



Getting Started With EBenefits Quick Start Guide

EBenefits is your employee benefits self-service website.

EBenefits allows you to view, enroll in and make changes to your benefits information quickly, easily and securely. Since this system is available 24 hours a day, 7 days a week, you can view and change information conveniently from any PC with Internet capability – from home or work.

- View your benefit information and links to providers
- Enroll in benefits
- Change your life beneficiary information
- View messages from Corporate Benefits regarding your benefits
- Access benefits-related documents
- Add or drop dependents when you experience qualified life events

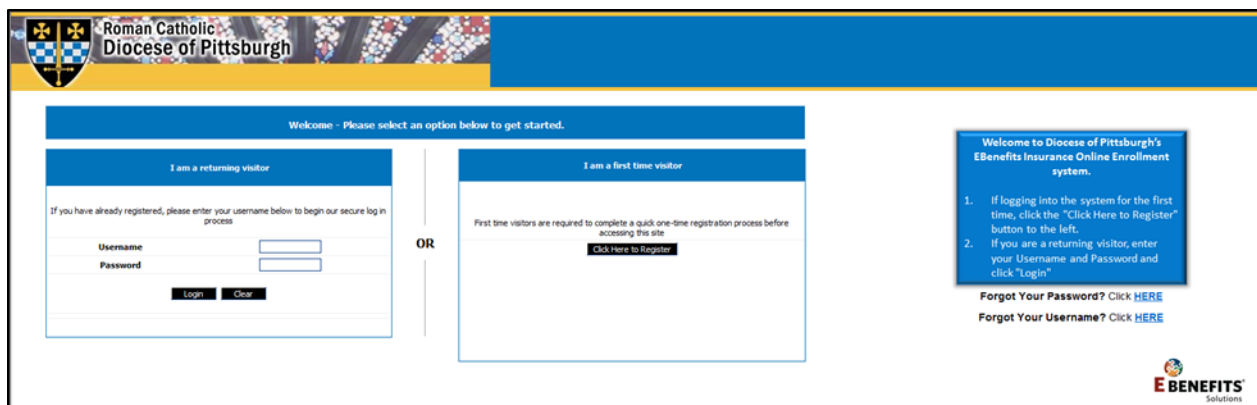
Registration

I. Access EBenefits online

To access the system, you will need to type www.ebenefits.com/DOP into the address bar of your Web browser.

II. Login Page

You will be directed to the login page (see Fig. 1). If you have not previously registered, click the “Click Here to Register” button to begin the registration process. You only need to register once. Once you click on the button, the validation page will appear.



(Fig. 1)

**If you have any questions, call the customer service support line
at 866-203-8051, between 7:00 a.m. – 7:00 p.m. EST**

III. First-Time User Validation

You will need the following information to securely validate your identity: **last name, first five digits of your Social Security Number and date of birth**. After this data has been entered, click the **“Next”** button (see Fig. 2).

Welcome New User

Please enter your information below to register.

Last Name

Date of Birth

First Five Digits of SSN

Having trouble registering?

1. Dates should be entered as MM/DD/YYYY example: 01/12/1970.
2. Make sure your entries are in the same format as the provided examples.
3. Your entries should be exactly as they are found on student account.

Still having trouble registering?

Contact our Client Service Center
at 866-203-8051
Monday - Friday
7:00 AM to 7:00 PM EST

(Fig. 2)

IV. Registration Details

Once validation is complete, you will be directed to a page containing your user information details. In the **Security Details** section at the bottom of the page, you will need to create your username, password, and secret question and answer (Fig. 3).

Then, just follow these steps (see Fig. 3):

1. Create a username that is at least six characters long (i.e. Bsmith06).
2. Complete the password section by entering a password and then confirming it. Please note that the password is case sensitive and must be at least eight characters long.
3. Create a secret question and answer, in the event that you forget your password and need to retrieve it.
4. Click the **“Submit”** button to confirm your identity once the required information has been completed.
5. After clicking the **“Submit”** button, you will be taken to the **Welcome** page where you can begin using the EBenefits system.

Note: Remember your username and password. You will need them each time you log on to EBenefits.

(Fig. 3)

Employee Information **User Profile**

Login Information

Username* Hint: Your username/password must be at least 8 characters long, and cannot exceed 25 characters in length. The username/password must also NOT begin with a number. Please try again.

Password* Hint: Your username/password must be at least 8 characters long, and cannot exceed 25 characters in length. The username/password must also NOT begin with a number. Please try again.

