

# It's as Easy as 1-2-3 (4-5)



**1** Three months prior to your 65<sup>th</sup> birthday, contact the Social Security Administration and apply for Medicare Part A (as eligible) and purchase Medicare Part B.

**2** After you receive your Medicare Parts A and B card, please send PEBP a clear copy by mail: to 901 S. Stewart St., Suite 1001, Carson City, NV 89701 or upload it securely at <https://pebp.state.nv.us> > Contact Us > Document upload form. Don't forget to send the original Retiree Benefit Enrollment and Change Form (RBECE) to enroll in or decline PEBP dental. **No faxes or emails of the RBECE will be accepted.**

**3** **CALL** Via Benefits at 1-888-598-7545 to complete your profile and schedule an enrollment appointment with a licensed benefit advisor. You may also set up your profile online at [www.My.ViaBenefits.com/PEBP](http://www.My.ViaBenefits.com/PEBP) and "Shop" for plans. Remember to have your Medicare card, preferred doctor and hospital information, as well as your current prescriptions ready when you set up your profile.

**4** **CALL** Via Benefits and complete your enrollment over the phone. Remember to ask Via Benefits to automate the HRA reimbursement process as much as possible.

**5** Via Benefits will mail you an HRA Funding Packet about 8-12 weeks from your plan effective date. Don't forget to set up Direct Deposit if you wish to do so.

**If you are required to transition to Via Benefits, use the above steps and check off when complete.**

# CONTACT INFORMATION



## Public Employees' Benefits Program

901 S. Stewart St. Suite 1001  
Carson City, NV 89701  
775-684-7000, 702-486-3100, or 1-800-326-5496  
[www.pebp.state.nv.us](http://www.pebp.state.nv.us) | [memberservices@peb.nv.gov](mailto:memberservices@peb.nv.gov)



## Via Benefits

1-888-598-7545  
[www.My.ViaBenefits.com/PEBP](http://www.My.ViaBenefits.com/PEBP)



## Social Security Administration

1-800-772-1213  
[www.ssa.gov](http://www.ssa.gov)



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