



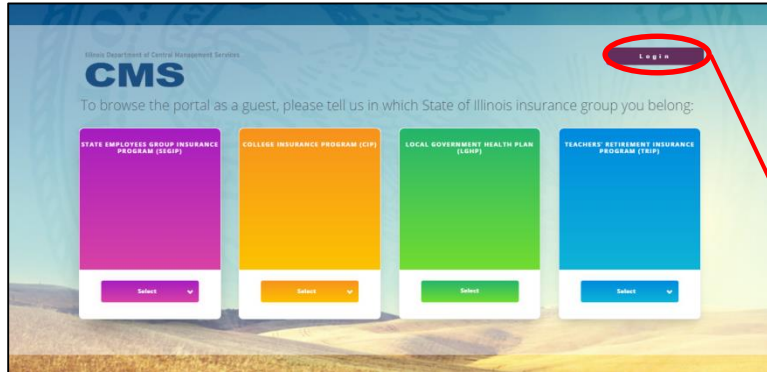
**HUMAN RESOURCES**  
*Illinois State University*

## **Benefit Choice**

**Registration and  
Account Set-up**

# Registration and Account Set-up

*Register and set-up my account as a first time user – MyBenefits.illinois.gov*



Click **Login** to begin.



On the Login page, click **Register** to begin.

# Registration and Account Set-up

*Register and set-up my account as a first time user*



The screenshot shows the registration form for the Illinois Department of Central Management Services (CMS). The form is titled "Please answer the following questions to register the user." and contains the following fields:

- 1. LAST 4 DIGITS OF SSN (9999)
- 2. DATE OF BIRTH (MM/DD/YYYY)
- 3. LAST NAME (AS PRINTED ON POSTCARD)
- 4. FIRST TWO LETTERS OF FIRST NAME (AS PRINTED ON POSTCARD)
- 5. MAILING ZIP CODE (99999)

There is also a CAPTCHA section with a "Get Another?" link and a "ENTER VALID CAPTCHA" field. At the bottom right of the form are "Cancel" and "Continue" buttons.

- 1
- 2
- 3
- 4
- 5

Enter the requested information.

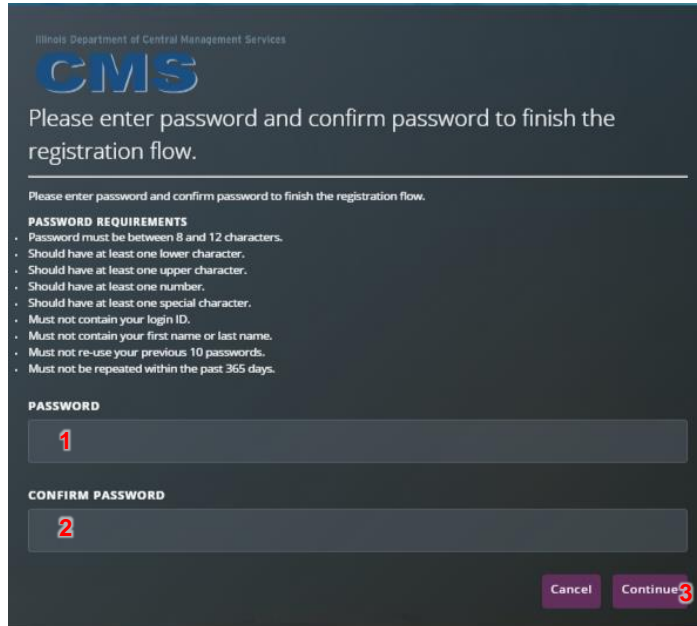
**Note:** Your name must be entered exactly as CMS has it documented, including any hyphens (you may ignore the reference to the postcard).

Enter CAPTCHA.

Click **Continue**.

# Registration and Account Set-up

*Register and set-up my account as a first time user*



The screenshot shows the CMS registration interface. At the top, it says 'Illinois Department of Central Management Services' and 'CMS'. Below that, it asks the user to 'Please enter password and confirm password to finish the registration flow.' There are two input fields: 'PASSWORD' and 'CONFIRM PASSWORD'. The 'PASSWORD' field has a red '1' next to it, and the 'CONFIRM PASSWORD' field has a red '2' next to it. At the bottom right, there are 'Cancel' and 'Continue' buttons. The 'Continue' button has a red '3' next to it. A list of password requirements is shown above the input fields.

Illinois Department of Central Management Services  
**CMS**

Please enter password and confirm password to finish the registration flow.

Please enter password and confirm password to finish the registration flow.

