HOW TO LOG ON TO BENEFITPLACE

Retirees and survivors will need to set up your account when you log in for the first time.

- 1. Go to:
- 2. Choose the Can't access your account link.



3. Select I can't remember my password, then Next.

| Benefitplace |
|---|
| Account access |
| Please select which option you need help with - please note, you will need your username to reset your password. |
| I can't remember my password Iforgot my username |
| Next |

 Enter your username (COHBEN + Your 8-Digit Employee ID) into the Username field. Check the box next to I'm not a robot. Select Next to continue.

Note: The Employee ID you enter must be 8 digits. Add enough zeros in front of your Employee ID to make it 8 digits. E.g. 00123456 or 00012345. If you cannot remember your Employee ID, contact your benefits administrator.

| | Benefitplace | | | | |
|-------------|---|--|--|--|--|
| Re | set your password | | | | |
| Pro User | vide your identifying information name HBEN00123456 | | | | |
| Fo | orgot your username? | | | | |
| | / I'm not a robot | | | | |
| N | Cancel | | | | |

 Select the box next to which type of Benefitplace user you are. As retirees/survivors, you will choose Employee or Independent Worker. Choose Next to continue.

| Please start by tellin | g us which type of Benefitplac | e user you are. | |
|------------------------|--------------------------------|-----------------|--|
|) Employee or Inde | endent Worker | | |
| Employer or HR A | dministrator | | |
| forgot your password? | | | |
| | | | |

6. Answer the computer-generated questions that are displayed, then enter your five-digit ZIP code. Complete all the required fields and select **Next** to continue.

| verity identi | a de la companya de l |
|---------------|---|
| * Choos | the birth year of a dependent you currently cover or previously covered on your benefits. |
| 0 | 1999 |
| 0 | 2001 |
| 0 | 1998 |
| 0 | None of the above or not applicable |
| * Choos | e your name or the name of a dependent you currently cover or previously covered on your benefits. |
| 0 | natisha |
| 0 | test |
| 0 | elijah |
| 0 | None of the above or not applicable |
| * Choos | e your hire date. If none of the selections are accurate, select 'None of the above or not applicable.' |
| 0 | january 30, 2022 |
| 0 | february 9, 2022 |
| 0 | january 17, 2022 |
| 0 | None of the above or not applicable |
| * Enter | your five-digit ZIP code |
| | |

 The system will then prompt you to select and answer security questions. Click on the drop-down menu for each question and enter your responses. Choose Next to continue.

| Secret Question 1 * | | | |
|---------------------|---|--|--|
| Please Select | ~ | | |
| Secret Answer 1 * | | | |
| Secret Question 2 * | | | |
| Please Select | ~ | | |
| Secret Answer 2 * | _ | | |
| Secret Question 3 * | _ | | |
| Please Select | ~ | | |
| Secret Answer 3 * | _ | | |
| | _ | | |

8. Enter and confirm your new password in the required fields. To continue to the next step, your password must meet the criteria outlined. Choose **Save** to continue.

| Update your Password | |
|--|---|
| Tour username is: TEST 14545343 | |
| Enter and confirm your new password below. | Your password must contain: |
| New Password * | - between 8-15 characters |
| | - at least 1 number |
| | - at least 1 upper and 1 lower case letter |
| Confirm New Password * | Password cannot contain: |
| | - more than two identical characters in a row |
| | - Username or SSN |
| | - You cannot reuse the last 8 passwords. |
| | |
| | |

- 9. On the login screen, enter your username and your new password.
- 10. You are now logged in to Benefitplace.

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| | Welcome, Susia Meteory analysis of MICT | 1 to bo rites | | | |