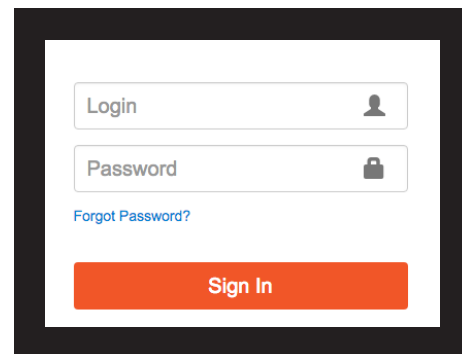


Boon Portal Training Guide Overview

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:

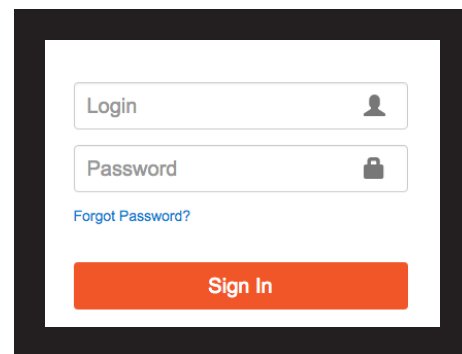
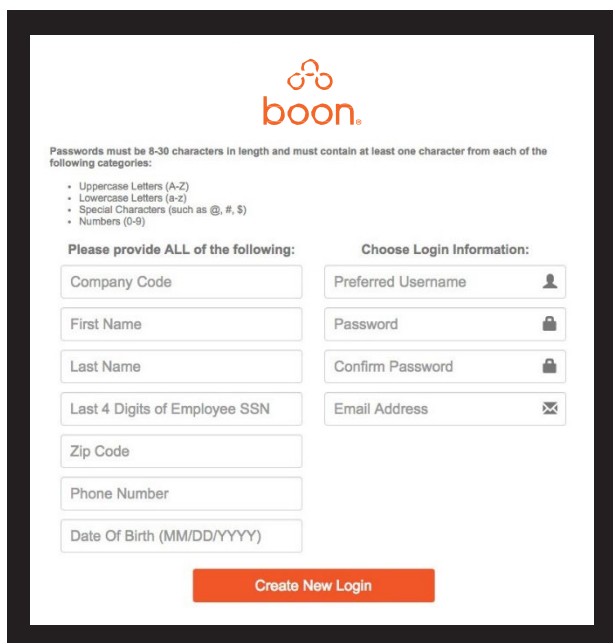
- **Section 1: Register Account and Log In** pages 1-2
- **Section 2: Explore - Navigation Bar and Tabs** page 3-6



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.

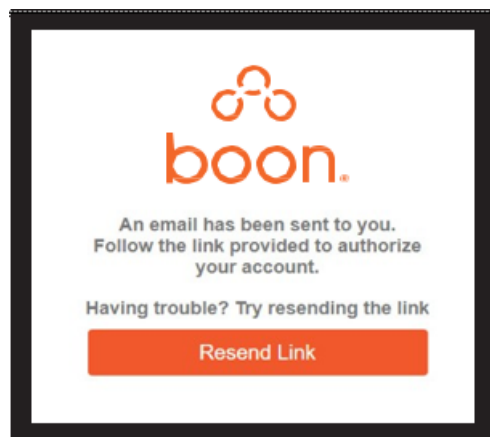



Step 3: This will open the following window. Complete the required fields and password information and click **“Create New Login”**.

