

# SANTA MONICA UNITE HERE HEALTH BENEFIT TRUST FUND

Administered By: Benefit Programs Administration

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To: Participants of the Santa Monica UNITE HERE Health Benefit Trust Fund  
From: Administrative Office  
Re: Participant Portal  
Date: November 2020

**We would like to advise you of the availability of a Participant Portal through which you can access information regarding your eligibility and enrollment status with the Santa Monica UNITE HERE Health Benefit Trust Fund.**

## **Advantages of Using the Participant Portal**

Through the Participant Portal, you will be able to verify your current eligibility and enrollment status, as well as that of your dependents.

## **How to Get Started**

To access the Participant Portal, go to <http://member.bpabenefits.com>. This is a secure website developed to protect your information from improper access. If you are logging in for the first time, click 'Register New User'. You will be asked to provide the following information:

- Valid e-mail address
- Password
- Participant Name
- Social Security Number
- Birth Date
- Zip Code

This information will be used to identify you and confirm your ability to access the information in our system. Once you have created your user identification and password, you will be able to view your current eligibility status, verify what plan(s) you are enrolled in, and confirm dependent eligibility.

The Participant Portal will also have a link to the Santa Monica UNITE HERE Health Benefit Trust Fund website. On the website, you can access the Fund's Summary Plan Description, as well as view important notices regarding your health and welfare benefits. You can also download forms from the website, which can be used to make changes in your plan selection, dependent enrollment, or to report a change of address.

We hope you find the information provided on the website helpful. If you have any questions or problems, please contact the Administrative Office at (866)345-5189.