



TheKempstonGroup
Administrators, Inc.

VBA Gateway How to Register
for Employees and Dependents

A step-by-step guide

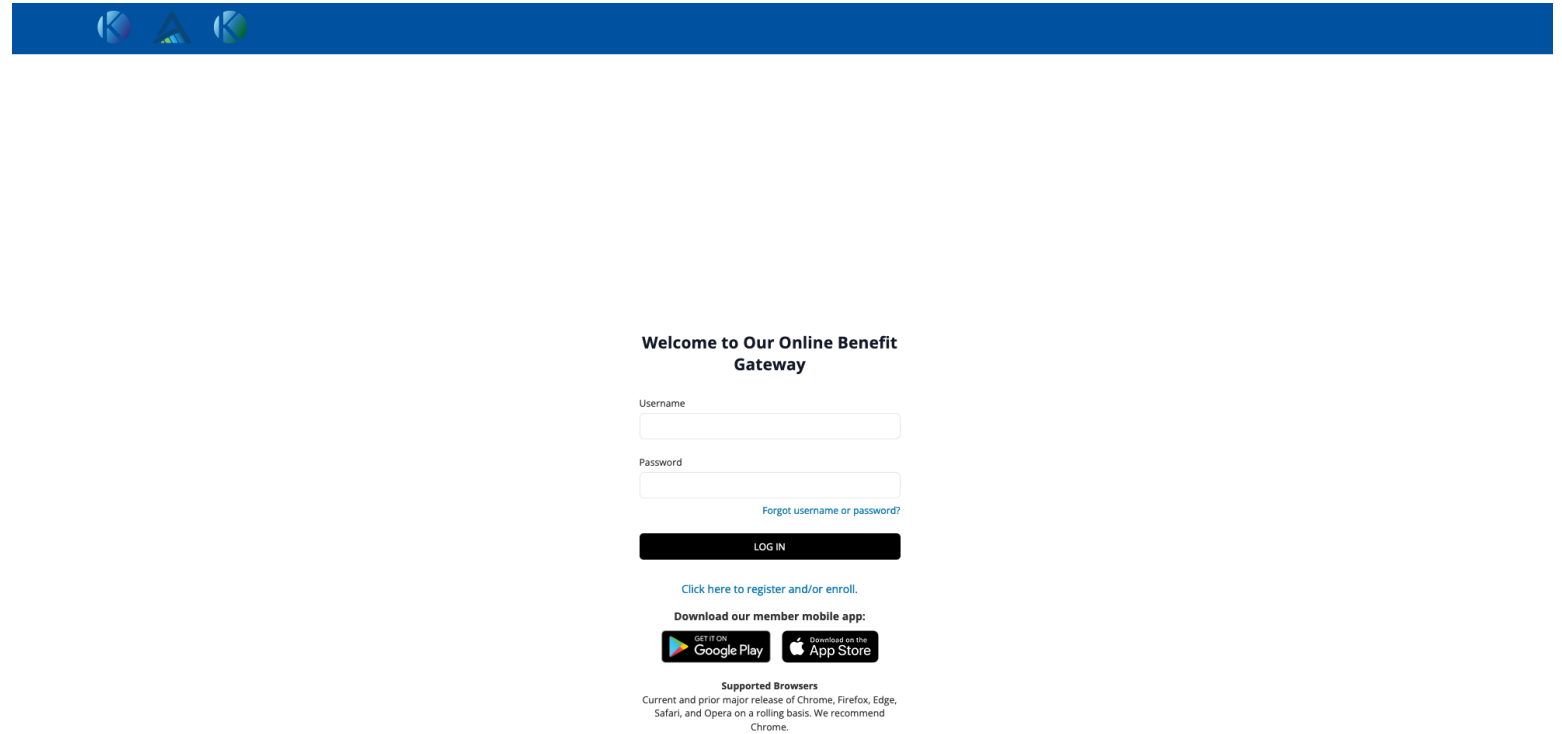
Step 1

- Go to <https://www.kemptongroup.com/> and select “Portal Logins” in the top righthand corner of the screen and then select “Members”.



Step 2

- Select “Click here to register and/or enroll.”



The screenshot shows the 'Welcome to Our Online Benefit Gateway' login page. At the top, there is a blue header bar with three small icons: a globe, a triangle, and another globe. The main content area is white. The title 'Welcome to Our Online Benefit Gateway' is centered. Below the title are two input fields: 'Username' and 'Password'. A link 'Forgot username or password?' is positioned below the password field. A black 'LOG IN' button is centered below the fields. Below the button is a link 'Click here to register and/or enroll.'. Further down, there is a section titled 'Download our member mobile app:' with two buttons: 'GET IT ON Google Play' and 'Download on the App Store'. At the bottom, there is a section titled 'Supported Browsers' with text stating: 'Current and prior major release of Chrome, Firefox, Edge, Safari, and Opera on a rolling basis. We recommend Chrome.'