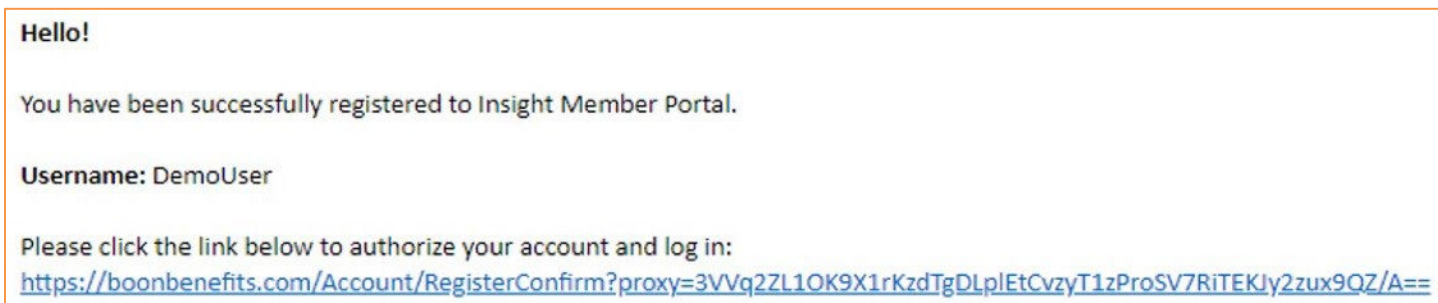
** Note

- 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

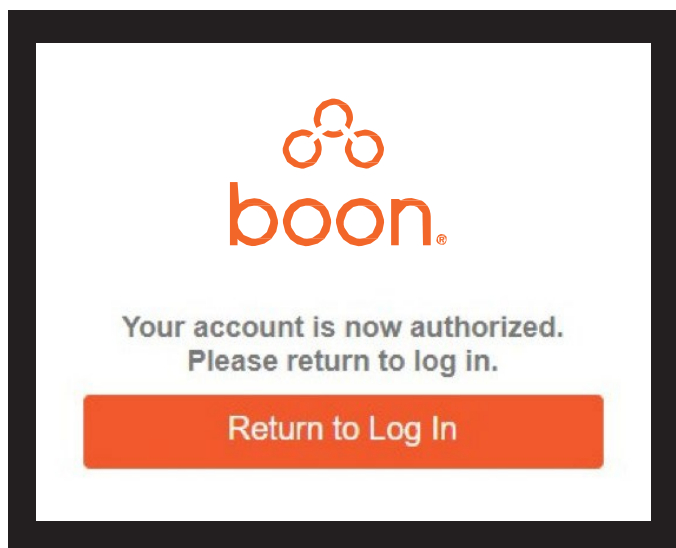
Step 4: After clicking on “Create New Login” you will see the following message.



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.



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.

Section 2: Explore – Navigation Bar and Tabs



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.

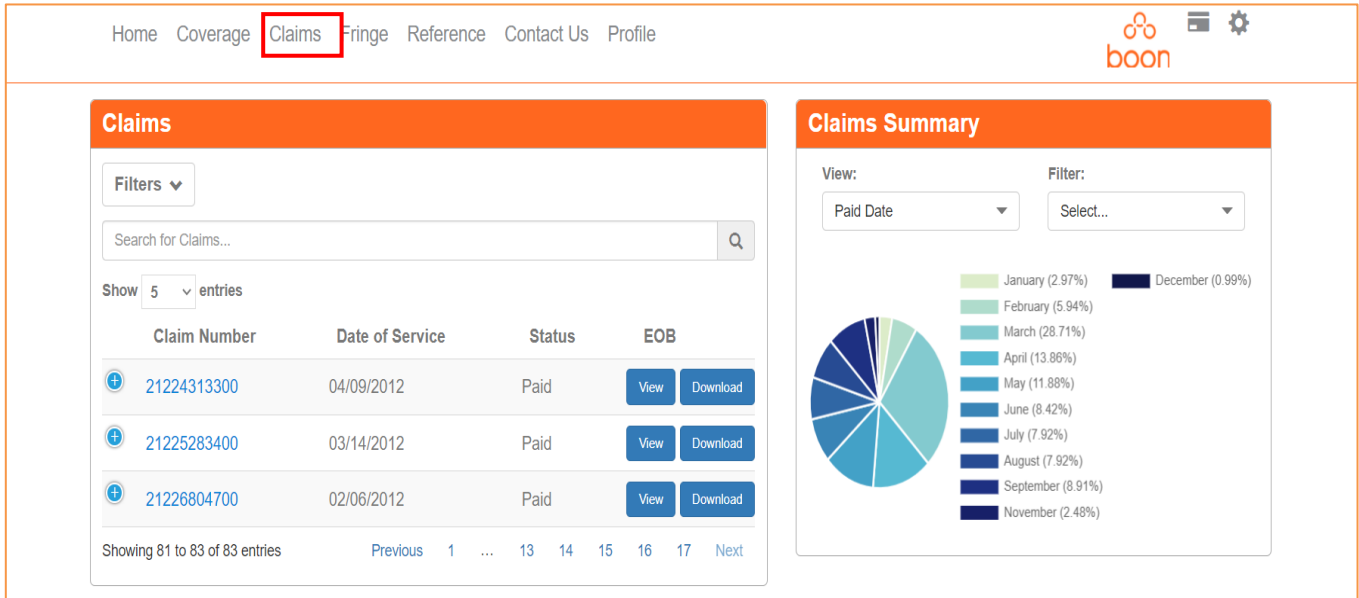
Click the ID card icon to view/print your card.

