Welcome to ALPA’s online enrollment portal, MyALPAInsurance. Follow this guide to confirm your enrollment elections. Some portal features include:

- Realtime integration to your insurance premium billing information. When you enroll, drop, or change your guaranteed-issue insurance, your billing records will be updated in real time (with discounts updated after the next billing cycle).

- Update your beneficiaries or dependents at any time.

- No requirement for qualifying life events. Make changes for any reason, at any time, throughout the year.

- 100 percent in-house application with access through MyALPA; we are no longer using a third-party vendor.

## How to Log In

1. Visit `memberinsurance.alpa.org`
2. Under “U.S. Members: Manage Your Coverage,” select the button “LOG IN NOW”
3. Log in with your MyALPA credentials
1. The home screen provides an easy-to-use menu where you can make new elections, update your current benefits, add, or modify dependents and beneficiaries, and access a library of Resources.

2. The tool bar enables you to view your:

   a. **Personal Information**: Basic demographic information will display based on the most current information in ALPA’s Membership database (your member account). Any changes or adjustments to your personal information can be done in your member account or by contacting Membership@alpa.org.

   b. **Review Your Beneficiaries**: Add new or update existing beneficiaries. Please note that adding or changing beneficiaries does not enroll those beneficiaries in any plan, it only updates the beneficiary information.

   c. **Review your Dependents**: Update your dependent information (add or change dependents). Please note that adding or changing this information does not enroll those dependents in any plan, it only updates the dependent information.

   d. **Access to Resources**: Access forms and brochures as well as insurance company links to their ALPA resource page. Conveniently access resources and information for filing claims and accessing plan summaries.

   e. **Help**: Find contact information for ALPA Member Insurance and generate a support code, as may be required for “live” help while you are online. Tip: When generating a support code, write it down or copy and paste it to an e-mail request (Insurance@alpa.org) for support.
3. **Select Your Benefits**

   a. Messaging will display on your dashboard with information such as pending evidence of insurability (EOI) or other announcements.

   b. The dashboard has two components: Current Coverage and Enroll for New Plans.

---

### Current Coverage

The current coverage tile cards contain all the relevant information to the plans that you are currently enrolled in and the different actions that can be taken.

- **The name of the plan.** When the plan benefits began (start date). Note: All benefit elections are effective the first of the month following the date submitted or the first of the month following date of final underwriting approval for elections requiring evidence of insurability (EOI). You must be actively at work on the date the coverage is issued. The coverage amount (if applicable the face amount of the policy).

- **Full cost.** This is the full monthly premium (without any applicable discounts).

- **Member cost.** This is the member/participant contribution (less any applicable discounts; however, note that discounts will be applied when the billing cycle runs after the effective date).

- **Modify.** This selection enables you to change your coverage (add or increase).

- **Terminate.** This selection enables you to cancel your coverage.
Enrolling in New Plans

In the “Enroll for New Plans” area, you can view and navigate through all the programs available to you. Elections can be made at any time without a qualifying event.

By highlighting and selecting “Enroll,” you can explore each individual benefit plan and estimate your premiums for that coverage (online quote), add beneficiaries, and otherwise enroll (or just browse) in the plans of your choice. Remember you must proceed all the way through the election steps and submit your elections. If you do not see a confirmation screen, the election has not been completed.

Scrolling down/navigate toward the dashboards with the menu of plans available to you for enrollment.

**STEP 1: Plan details (more info)**
Selecting “more info” enables you to open a brochure in a different tab and review information about the plan(s) you are considering.

**STEP 2: Enroll**
Selecting “Enroll” enables you to begin the process of exploring and enrolling in a benefit plan that may be of interest to you.

**STEP 3: Enter Coverage or Select Benefit**
Enter the desired amount of coverage or select from the plan options available to you.

**STEP 4: Rate Estimator**
Quickly provides estimated costs for various policies and coverage levels. You can use the rate calculator to get estimated premium without committing to an election.

*Please note:* To proceed to the next screen, you may be prompted to complete information that may be missing or required to move to the next step. In the example illustrated, the applicant is...
required to designate a beneficiary from the drop-down list (it can be the estate, trust, or a person).

- Other required information will be prompted, for example review and acceptance of the requirements.
- Pending elections will be wiped out not properly “submitted.”

**STEP 5:** Save your elections once you have completed all the steps.

**STEP 6:** Lastly, submit your elections.

Once all your elections are completed and submitted, you will receive messaging for any required evidence of insurability (EOI). The enrollment is not complete until all EOI forms are completed and remitted to the insurance company.
Evidence of Insurability “EOI”

When the benefit selection requires the applicant to provide information on health status on condition of the member or dependent to be considered for insurance, you will receive a message and “EOI links.” EOI links can be found in several places in the portal: the confirmation page, the home page messaging, the home page bell icon at the top, and the plan card tile.

The application process is not complete until the insurance company receives and processes the EOI information (electronic or PDF application).

Member Insurance Contact Information

ALPA Member Insurance
Insurance@alpa.org
888-FLY-ALPA
memberinsurance.alpa.org