

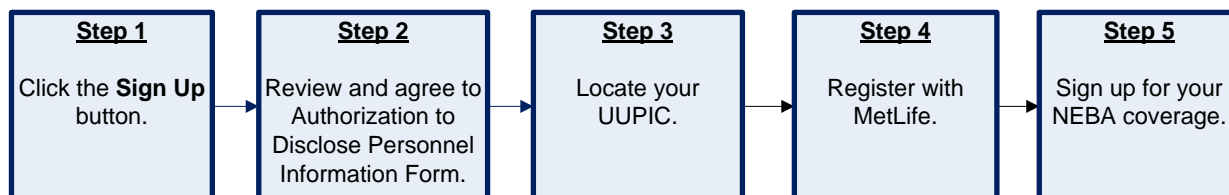
NASA Employees Benefit Association (NEBA) Information Eligibility Requirements and Enrollment Instructions Updated September 11, 2023

Eligibility Requirements

A 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 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.

Visit the Human Resources Portal **My NEBA Insurance** page at: <https://hr.nasa.gov/about-me/my-neba-insurance>. (You may need to copy and paste the link into your browser.) 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.

- Read the Authorization to Disclose Personnel Information form.
- Click the **I Agree** button on the form.
An acknowledgement of your authorization will be shown 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.

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:

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

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

After your information is released to NEBA, visit the MetLife/GIS site at: <http://boonchapman.benselect.com/neba> to register. **You must register with MetLife after your information has been released by NASA, typically within 3 - 10 days.** 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 Basic NEBA coverage in order 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 appropriate MetLife Help Desk by phone or email as listed below:

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