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

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

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

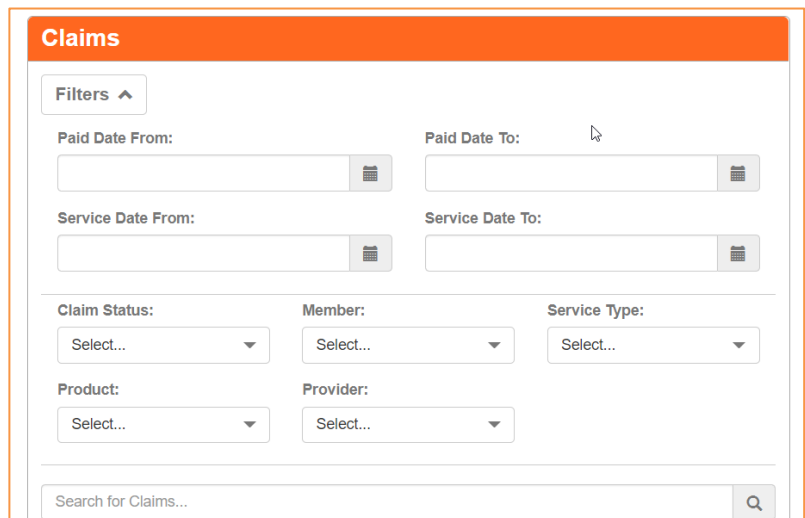
Claims Tab provides a detailed view of your claims and can be filtered on various criteria as shown below. Explanation of Benefits can also be viewed, downloaded and/or printed.



The screenshot shows the Boon Claims Tab interface. At the top, there is a navigation menu with 'Home', 'Coverage', 'Claims' (highlighted with a red box), 'Fringe', 'Reference', 'Contact Us', and 'Profile'. The 'Claims' section includes a 'Filters' dropdown, a search bar for claims, and a table of claim entries. The 'Claims Summary' section features a 'View' dropdown set to 'Paid Date' and a 'Filter' dropdown set to 'Select...'. A pie chart displays the distribution of claims by month, with a legend on the right.

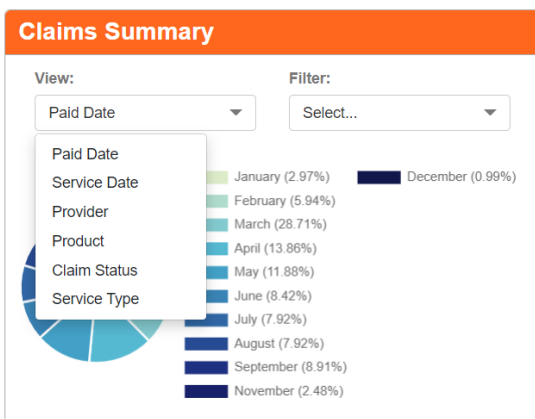
Month	Percentage
January	2.97%
February	5.94%
March	28.71%
April	13.86%
May	11.88%
June	8.42%
July	7.92%
August	7.92%
September	8.91%
October	0.00%
November	2.48%
December	0.99%

Search individual claims based on paid date, date of service, claim status, service type, product or provider.

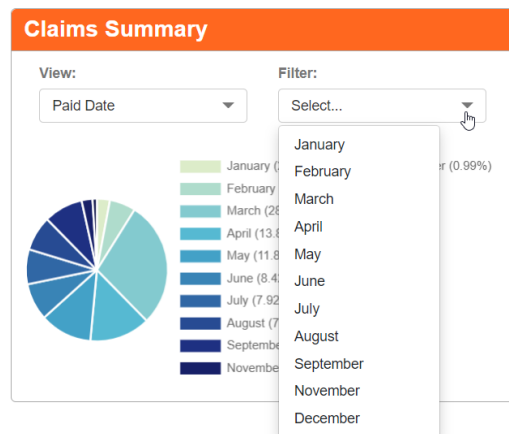


This screenshot shows the 'Filters' section of the Claims interface. It includes dropdown menus for 'Paid Date From', 'Paid Date To', 'Service Date From', 'Service Date To', 'Claim Status', 'Member', 'Service Type', 'Product', and 'Provider'. A search bar is located at the bottom of the filter section.