Confirm Password*

Security Questions and Answers

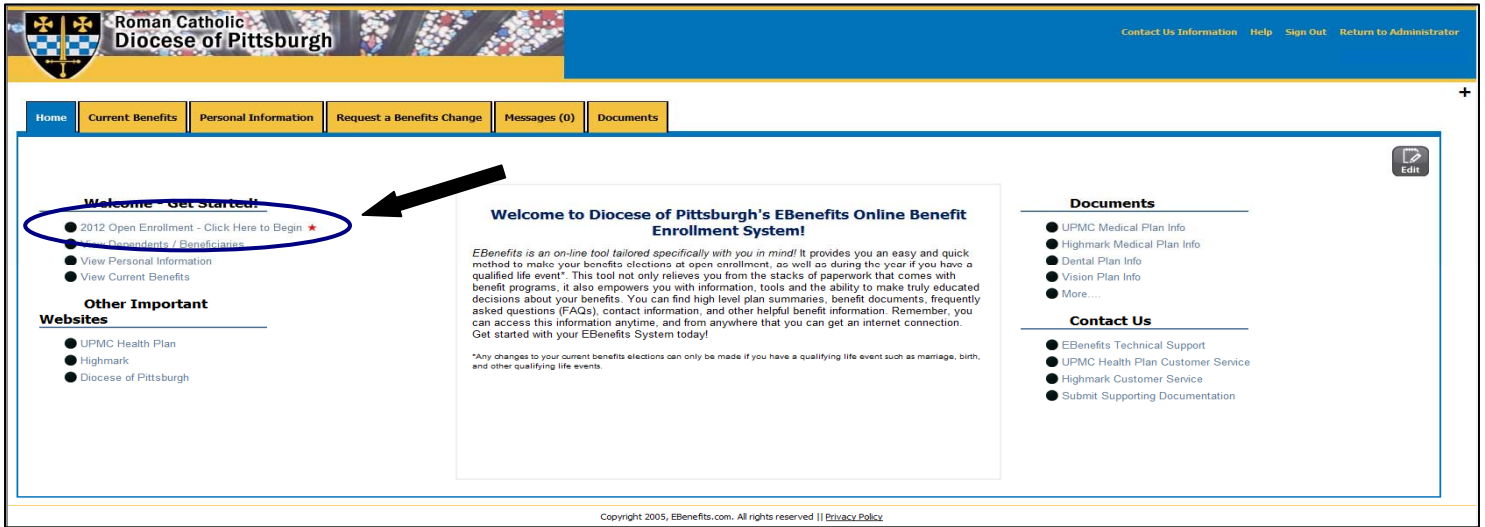
Secret Question 1*

Your Answer 1*

If you have any questions, call the customer service support line at 866-203-8051, between 7:00 a.m. – 7:00 p.m. EST

V. Home Page

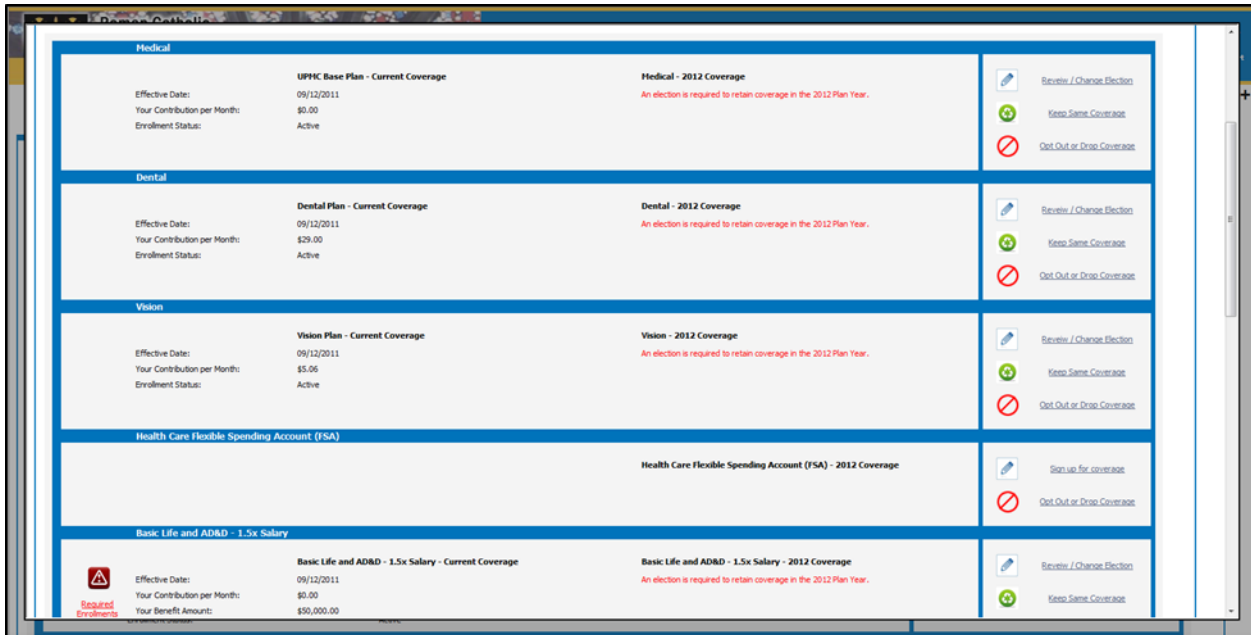
Once you have submitted your security information you will be redirected to the EBenefits **Home** page. To begin making your enrollment elections use your mouse to click on the active links highlighted below (Fig. 4). This will take you to the **Enrollment** page.



