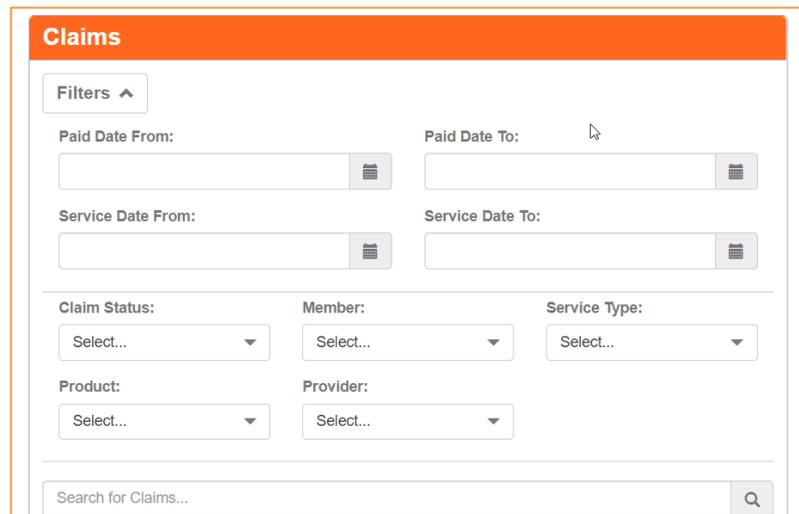
Search individual claims based on paid date, date of service, claim status, service type, product or provider.

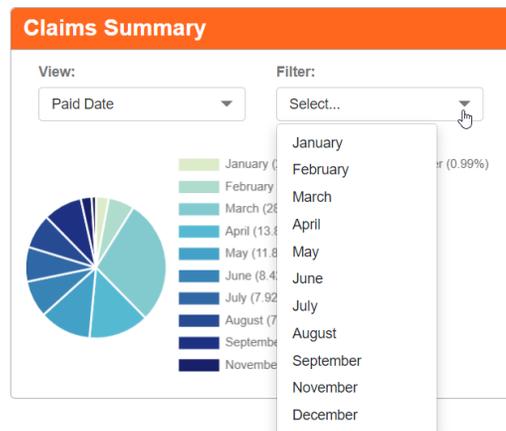Summary of claims can also be viewed by selecting the view and filter of choice.

Fringe Allocation Tab displays information about how fringe benefits were allocated in each coverage period, as well as information about any hour bank/IPR or leave bank you may have, if applicable.

Home   Coverage   Claims   Fringe   Reference   Contact Us   Profile

Fringe Allocation Summary

Coverage Period:

12/01/2018 - 12/31/2018

Product	Plan Name	Hours	Rate	Fringe Spent
Aetna AFBP Caremark RX	Caremark - Aetna AFBP Caremark RX Class III	150	$0.00	$0.00
Aetna Hospital Indemnity	Aetna - Aetna Hospital Indemnity Class III	150	$0.00	$0.00
Aetna Indemnity	Aetna - Aetna Indemnity Class III	150	$2.98	$447.00
AFBP Dental	Aetna - AFBP Dental Class III	150	$0.34	$51.00
AFBP Vision	Aetna - AFBP Vision Class III	150	$0.00	$0.00
Boon Group 401k/401a	Boon Group 401k/401a EXCESS			$108.00
Healthiest TelaDoc	Healthiest TelaDoc	150	$0.09	$13.50
Trans BTL	Transamerica - Trans BTL Class III	150	$0.09	$13.50
Totals for Period:				**$633.00**

	Hours	Fringe Rate	Fringe Due
Pay Month: 11/2018	150	$4.22	$633.00
Total Owed:			$633.00

Hour Bank Transactions

Current Hour Bank Balance: $108.90

Show 10 ⌄ entries

Pay Month	Description	Amount
11/2018	Fringe Deposit	$41.60
10/2018	Fringe Deposit	$53.30
09/2018	Fringe Deposit	($32.40)
08/2018	Fringe Deposit	($53.60)
07/2018	Fringe Deposit	($36.92)
07/2018	Fringe Deposit	$36.92
06/2018	Fringe Deposit	($34.42)
06/2018	Fringe Deposit	$42.90
05/2018	Fringe Deposit	$49.92
04/2018	Fringe Deposit	$41.60

Showing 1 to 10 of 10 entries   Previous   1   Next

Displayed balance may vary based on timing of reporting and may vary from your employer's other benefits records source.

