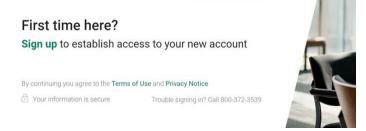Individual ID: ParticipantId1

Dear ParticipantName1,

Welcome to BASIC! You've been enrolled in your elected benefit accounts.

1 To get started, please go to https://cda.basiconline.com/. *(Chrome is the preferred browser for accessing your new Consumer Driven Accounts (CDA) system.)*

2 The first time you access the CDA system, you will need to sign up for an account. Locate the area that says **First time here?** under the participant section and click the green **Sign up** link.

3 Enter your email address (PrimaryEmail1) and create a password, then complete the step-by-step process. Once signed in, you can manage your accounts online at your convenience.

To learn more about your benefit accounts and how to manage them, view the Participant Reference Guide. Also, please visit our Participant CDA resource page for educational materials.

In addition, **download the free BASIC benefits app for Apple and Android devices** for account management on the go! Check your balances, submit reimbursement requests, upload verification, lock a misplaced BASIC Card, report a lost or stolen card, request a dependent card, pay a service provider using Picture to Pay, and store bills and receipts in an online repository.

You will receive a BASIC Card, if applicable to your account(s), to pay for eligible expenses at the point of purchase. Please watch for your card to arrive within the next 1-2 weeks to your home address in a nondescript white envelope. You may request an additional card for your spouse or dependent from your account.

We look forward to you experiencing the new CDA system and assisting with your benefit needs!

Sincerely,
Your BASIC CDA Team

Participant Resource Page