

MyBenefits Employee Portal

Registration Guide

- Visit [MyBenefits.Illinois.gov](https://mybenefits.illinois.gov) and click the login button to login or register
- If already registered, enter employee ID and password
 - If you've forgotten your login ID and/or your password, click the appropriate link
 - ✓ Self-authenticate and obtain your login ID, write this number down or copy and paste this number into the login screen
 - ✓ Answer security questions to reset your password
- If logging in for the first time, click 'Register'
 1. Enter your personal information
 - Last 4 of the SSN
 - Date of birth
 - Last name
 - First two letter of the first name
 - Mailing zip code
 2. Set up a password and security questions
 - Password must meet the criteria outlined on the screen
 3. You may also watch this [video](#) for additional assistance

Enrollment Reminders

- Use 'Verify Your Email' to update or verify your email address and designate communication preferences
- Click the Benefit Choice tile to discover your options and see what's new for this Plan Year
- Under the 'Benefit Choice' enrollment icon, use the Start or Modify buttons to start or restart your enrollment event
 - Start – Make elections for the first time
 - Modify – Make changes while reviewing previous elections made within the same event
 - View – Only available after you've finalized your event – Use this button to **review** your elections
- Compare your plan options within the enrollment event by using the Help Me Decide button
- Verify your dependents are listed as covered, if coverage is desired
- Do not leave the page without completing your enrollment and clicking the "Finalize" button
- The Benefit Choice enrollment icon will turn green upon completion
- Review actions for required documentation
 - New dependent(s) will not be added to your coverage until documentation is provided
 - Documentation provided after June 1, **but no later than June 10th**, may delay your ID card

Contact MyBenefits Service Center

If you do not have access to a computer or have questions, 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 CT.