**PASSWORD REQUIREMENTS**

- Password must be between 8 and 12 characters.
- Should have at least one lower character.
- Should have at least one upper character.
- Should have at least one number.
- Should have at least one special character.
- Must not contain your login ID.
- Must not contain your first name or last name.
- Must not re-use your previous 10 passwords.
- Must not be repeated within the past 365 days.

**PASSWORD**

1

**CONFIRM PASSWORD**

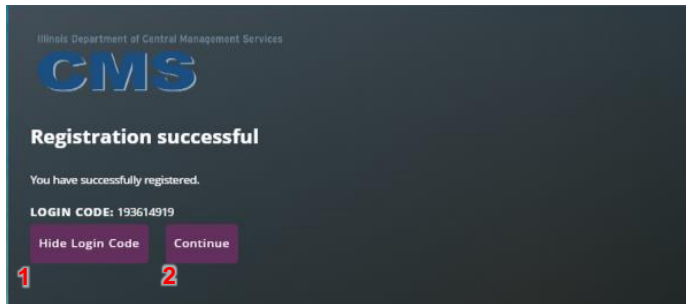
2

Cancel Continue 3

1. Enter a new password that meets the requirements shown on the screen.
2. Confirm the password.
3. Click **Continue**.

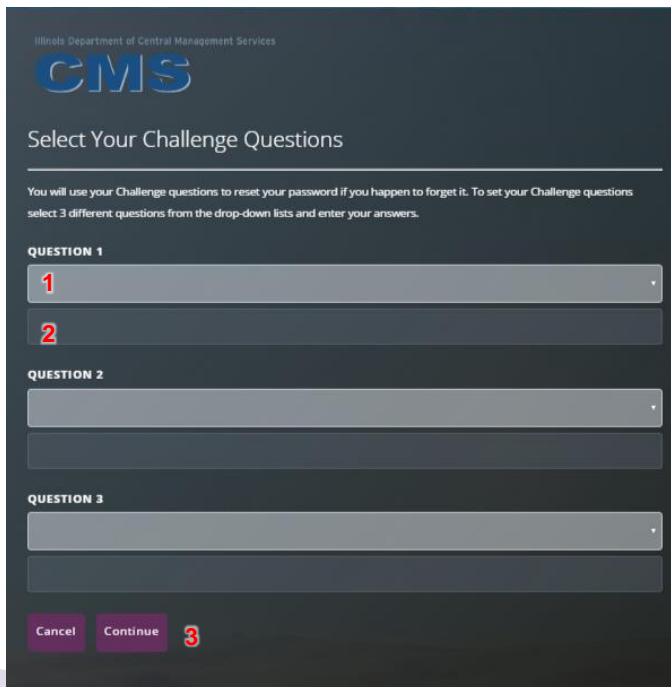
# Registration and Account Set-up

*Register and set-up my account as a first time user*



## IMPORTANT

1. Click **Show Login Code** and WRITE DOWN the displayed code. You will need this code each time you logon to the portal.
2. Click **Continue**.



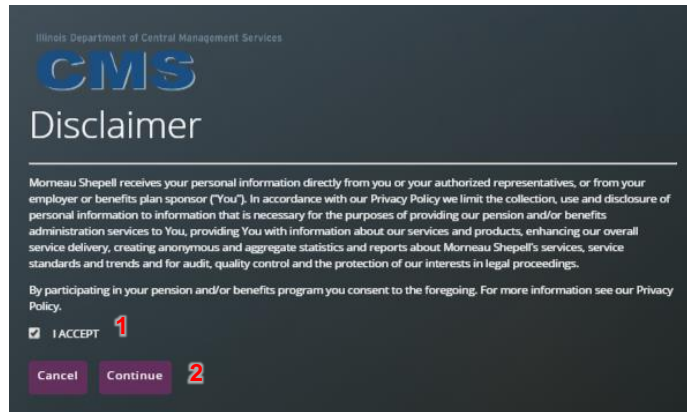
1. Select a Challenge Question from the list.
  2. Enter your answer to the question.
- Repeat Steps 1 and 2 for Questions 2 and 3.
3. Click **Continue**.

On the Confirmation page, review your questions and answers, and then click **Continue** again.

The portal displays a success page, telling you your challenge questions and answers have been saved. Click **Continue**.

# Registration and Account Set-up

*Register and set-up my account as a first time user*



1. Review the disclaimer and click **I ACCEPT**.

2. Click **Continue**.

The portal displays a success page, telling you have successfully accepted the disclaimer. Click **Continue**. The home page of the portal is displayed