Once you’re at the log-in screen, you’ll need to register as a “user” to have access to your account information. Just select the “Register Now” button and it will take you through the simple process.

On the registration screen you’ll simply need to input your personal data such as your Name, Date of Birth, Zip Code, and Employee Number. You can access your Employee Number found on your pay stub.

The next step is to supply an email address and create a secure password. Passwords must be 7-15 characters in length and contain letters and numbers.

After you enter an email address into the system, it will generate an access code for you to use. Input your access code in the spot provided and your registration will be complete!

CONGRATULATIONS, your account is now active. Access the Portal to review time spent or remaining on your benefit plans, see updates to your case, even open up a dialog with our customer service reps. We’re ready to help!