



## MBA web access

**O**ver the past few years, the MBA has worked to enhance the content of the information available to NALC members on its website. Much of the new information we've added centers on the ability for members to access information and print common MBA forms, product brochures and insurance applications. We have updated our brochures and applications to reflect our revised insurance products.

To access our website, enter [www.nalc.org](http://www.nalc.org) in your web browser. This brings you to the NALC home page. Navigation of the MBA website is straightforward and similar to the other NALC departments. From the NALC home page, select "Mutual Benefit Association" from the "Departments" heading. This will bring you to the MBA's home page.

On the left side of this page, there are the links to navigate the rest of the MBA site. The MBA home page contains a brief message from me and access to brief biographies of the trustees and the director. The headings on the left side of the page allow you to easily navigate the various areas of the MBA website. By selecting each of the headings, you will be taken to its corresponding page. The side menu is included on each MBA page so that moving throughout the website is easily accomplished.

A brief summary of each option follows:

- **"About the MBA"** takes you to a page that gives a brief history of the MBA. After scrolling through the information, you can quickly return to the top by clicking on the arrow at the bottom of the page.
- **"MBA Brochures"** is a link to all of the MBA's current product brochures. From this area, you are able to view and print the same brochures that we currently send out on product requests. You can access the brochures by either clicking on its summary or clicking on its PDF. The brochures now also contain the premium rates for each product.
- **"MBA Forms"** is arranged in a similar fashion to the MBA Brochures selection. It contains a summary section that brings you to the individual forms available and allows you to print them. We have placed some of the more commonly requested forms on this page to assist our MBA members to quickly obtain the insurance forms they require. They include the more-often

requested life insurance forms and our Disability Income and Hospital Confinement claim forms. There are also informational forms to assist you in filing a disability or hospital claim.

- **"Membership Qualifications"** briefly explains the membership qualifications for becoming a member of the MBA.
- **"MBA Applications"** allows you to select and print the various insurance and annuity applications. The insurance industry is regulated by the individual states. Several states require variations in the wording on the applications, so it is important to select the correct application. If your state is not listed, select "All other states." Since insurance product applications may vary by individual state, this link has an intermediate screen, which will take you to the appropriate applications depending on your state of residence. Select the application corresponding to the product you wish to apply for. Print and complete the application and mail it in to the MBA to apply for your insurance.
- **"Glossary of Terms"** contains commonly used insurance terms and their definitions. Either scroll down the listing or select the appropriate letter at the top of the page to navigate directly to that section. Each section has a link called "Back to Glossary Letter Contents" to return to the top of the page.
- **"Convention Materials"** provides a link to MBA information from the past few NALC conventions. It includes workbooks and worksheets from the MBA breakfast workshops.
- **"Privacy Policies"** is the last major section. If you have an insurance policy with us, each June you receive a statement explaining our privacy policy. As new policies are issued, a copy of this statement is included with the packet of issue documents. A copy of this statement is also located here. It has links to both the life insurance privacy policy and the health insurance (HIPAA) policy.
- **"Contact MBA"** lists our mailing address and phone numbers.

It is our intention to continually improve the information available to you on our website. We hope to include areas for general insurance educational information and financial planning in the future. ☒