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



This screenshot shows the 'Claims Summary' interface with the 'Filter' dropdown menu open. The menu lists various filter options: 'Paid Date', 'Service Date', 'Provider', 'Product', 'Claim Status', and 'Service Type'. The 'Paid Date' view is selected, and the pie chart shows the distribution of claims by month.






This screenshot shows the 'Claims Summary' interface with the 'View' dropdown menu open. The menu lists various view options: 'January', 'February', 'March', 'April', 'May', 'June', 'July', 'August', 'September', 'November', and 'December'. The 'Paid Date' view is selected, and the pie chart shows the distribution of claims by month.

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:

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 entries

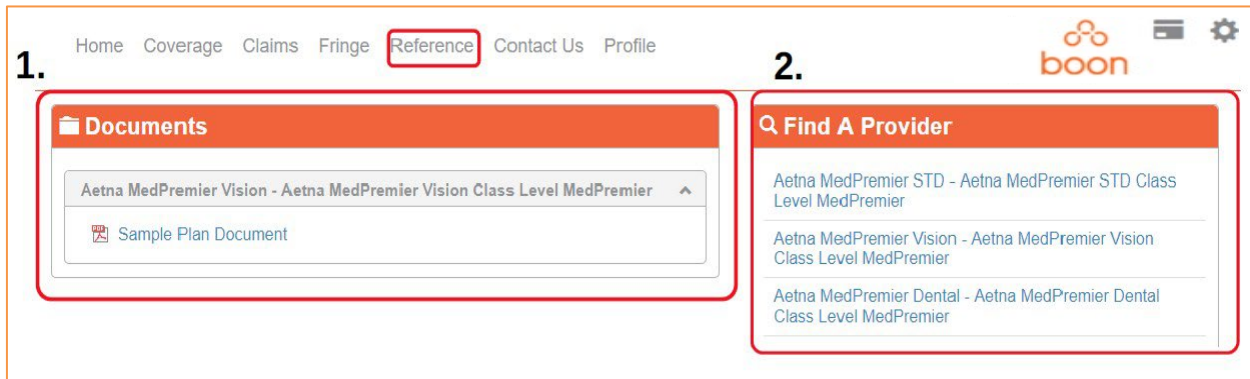
Pay Month	Description	Amount
+11/2018	Fringe Deposit	\$41.60
+10/2018	Fringe Deposit	\$53.30
+09/2018	Fringe Deposit	(\$32.40)
+08/2018	Fringe Deposit	(\$53.60)
+07/2018	Fringe Deposit	(\$36.92)
+07/2018	Fringe Deposit	\$36.92
+06/2018	Fringe Deposit	(\$34.42)
+06/2018	Fringe Deposit	\$42.90
+05/2018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

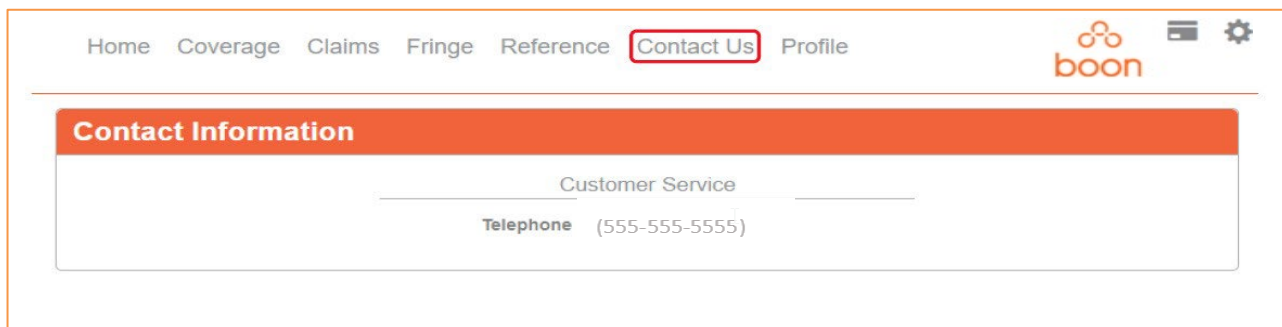
1. **The Fringe Allocation Summary** section displays detailed information about benefits earned in each coverage period, as well as summary totals for each coverage period.
2. **The Hour Bank/IPR Transactions** section shows contributions to and withdrawals from your hour bank or individual premium 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.