Welcome to Our Online Benefit Gateway

Username

Password

[Forgot username or password?](#)

LOG IN

[Click here to register and/or enroll.](#)

Download our member mobile app:

GET IT ON Google Play Download on the App Store

Supported Browsers
Current and prior major release of Chrome, Firefox, Edge, Safari, and Opera on a rolling basis. We recommend Chrome.

Step 3

- From the dropdown box select “Member”.

Register

Please select the portal you wish to register for.
By registering, you are consenting to the collection of your email and cell phone number, which may be used to contact you by email or text about important events associated with your account. As part of our privacy guidelines, we do not sell or share your information with third parties or other entities. However, if at any time you do not wish to be contacted by email or text, you may change your communication preferences by logging in and updating it under manage profile.

Portal

Please Select a Portal...

- Please Select a Portal...
- Administrator
- Agent/Broker
- Customer Service
- Employer
- Member

CANCEL SUBMIT

Step 4

- Next fill out the required information.
- Ask your HR representative for your Registration Code.
- Username and Password can be whatever you like.
- Click “Submit” once you are finished.

Register

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By registering, you are consenting to the collection of your email and cell phone number, which may be used to contact you by email or text about important events associated with your account. As part of our privacy guidelines, we do not sell or share your information with third parties or other entities. However, if at any time you do not wish to be contacted by email or text, you may change your communication preferences by logging in and updating it under manage profile.

Portal
Member ▼

Last 4 Digits of SSN * Birthdate *

Registration Code *

First Name * Last Name *

Username * Email Address *

Cell Phone Number *

If you prefer not to enter your cell phone number, please enter 999-999-9999. Thank you.

Password * Confirm Password *

Step 5

- You will then receive a verification email that you will need to verify your account.
- Click the link in the email to verify your account.

Register

Please select the portal you wish to register for.
By registering, you are consenting to the collection of your email and cell phone number, which may be used to contact you by email or text about important events associated with your account. As part of our privacy guidelines, we do not sell or share your information with third parties or other entities. However, if at any time you do not wish to be contacted by email or text, you may change your communication preferences by logging in and updating it under manage profile.

Portal

Member

Last 4 Digits of SSN *

Birthdate *

Registration Code *

Please enter your Registration Code

First Name *

Last Name *

Username *

Email Address *

Cell Phone Number *

123-456-7890

123-456-7890

If you prefer not to enter your cell phone number, please enter 999-999-9999. Thank you.

Password *

Confirm Password *

Step 6

- Once your account has been verified return to the "Portal Login" from Step 1 and enter your Username and Password and then click "LOG IN".



Welcome to Our Online Benefit Gateway

Username

Password

[Forgot username or password?](#)

LOG IN

[Click here to register and/or enroll.](#)

Download our member mobile app:



Supported Browsers

Current and prior major release of Chrome, Firefox, Edge, Safari, and Opera on a rolling basis. We recommend Chrome.

Step 7

- From here you can access everything your portal has to offer.

The screenshot displays a member portal for John Doe. The interface includes a top navigation bar with a logo, a welcome message, and links for Contact Us, My Account, and Logout. A left sidebar contains a menu with options like Home, Claims, Plan Summary, and more. The main content area is divided into sections: Recent Claims (3 most recent claims), Member and Plan Information, Family Information, and Other Insurance. The Recent Claims section lists three claims with details on status, provider, service date, and amounts. The Member and Plan Information section shows John Doe's active status, subscriber ID, address, birth date, enrollment date, and plan details for Example Company Inc. A chat icon is visible in the bottom right corner.

MEMBER
Welcome, John Doe

[Contact Us](#) [My Account](#) [Logout](#)

[Home](#)
[Claims](#)
[Plan Summary](#)
[View/Print ID Card](#)
[Print Temp ID Card](#)
[Create a Request](#) >
[Message Center](#)
[Help](#)

Recent Claims (3 most recent claims)

PAID	Dr. Anonymous 🔗	Billed	\$300.00
	Service Date: 1/3/2023	Paid by Plan	\$100.00
	John Doe	You May Owe	\$200.00
	Explanation of Benefits 📄		

PAID	Dr. Anonymous 🔗	Billed	\$100.00
	Service Date: 1/2/2023	Paid by Plan	\$70.00
	John Doe	You May Owe	\$30.00
	Explanation of Benefits 📄		

PENDING	Example Hospital 📄	Billed	\$90.00
	Service Date: 1/1/2023	Paid by Plan	\$0.00
	John Doe	You May Owe	\$90.00
	Explanation of Benefits 📄		

[View All Claims](#) 1

Member and Plan Information

John Doe **ACTIVE**
Subscriber ID: 123456789

123 E. 1st St
Anytown US 00000
Date of Birth: 1/1/2000
Date Enrolled: 7/1/2023 Occupation:
Hire Date: Not Found
Pay Rate: Not Found

Example Company Inc.
Group ID: 000000
Anytown
Division ID: 00000

Plans
Example Company Inc. - Silver

Networks

Family Information

Other Insurance

[Chat](#)

CONGRATULATIONS!

- You should now be registered in the Portal!
- If you have any technical issues during any of the steps, please contact your Kempton Care Advocates by calling the number on your ID Card.