





## Accessing MyBenefits Web Portal

### Four Easy Steps to get yourself registered!

<https://mybenefits.illinois.gov/>

-  Answer the following questions to register for the first time
  - Last 4 of the SSN
  - Date of birth
  - Last name
  - First two letter of the first name
  - Mailing zip code
-  Select a password
  - Make sure the password meets the criteria outlined on the screen
  - Reenter approved password
-  Select challenge question to secure your account
  - There are 3 challenge questions that you will have to select from the drop-down box
    - o You may NOT use the same question or same answer for all three
-  Review and accept the security disclaimer then click continue

### You are now ready to enroll!!

#### Steps for how to enroll into your benefits

- To start your benefit enrollment process, look for an event available in the middle of your personalized home page and click **Start**; or for a life event, such as marriage or birth, click self-service tools, select enroll/make changes, and then choose your appropriate life event.
- Your first step in the benefit enrollment process is to review the family screen.
  - o If you would like to add an eligible dependent, click **Add Family member**. After completing the information needed, click **Save**.
- Once the information on your dependents is complete, click **Next** at the bottom of the page or select **Health and Dental plans** at the top of the page.
- You can review the medical and dental options that are available to you and your dependents, including your monthly cost, pre-tax and post-tax costs based on the level of coverage you select.
  - o Click Compare plans to review different options.
  - o Once you've selected your health and dental coverage, click Next.
- If applicable, your next enrollment step will be for Life Insurance and Accidental Death and Dismemberment Coverage (AD&D).
  - o If you increase your life insurance, you may be required to provide a statement of health form.
- You may also be eligible to enroll in a **Health Savings Account if you are enrolled in the CDHP plan**. If so, you can select the employer and employee contribution level on this screen.
- You may also be eligible for a **Flexible Spending Account**. To select your annual contribution to either plan, you can enter your desired amount on this screen and then click **Next**.

- After carefully reviewing your personal information and selections, review the terms and conditions at the bottom of the screen, click the box to indicate your agreement and then click the green **Complete Enrollment** button.
  - Note that if you do not click **Complete Enrollment** your elections will not be saved!
- To print a summary of your selections, click Download my enrollment summary. If you are required to submit documentation you can do so by going to the home screen, click on self-service tools and select upload documentation.

## Contact Us

If you do not have access to a computer or have any questions, please call the MyBenefits Service Center (toll-free) 844-251-1777 or 844-251-1778 TDD/TTY, available Monday - Friday, 8:00 AM - 6:00 PM CST