



MyBenefits Employee Portal

Registration Guide

- Visit MyBenefits.Illinois.gov and click the 'Login' button
- 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 the 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 letters of the first name
 - Mailing zip code
 2. Set up a password and security questions
 - Passwords must meet the criteria on the screen
 3. You may also watch the 'How to Register' video for additional assistance.

Enrollment Reminders

- Utilize the widgets on the home screen to link out to sites that offer services and eligibility in programs such as Be Well, MyBenefits Plus and Health Advocate
- Use 'Verify Your Email' to update and/or verify your email address and designate your communication preferences
- Click the Benefit Choice tile to view the Open Enrollment guide and see what's new for this Plan Year.
- Under the 'Benefit Choice' enrollment icon, use the Start or Modify buttons to start or make changes to previous elections
 - Start- Make elections for the first time
 - Modify- Make changes while reviewing previous elections within the same event
 - View- Only available after you've finalized your event- Use this button to review your elections
- Compare your plan options with the enhanced decision support tool within your enrollment event using the 'Help Me Decide' Button. Or view side by side plan details by clicking the 'Compare Plans' button.
- Verify your dependents are listed as covered, if coverage is desired
- Do not leave the enrollment without completing your elections and clicking the 'Finalize' button on the completion page
- Benefit Choice enrollment icon will turn green in the call-to-action bar upon completion
- Review actions for required documentation on the 'Manage your forms and documents' page
 - New dependent(s) will not be added to your coverage until documentation is provided
 - Documentation provided after the end of the enrollment period may delay your ID card delivery