

# NBN VISION WEBSITE REGISTRATION INSTRUCTIONS

NOTE: NBN is part of Northwest Administrators, Inc. so NBN registration is on the NWA website at [www.nwadmin.com](http://www.nwadmin.com).

The first time you access the website, please follow the instructions below. Once your account is registered, you will use the registered email ID and password to log in to the Web site (see Login section).

If you need assistance with the Registration or Login process, please email [websupport@nwadmin.com](mailto:websupport@nwadmin.com) or call (866) 239-1529.

## REGISTRATION

- Navigate to [www.nwadmin.com](http://www.nwadmin.com) where you will see the following page.
- Click the “Register Now!” link below the Login button.

The screenshot displays the Northwest Administrators, Inc. website. At the top left is the NWA logo and the company name. On the right, there are links for "About Us", "Visitors", "Careers", and "Contact". Below the header is a banner image of a man in a blue polo shirt standing in a factory setting, with the text "Our commitment is to you" overlaid. The main content area is divided into three columns: "Resources" with a "Newsroom" section containing links to "President Signs Health Care Reform Bill", "COBRA Subsidy Eligibility Period Extended", and "H1N1, Avian and Pandemic Flu Information"; "Access Your Information\*" with sections for "Participant" (Check your claims and eligibility status, View pension statements), "Provider" (View participant claims, Verify participant eligibility), and "Client" (Access plan specific forms, Download plan specific documents); and "Login\*" which includes input fields for "Email ID:" and "Password:", a "Remember me on this computer" checkbox, a "Login" button, a "Forgot your Password?" link, and a "New to NWA, Register Now!" link highlighted with a red arrow. A "Help" icon is also present. At the bottom, there is a footer with "Privacy Statement | Terms of Use | HIPAA" and "© 2009 Northwest Administrators, Inc. All Rights Reserved."

- You will be taken to the New User Registration page.
- Select a role under the Participant section. These instructions are using the “Participant” as the selected Role. (Participant = Employee)

The screenshot shows the 'New User Registration' page for Northwest Administrators, Inc. The page is divided into three main sections for role selection: Participant, Provider, and Client. Each section has a representative image and a list of roles to choose from. The 'Participant' section is highlighted with a red box, and its role list is as follows:

- Select a Role:
  - ⊙ Dependent Child of Participant
  - ⊙ Participant
  - ⊙ Spouse or Qualified Domestic Partner

The 'Provider' section has one role: Provider. The 'Client' section has five roles: AWC Office Representative, Employer, Local Union Representative, Service Provider, and Trustee. The page includes a navigation bar at the top with links for 'About Us', 'Visitors', 'Careers', and 'Contact'. A breadcrumb trail shows 'Home > Select User Role'. A 'Help' icon is visible in the top right of the main content area. At the bottom, there are links for 'Privacy Statement', 'Terms of Use', and 'HIPAA', and a copyright notice for 2009 Northwest Administrators, Inc.

- Enter the SSN of the Employee
- Enter an Email Address that you would use as your login ID.
- Click “Next.”

The screenshot shows the 'Validate User' page for Northwest Administrators, Inc. The page prompts the user to register by entering their SSN and Email ID. The SSN field is marked as required with a red asterisk and a message 'SSN is required.' The Email ID field is also marked as required and noted as the login ID. 'Next' and 'Cancel' buttons are visible below the input fields. The page includes a navigation bar at the top with links for 'About Us', 'Visitors', 'Careers', and 'Contact'. A breadcrumb trail shows 'Home > Select User Role > Participant Registration'. A 'Help' icon is visible in the top right of the main content area. At the bottom, there are links for 'Privacy Statement', 'Terms of Use', and 'HIPAA', and a copyright notice for 2009 Northwest Administrators, Inc.

- Employer Number is not applicable to NBN participants and should be skipped
- The “Member ID” is a required field. The Member ID is always the SSN of the employee.
- Enter all of the required fields.

This example is for the Participant (employee) registering. If the person registering were the spouse or other dependent then their information would be entered from this point forward.

