



BRMS Administrative Reference Guide

Effective April 14, 2021, BRMS is rolling over our vbas.com and brmsclaims.com websites to a new and improved user experience at myhealthbenefits.com. Administrative users will receive a registration email on April 13, 2021. The enhanced experience will allow administrators to link their personal employee account to their administrative user account. It is important that administrators use the registration email to complete the registration process verses going direct to the website.

REGISTERING FOR A NEW ACCOUNT - BEGINNING APRIL 14, 2021

1. Open the registration email from noreply@brmsonline.com with the subject line of "User Account Pre-Registration". Click the registration link within the email.
2. You will be directed to a registration page. To begin the process, select the Registration type. If you have an employee account, select registration types 2 or 3 in the drop down.
3. Create your username and password. If applicable, enter your employee account information.
4. Enter a phone number. This phone number will be available as an option for your multi-factor verification during the login process.
5. You will be required to accept the Terms and Conditions of the website. Click "Complete Registration" button and log in.
6. Enter your username and password, and the system will prompt you to validate your identity by entering a code (sent via phone call, text message or email). This second step in the authentication process will be required every time an attempt to access your account is made from a device the system does not recognize.
7. Upon completing the multi-factor verification, you will be taken to your administrative dashboard. If you linked your employee account, you'll have the option to select either your administrative account or employee account.