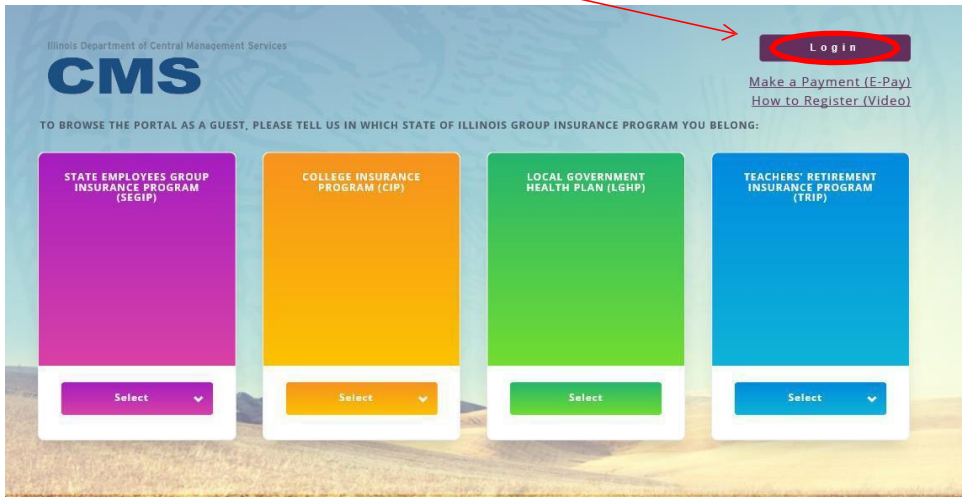


State of Illinois Registration Guide

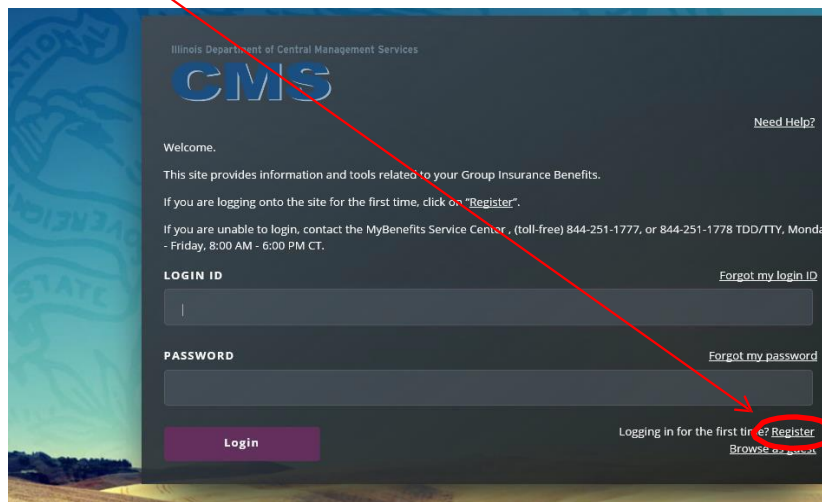
April 2020

Self-Registration

Visit mybenefits.illinois.gov and click **Login** to begin.



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



Enter the requested information.

The screenshot shows the CMS registration page with the following fields: LAST 4 DIGITS OF SSN (9999), DATE OF BIRTH (MM/DD/YYYY), LAST NAME (AS PRINTED ON POSTCARD), FIRST TWO LETTERS OF FIRST NAME (AS PRINTED ON POSTCARD), and MAILING ZIP CODE (99999). A reCAPTCHA challenge is displayed, asking the user to check 'I'm not a robot' and click 'Continue'.

Note: Your name must be entered exactly as CMS has it documented, including any hyphens.

Check I'm not a robot

Click Continue.

You will be prompted to complete a security challenge selecting pictures to secure your access.

The screenshot shows the CMS registration page with the following fields: PASSWORD and CONFIRM PASSWORD. The PASSWORD field is marked with a red circle and the number 1. The CONFIRM PASSWORD field is marked with a red circle and the number 2. The Continue button is marked with a red circle and the number 3. The PASSWORD REQUIREMENTS are listed below the fields.

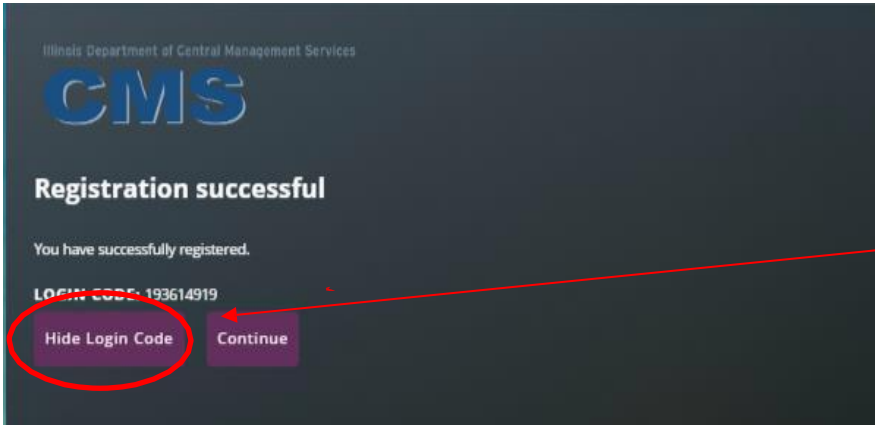
PASSWORD REQUIREMENTS

- 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.

1. Enter a new password that meets the requirements shown on the screen.

2. Confirm the password.

3. Click **Continue**.



IMPORTANT

1. Click **Show Login Code**. Your Login Code will appear above the button. Make note of the displayed code for validation purposes, should you forget your login ID at a later date. To hide your Login Code Click **Hide Login Code**.
2. Click **Continue**.

1. Select a Challenge Question from the list.

2. Enter your answer to the question.

The answers are case sensitive.

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, displaying your challenge questions and answers have been saved. Click **Continue**.

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


2. Click **Continue**.

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


Update or Verify Email

The site is designed with a “Call to Action Bar”. This bar notifies you of any actions that need to be taken. You should update or verify their email address each year.

AARON, here are some things you may do next:



NEW HIRE
You have 39 days to complete this event.
[Start](#) | [Modify](#)



UPDATE YOUR EMAIL

Email Address Review/Update

You may update your personal email address and/ or you may select your preference for email communications below.

| Email Type | Email Address | Preferred Email Address |
|------------|---|----------------------------------|
| Other | <input type="text"/> | <input type="radio"/> |
| Personal | <input type="text" value="test@morneaushepell.co"/> | <input checked="" type="radio"/> |
| Work | <input type="text"/> | <input type="radio"/> |

Save