
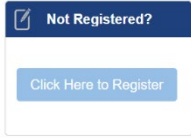
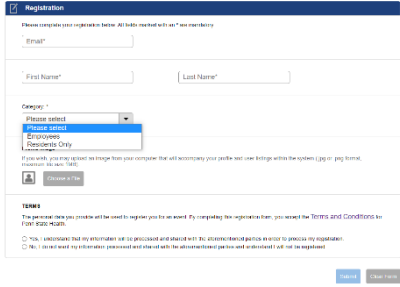
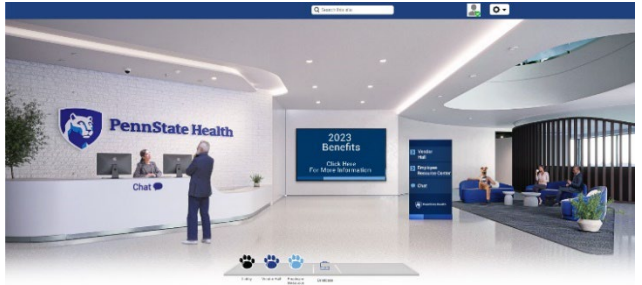
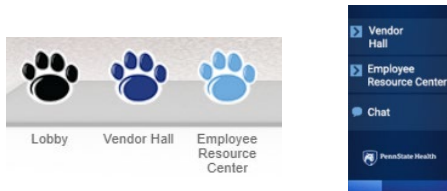


The **Virtual Benefits Center (VBC)** will be your primary source for all benefit-related materials and forms. The VBC provides you and your family 24/7 access to all benefit resources from the convenience of your home. You can view the Total Rewards Guide, rates, specific benefit booths with more detailed information, videos and more. Any family member can view the VBC as no Penn State Health login is required.

<p>1. Click the following link or scan the QR code to open the Virtual Benefit Center. For the best user experience, please use Google Chrome or Safari. <a href="https://bit.ly/pshbenefits">bit.ly/pshbenefits</a></p> 	
<p>2. <b>Click Here to Register</b> &amp; proceed with the registration process.</p>	
<p>3. Fill out the Registration form by providing <b>Email</b>, <b>First Name</b> and <b>Last Name</b>. Under <b>Category</b>, use the drop-down box to select the appropriate category.</p> <p>If you are a resident, click on the drop-down box and select <b>Residents Only</b>. If you are an employee other than a Resident, please select <b>Employees</b>. (If you are unsure of which category to select, please reach out to your manager.)</p>	
<p>4. After registering, you will be in the main lobby of the Virtual Benefits Center.</p> <p>From the lobby, you can access many different locations within in the Virtual Benefits Center such as <b>Chat</b>, <b>Vendor Hall</b>, <b>Employee Resources Center</b>, or click on the large banner in the middle of the lobby.</p>	
<p>5. You can navigate throughout the Virtual Benefits Center by using the navigation bar (paw prints) at the bottom of the lobby or the blue sign located in the lobby.</p>	

6. The **Vendor Hall** provides specific benefit booths that you can click on to find specific information.

Example: If you click on the Benefits booth, you can review and/or download the Total Rewards Guide, employee rates, Spousal Surcharge form and much more.



7. Once you are inside a booth, you can click on one of the blue vertical banners to access more detailed information, videos, fliers, etc.

After clicking on one of the vertical banners, you can **view** the documents, fliers, videos, and download them to your **briefcase** to save for a later time.

Example: Click on **Total Rewards Guide** vertical banner, you can **view** the Total Rewards Guide, **download** as a PDF, or click on the briefcase to save into your **briefcase** for a later time.

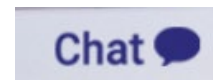


8. While in each booth, you can navigate to the next booth by clicking the **Next Booth** or **Previous Booth** sign.

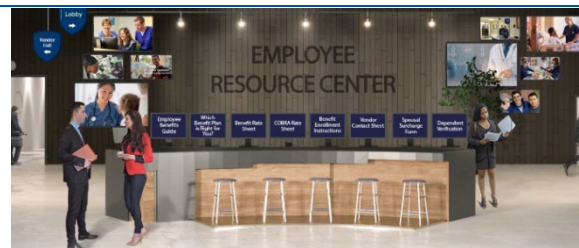
Or you can always click on navigation bar (paw prints) at the bottom of the screen to go back to the main vendor hall.



9. Click **Chat** to send questions to a member of the benefits team, available the first Wednesday of every pay period from noon to 2 p.m.



10. The Employee Resource Center is a quick-access location to find important content and forms such as contact information, dependent verification, rate sheets, and much more.



Note: You can access the Virtual Benefits Center outside of the Penn State Health network. The next time you go into the Virtual Benefits Center, you will type in your email in under **Already Registered** and click **Login**.