1. **The Fringe Allocation Summary** section displays detailed information about benefits earned in each coverage period, as well as summary totals for each coverage period.

2. **The Hour Bank/IPR Transactions** section shows contributions to and withdrawals from your hour bank or individual premium reserve (IPR), and a running total of money remaining in the hour bank/ IPR.

Reference Tab houses any documents your employer has posted as well as links to locate a provider.
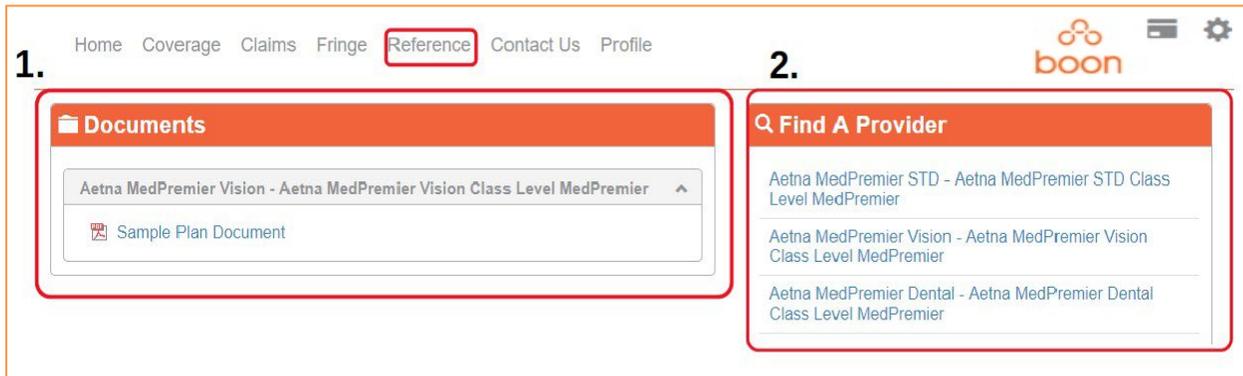
1. Documents can be found under the Reference and Coverage sections.
2. The Find a Provider section will only display links for the plan(s) in which you are currently enrolled.

Contact Us section displays the Customer Services phone number displayed on your ID card as well as additional contacts if provided by your employer.
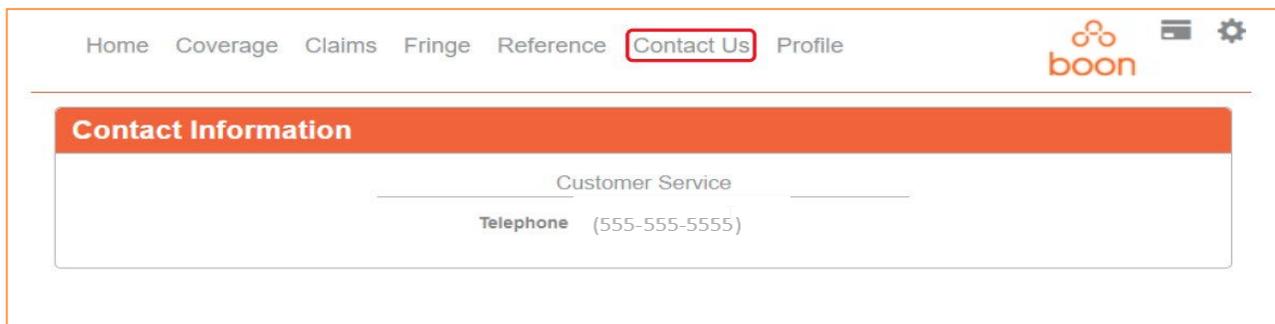
View Profile allows you to update your email address or phone number, select your preferred contact method and change your password to the portal.