

Follow these steps to create your account on the HealthFirst Member Portal.

In your browser, go to hfbenefits.com

**Important Notes:** You will need to have an email address to access confirmation of your registration for the new portal.

1. Select Members in either of the indicated areas.



# 14

2. Enter your Group Number - 00ARAM



#### 3. Select Click here to register and/or enroll.



## 4. From the dropdown, select Member.

Register	
Please select the portal you wish to register for, or select "Open Enrollm enroll.	ent" to
Portal	
Please Select a Portal	•
Please Select a Portal	Â.
Open Enrollment/New Hire	
Member	-
Provider	
Provider Enrollment	
Employer	*

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5. Complete each field and select SUBMIT. *Enter in the SSN provided to you in an email from communications@hfbenefits.com or contact Customer Service at 800.477.2287 for a designated SSN.* 

Register		
Please select the portal you wish to register for.		
If you are presented with multiple groups (employers) as a selection, please select your correct group.		
Portal		
Member	*	
SSN*	Birthdate *	
000-00-0000		
First Name *	Last Name *	
First Name	Last Name	
Username *	Email Address *	
Username	Email Address	
Password *	Confirm Password *	
	CANCEL SUBMIT	

 Check your email for registration confirmation. The email will sent from vbagateway@vbagateway.com. It will contain a link for you to click on. Check your spam folder if it doesn't appear in your Inbox.

Registration Confirmation	> Inbox ×		
to me 👻			
<b>HealthFIRST</b>			
Thank you for registering			
To complete the registration process, please click the following	g link:		
https://hfbenefits.vbagateway.com/index.1.2020.6.html#/activ	vate/poeGATLhfy12LyvaFyEkMA2		
7. Select CLICK HERE TO ACTIVATE.			
Activating Your HealthFirst Gateway	Account		
Please click the "Activate" button to			
activate your Gateway account.			
CLICK HERE TO ACTIVATE			

8. The next page will show your account is active. Select Click here to login.

Activating Your HealthFirst Gateway Account Your Gateway account is now active. Click the link below to proceed to the login page.

Click here to login

## Welcome to HealthFirst Gateway

- 9. The main login page will appear again. Enter your username & password from Step 5. Select LOG IN.

Email communications@hfbenefits.com for portal help or questions.

All images in this document are representations of the online portal screens; images can vary.