

step-by-step instructions

how to access benefitconnect for the first time



need help? Call the HR Service Center at 1-888-825-5247
choose the option for *benefits* on the phone menu



Go to hr2.chevron.com/BenefitConnect

On the BenefitConnect entry screen, you will need to access the site in *one* of two ways, depending on your situation:

Option 1: Automatic Sign-In

Choose **Automatic Sign-In** if you have access to a company computer or worksite kiosk *and* you are able to log in to the company network as yourself. The network will automatically authenticate you and access your BenefitConnect account. If successful, you will be prompted to accept the legal agreement, then you will be sent to the BenefitConnect home screen. Read [BenefitConnect Enrollment Basics](#) > for more enrollment system tips. If automatic sign-in doesn't work for you, you'll need to follow Option 2 to register.

Option 2: Register, then Login with Password

Choose **Login with Password** if any of these situations apply to you: you do not have access to a company computer or worksite kiosk; you *cannot* log in to the company network as yourself; you are using your personal computer, tablet or mobile phone to enroll; when the automatic sign-in steps above do not work for you. **To use this option, click **Login with Password**, then follow these steps to register your account:**

Important: Before you begin, you will need access to a personal email account and a phone to complete the authentication process to register. These steps will work either at home on a personal device or at your worksite on a company computer.

1. From the *Sign-In* screen, click **First time user? Create an account**.
2. From the *Tell Us About Yourself* screen:
 - Choose **NO** for *Do you know your email?* and *Do you know your Employee ID?*
 - Choose **YES** for **Do you know your Social Security Number?** then complete the fields and click **NEXT**.
3. Follow the instructions on the screen to confirm your identity.
4. When prompted to enter an **email**, you can use any email desired, including a personal account. Be sure you can easily access this email account as you'll need to retrieve a code.
5. When prompted to enter a **phone number**, you can use any phone number desired, including a personal number. Be sure you can easily access this phone number as you'll need to retrieve a code.
6. Upon successful completion of the authentication for both the email and phone number you entered you'll be prompted to **create a password**. You have now registered a BenefitConnect account. Be sure to save your **email username** and your **password**. You'll be prompted to **login** with your new account, accept the legal agreement and then you'll see the BenefitConnect home screen. Read [BenefitConnect Enrollment Basics](#) > for more enrollment system tips.