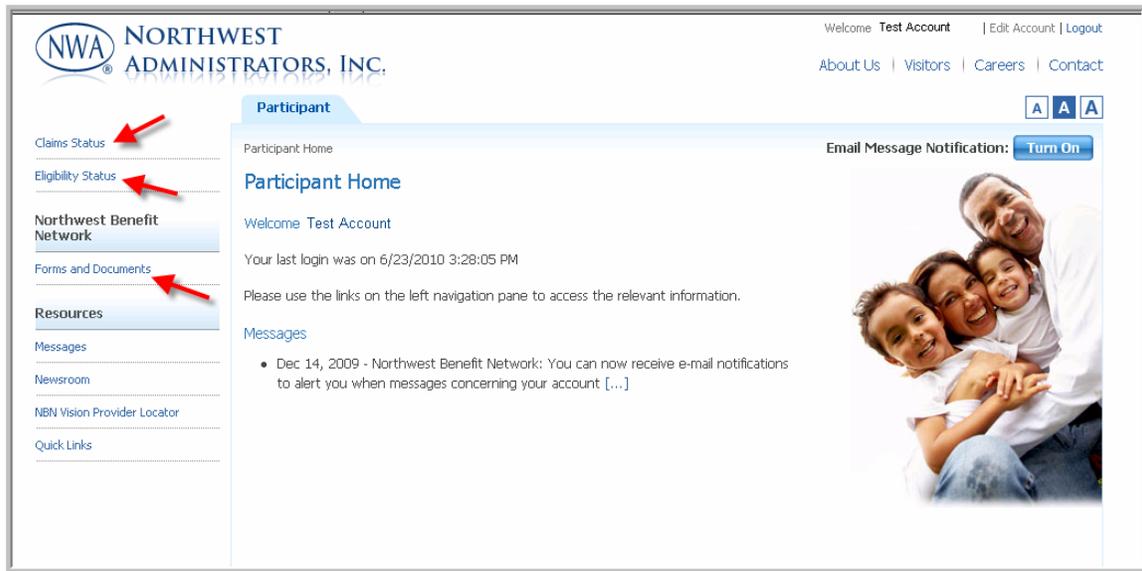
- SSN: In this example enter the employee’s SSN.
- Password: This is a 7 to 12 character password that **must** contain mixed case (upper & lower), numerals and special characters (such as !, @, #). This is the password you will use to log in to this website.

The screenshot shows the 'Participant Registration' form on the Northwest Administrators, Inc. website. The form is titled 'Please Register' and includes a 'Help' link. A red arrow points to the 'Member ID' field, which is required. Other fields include Employer Number, SSN, Date of Birth, Email ID, Confirm Email ID, Password, Confirm Password, Secret Question, Secret Answer, First Name, Middle Name, Last Name, and Phone Number. The form also includes a 'Help' link and a breadcrumb trail: Home > Select User Role > Participant Registration.

- The “Terms of Use” must be checked before you can register.
- Click “Register.”

The screenshot shows the 'Email Message Notification' and 'Terms of Use' section of the registration form. The 'Email Message Notification' section has two radio buttons: 'Yes, please send alerts to my registered email address when new information is available on nwadmin.com. Your email will only be used to deliver requested information.' (selected) and 'No, I do not want to receive any alerts to my registered email address.' Below this is a note: 'To ensure delivery of our email updates to your inbox, please add websupport@nwadmin.com to your email address book, adjust your spam settings, or follow the instructions from your email provider on how to prevent our emails from being marked as "Spam" or "Junk Mail."' The 'Terms of Use' section has a text area with the text: 'Please take the time to read the following Terms of Use. USE OF THIS WEB SITE AND RELIANCE ON THE INFORMATION CONTAINED HEREIN INDICATES THAT YOU ACKNOWLEDGE AND AGREE TO THESE TERMS OF USE, THE'. Below this is a checkbox labeled 'I agree to the terms of the usage agreement' which is currently unchecked. A red arrow points to this checkbox. Below the checkbox are 'Register' and 'Cancel' buttons.

- The “Participant Home” page will be displayed with the registered name.
- The registration has been completed and the links will be available.



## LOGIN

Once you have registered, you will log in to the Web site each time using the following instructions.

- Navigate to [www.nwadmin.com](http://www.nwadmin.com) where you will see the following page.
- Enter your Email ID and Password in the login section. Click “Login.”

