

Baker Benefits Administrators, Inc.

Accessing the Member Portal

1. Go to Baker Benefits Administrators, Inc.'s website, www.bakerba.com and click on the "Clients & Members" tab at the top of the site.
2. Click the button that corresponds with the group number on your Member ID Card.
3. The first time you attempt to access the Member Portal you will need to click "Register New User".
4. Follow the on-screen prompts to create a username and password. Make sure that you input your information exactly as it appears on your Member I.D. card. Your ID number should be entered without dashes.
5. Once you have created your username and password, you will be able to view the Member Portal. The left hand side of the window lists the tools that are available to you:
 - "Account Manager" allows you to change your email address and password at any time.
 - "Benefits at a Glance" gives you a quick reference of your current coverage.
 - "Claims History" is a complete listing of each of your claims. You can view the Explanation of Benefits for each claim and see exactly how it was processed.
 - "Document Library" contains a copy of the Plan Document, which includes your complete plan of benefits.

