

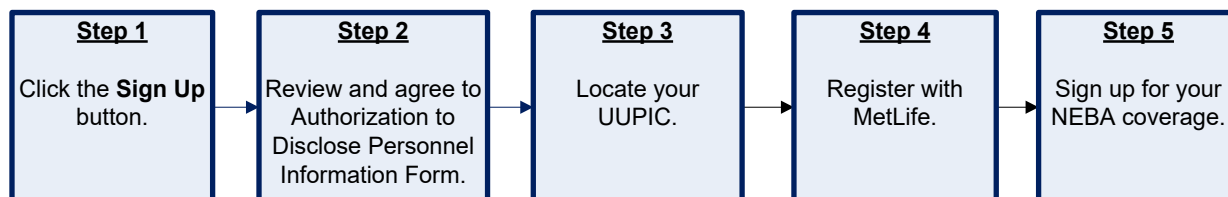
NASA Employees Benefit Association (NEBA) Information: Eligibility Requirements and Enrollment Instructions Updated April 17, 2024

Eligibility Requirements

A National Aeronautics and Space Administration (NASA) Employees Benefit Association (NEBA) enrollee must be either a full- or part-time NASA civil service employee on a permanent or term appointment or a current NASA military detailee.

To Enroll in NEBA Coverage

Your privacy is important to us, so if you wish to obtain any NEBA coverage, you must first authorize NASA to send a limited amount of personal information to Metropolitan Life Insurance (MetLife) (the NEBA insurance provider). The following is a quick overview of the process:



Complete **all** the following steps to enroll and sign up for NEBA coverage:

Step 1: Click the Sign Up button.

From the OCHCO OneNASA webpage, click the **About Me** link. Navigate to the NEBA Insurance section, then click the **Sign Up** button. (If the Sign Up button is not visible, you have already completed at least Steps 1 and 2.)

Step 2: Review and agree to Authorization to Disclose Personnel Information form.

1. Read the Authorization to Disclose Personnel Information form.
2. Click the **I Agree** button on the form.

An acknowledgement of your authorization will be displayed on your screen and you will also receive an e-mail acknowledgement.

Note: Although processing of this action typically takes 2-3 business days, it may take up to 10 days for NASA to release your information to MetLife.

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Step 3: Locate your Universal Uniform Personal Identification Code (UUPIC).

Prepare to register by locating your UUPIC. The UUPIC is an ID number NASA uses in place of a Social Security Number. To find your UUPIC:

1. Visit the NASA Enterprise Directory (NED) at: <https://id.nasa.gov>.
2. Locate your UUPIC information listed under the IT Information section. Make a note of it for when you complete the next step.

Step 4: Register with MetLife/Group Insurance Services (GIS).

After NASA releases your information to MetLife (Step 2 of these instructions), you must register with MetLife. Visit the MetLife/GIS site at: <http://boonchapman.benselect.com/neba> to register. New employees must register and select coverage within 60 days of their Entrance on Duty (EOD) date to avoid a lengthy medical underwriting process. Use the following information when registering with MetLife:

- Your Employer: NASA
- Your UUPIC
- Your PIN: Your initial PIN will be the last four digits of your UUPIC and your full birth year. If you previously updated your password, please use the updated password, or click Forgot Password to reset.

Step 5: Sign up for your NEBA coverage.

After you are registered, sign up for your NEBA coverage. You must be enrolled in NEBA Basic Life Insurance coverage to enroll in any of the Voluntary Benefits.

Note: The process of enrolling in NEBA coverage may take a number of weeks depending upon your requested coverage, any medical responses needed, and the MetLife underwriting process. If enrolling during Open Enrollment, NEBA communications will indicate effective date of coverage.

For Assistance

For assistance with registration or enrollment in your desired coverage or further information regarding the different types of NEBA coverage, please contact the following appropriate MetLife Help Desk:

- MetLife/GIS (for all coverages except GVUL):
Phone: 1-888-592-2681
Webpage: <http://boonchapman.benselect.com/NEBA>
- My Benefits MetLife (for GVUL coverage or claims assistance):
Phone: 1-866-574-2861

RELEASED - Printed documents may be obsolete; validate prior to use.

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