



## ENROLLING YOUR EMPLOYEES ONLINE

Nationwide<sup>®</sup> Specialty Health has partnered with MedBen to provide administrative services for Nationwide Supplemental Health Products. MedBen offers online tools to assist your employees with the management of claims, benefit information, certificates of coverage and a variety of other customer service functions.

Online enrollment is available through **MedBen Access** (<https://mbaccess.medben.com>). This secure, password-protected site provides 24/7 access to customer service and a simple, convenient means for your employees to manage their health plan information.

MedBen will assist you with the creation of your account by providing you with two distinctive **user names** and accompanying **passwords**. The first user name is required for your access to perform account management functions. The second user name should be distributed to your employees to enable them to enroll online for the Nationwide Supplemental Health product of their choice. The enclosed document provides step-by-step instructions for employee plan enrollment.

Please make the enrollment user name, password and plan enrollment instructions available to your employees as soon as possible so that they may begin the enrollment process.

**We strive to make MedBen Access as intuitive and user-friendly as possible. If you have any questions about using MedBen Access, please call MedBen's Information Coordinator Cindy Dittoe at (800) 522-8425, Ext. 314.**

ISO 9001:2000 CERTIFIED

# ONLINE PLAN ENROLLMENT

## Nationwide Supplemental Health Products

Welcome to **MedBen Access**! This online tool is offered through **MedBen**, the plan administrator for the Nationwide Supplemental Health Product.

1. Go to <https://mbaccess.medben.com>. On the **MedBen Access** home page, type in the **user name** and **password** that your employer provided to you for online enrollment.
2. Press “Enter”.
3. Click on the “Enroll/Change” tab.
4. Click the “Enrollment Form” option.
5. Complete the Online Enrollment Form and press “Enter”.  
(Note: You do not need to enter Estimate Annual Earnings or Beneficiary Information on this form.)
6. Your online enrollment form will be sent to MedBen for processing. Once MedBen has processed your application, you will be able to access your personalized MedBen Access site for online 24/7 management of your Supplemental Health Product information. Instructions for accessing your account will be mailed to you once your account is processed.

If you have any questions about Nationwide Supplemental Health Products or completing the Online Enrollment form, please contact the **Nationwide Consumer Solutions Center** toll-free at **(866) 202-2603**.