(Fig. 4)

VI. Enrollment Elections

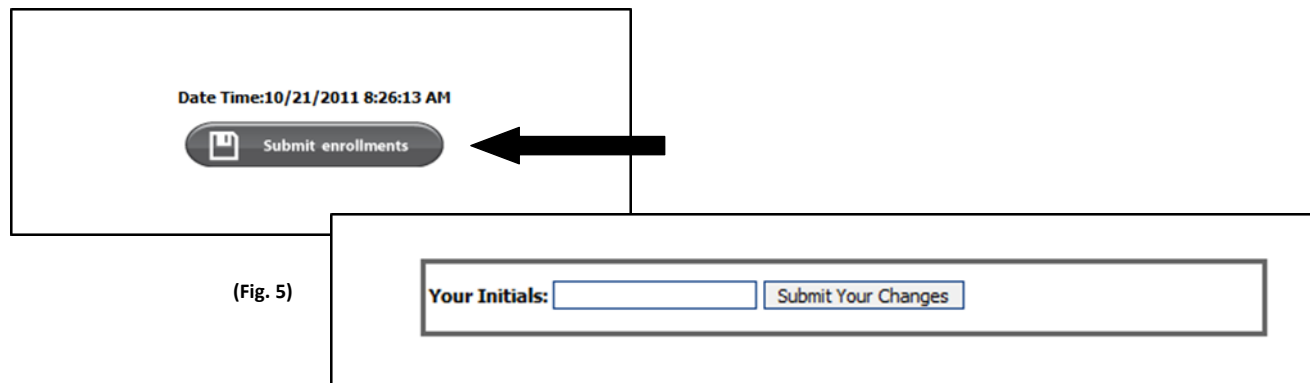
In order to make your elections, scroll through the benefits selecting “Sign Up for Coverage” or “Review / Change Your Election” to proceed through your benefit elections.



If you have any questions, call the customer service support line at 866-203-8051, between 7:00 a.m. – 7:00 p.m. EST

VII. Submitting Elections

Once you have completed your elections you will need to take a final step to confirm your open enrollment elections are complete. Scroll to the bottom of the screen. You must click the “Submit enrollments” button and enter your initials in the initials box on the next screen and click the “**Submit Your Changes**” button (Fig 5). If you do not submit your elections by clicking this button, your elections will not be received by Human Resources or the insurance carriers. Once you have clicked on the “**Submit Your Changes**” button your screen will tell you your elections have been submitted, and your open enrollment elections have been completed.



More Information on EBenefits Online Access

EBenefits provides you with secure and easy access to important benefits information in one place. Once you have registered, the types of information currently available through EBenefits are:

1. Benefits

Review current and historical benefits information, review benefits plan information, link directly to benefit providers, enroll in and make changes to your benefits. Check marks will appear next to each benefit on the left-hand menu to show that you have completed enrollment for that benefit.

Important Note: Your benefit elections will not be complete until you enter your initials and click on the **Submit Your Changes** button.

2. Messages

View special messages from Insurance/Employee Benefits regarding your benefits and other important information.

3. Documents

Access documents pertaining to your benefits, download forms, view summary plan descriptions, find answers to frequently asked questions, etc.

4. Current Benefits

View information about your current benefits, deductions and what benefits may be pending.

5. Personal Information

Review your personal information, information about your dependents and beneficiary information.

6. Life Events

Easily make changes to applicable benefits for a qualifying life event such as; marriage, divorce, birth, adoption, etc.

Now that you are familiar with the basics of EBenefits, feel free to use the site as often as you wish. This is your portal for instant and easy benefits access.

**If you have any questions, call the customer service support line
at 866-203-8051, between 7:00 a.m. – 7:00 p.m. EST**