

how to access benefitconnect for the first time

need help? Call the HR Service Center at 1-888-825-5247

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. 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

If you *do not* have access to a company computer or worksite kiosk, *cannot* log in to the company network as yourself, are using your personal computer, tablet or mobile phone, or when the automatic sign-in steps above do not work for you, follow these steps to **register your account** and **Login with Password**.

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

1. Go to **First Time Around Here?** and click the **Register a Password** link.
2. **Important:** Please follow these specific instructions:

Answer NO when prompted with the question, *Do you know your Email?*

Answer NO when prompted with the question, *Do you know your Employee ID?*

Follow all remaining prompts on the screen to enter your personal information.

3. 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.
4. 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.
5. Upon successful completion of the authentication for both the email and phone number you entered you'll be prompted to **create a password**.
6. 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.