

# Christian Brothers Health Benefit Services How to Register as an Administrator

## Christian Brothers Services Administrator's Site

If you are authorized to view and request changes to your organization's account(s) that Christian Brothers Services (CBS) administers, then you will need to register as an administrator.



Registering for the Administrator's Section of the Christian Brothers Services website begins on the homepage: **cbservices.org** 

Click on "LOGIN" in the right corner of the screen. Make sure the first drop down box reads "Administrators," then click "New Users Signup Here"



On the next page, click the "Register for Administrators" box on the bottom portion of the screen.

#### Administrators Section Employer and Organizational account manageme

#### Before you Register

This online section is designed for individuals who are authorized to view and request changes to their organization's account(s) administered by Christian Brothers Services.

- Employee Benefit Trust
  Religious Medical Trust
- Risk Pooling Trust
- Student Accident Plan
  Retirement

Because you are requesting to access sensitive data, you will not have immediate access upon registering. Please allow a couple of days for your registration request to be validated. After your account has been validated, you will receive an email letting you know that you can enter the Member Administration Section

NOTE: This section does not provide access to individual participant accounts, such as EOB's and personal medical claims information. If you are looking for access to individual participant information, follow the instructions for the Participants I myCBS section.





The "Before you Register" page will remind you that even though you are in the process of registering, you will not have immediate access to the site. This is because you are requesting access to sensitive data and your registration will need to be validated before complete access is allowed. Click the "Register Online Now" box at the bottom of the page.

### Before you Register

This online section is designed for individuals who are authorized to view and request changes to their organization's account(s) that Christian Brother Services administers.

Because you are requesting to access sensitive data, you will not have immediate access upon registering. Please allow a couple of days for your registration request to be validated. After your account has been validated, you will receive an email letting you know that you can enter the Member Administration Section.

NOTE: This section does not provide access to individual participant accounts, such as EOB's and personal medical claims information. If you are looking for access to individual participant information, click here.

Register Online Now



This will take you to a secure registration form. Fill in your Personal and Organization's Information and, if you wish, an alternative mailing address. You may also add your cell phone number for use in case we are not able to reach you at the main location number.

Personal Infor	mation						
"First Name:		D	"Last Name:				D
Prefix	-None- +		Birthday	mm/dd	01 -	0	01
"Job Title:		Þ	"Organization:				÷
C/O Line 1:		D	C/O Line 2:				E
Address Line 1:		D	Address Line ≥				
Address Line 3		Ð	Address Line 4:				5
"City:		D	*State	[:+++;	•		
"Zip Code:	D		"[mult				
*Phone:	D est	D	Fan:				
Alternate Mail	ing Address: (if you	wish to receive	e mail somewhe	ere other t	han the or	ganizat	tion)
C/O Line 1:		D	C/O Line 2:				
Address Line 1:		D	Address Line ≥				

## mycbs.org/health



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Next, you will enter your Security Information. You will create a case-sensitive Username of 8 characters or more, which must contain 2 numbers, be unique and without special characters, and a case-sensitive Password of 12 characters or more, requiring at least 1 uppercase and 1 lowercase letter, number, special character each, (vertical bar character (|) and question mark (?) are not allowed), and answer two security questions.

Finally, you will select all CBS programs for which you are requesting access and indicate whether you are the main or secondary contact for each program. "LOGIN" in the right corner of the screen. Make sure the first drop down box reads

To log in, go to cbservices.org and click on

"Administrators" and enter your Username and Password you previously created when registering. Click "Login."



At the top of screen, click on the section or Trust you wish to access.

CHRISTIAN BROTHERS SUMMERS			My Account   Logo Welcome Last Logard on: 0211/2022 05:12:23 P
Administrator's Section	Employee Benefit Trust	Religious Medical Trust	
elcome to the Christi	an Brothers Service	s Administrator's Section	
Manage Account	Welco	XTRE	
Update Your Profile   My Account	e .	na can first al kinds of information about Christian Brothers Garvines Banafits	
Update Your Organization(s)			
Request Additional Access			
Resources			
Contact Us			
	Addit	ional CBS Plans and Programs	

For RMT administrators — if you would like access to the claims website, please email hbscrmchange@cbservices.org.

Enrollment / Claims
View Roster
Add Member
Update Enrollment
Reinstate/Transfer Member
View Transaction History
Claims Admin

Password;		Dep	Contrim Password:	
"Question:	In which city were you born?	~	"Answer:	
"Question:	In which city were you born?	*	*Answer:	
<b>c</b> i v <b>c</b> i				
Select all program location number	nrolled Programs: ns for which you are requesting (s) for any program you select.	access. At le	east one program must b	e selected. You must speci
Program"		Location Numbers* (Example 0099019)		Contact Type
DEmployee Benefit Trust		(separate multiple account numbers with comma		nma) OMainOSecondary
OReligious Medical Tr	ust			OMair/OSecondary
CRisk Pooling Trust				OMainOSecondary
	is OOnline Training OProperty OBuil	ders Risk OCe	rtificate OSubmit Claims OW	hicles OWatercraft
DClaim				
OCiain	an .			OMainOSecondary
DClain OStudent Accident Pk D401k Plan	ari			OMainOSecondary OMainOSecondary
DClein OStudent Accident Pk O401k Plan O403b Plan	an			OMainOSecondary OMainOSecondary OMainOSecondary

Security Information: (The following will be used for identity verification purposes.)

Click on the "Submit" button and CBS will receive your registration information.

**STOP** After CBS validates your information, you will receive a confirmation email with login instructions. Please note you won't be able to log into the site before you receive this email. Upon validation, you will be granted either Limited Access or Full Access to the Administrators Section.

# mycbs.org/health