

FOR ALL PARTICIPANTS THAT OWE A SELF PAYMENT TO MAINTAIN YOUR INSURANCE COVERAGE. We are pleased to announce the new online self-payment option available directly from the Fund Office website. This is ONLY for paying the amount you owe if you received a Self-Payment notice in the mail. **At this time, you CAN make a premium payment in the Member Eligibility area on the dashboard.**

General instructions for navigating the Online Self-payment:

1. Go to www.weebf.com website and select Login as a Participant.
2. Input your Username and Password.
3. On the dashboard, located on the left side of the screen, click on Member Eligibility.
4. Select "Online Eligibility Payments" which takes you to the Payment Due area.
5. Click on "Add Payment"
6. Select one option, pay from your Flex Account **OR** ACH/Checking Account.
 - a. If you clicked on FSA Balance, payment owed will be pulled from your Flex Account
 - b. If you clicked on ACH / Check, payment owed will be pulled from your checking or savings account. You will need to select an account type (checking or savings) and input account number, routing number, and the amount to pay. You CANNOT pay more than what is owed. Please note: ACH takes 2 business days to receive monies at the Fund Office and your payment must be **received and payable** by the 20th of the month.
7. After payment has been selected, click on "Pay Now" button.
8. You will need to click "CONFIRM PAYMENT" to finalize your transaction.
9. If everything is processed correctly, you will receive a submitted payment notification. If you do not receive this notification, please contact the Fund Office for assistance at (608) 276-9111 or fundoffice@weebf.org

CUTOFF DATE FOR MAKING PAYMENT IS THE 20TH OF THE MONTH PRIOR TO THE MONTH OF COVERAGE. (example: November 20th is the cutoff date for December 2024 coverage). If you try to make payment after the 20th you will be kicked back to the dashboard.

Sincerely,

Wisconsin Electrical Employees
Health and Welfare Plan