# ***Instructions for using the online Benefits Administration System***

In order to access the online benefits system to enroll in, or make changes to, your employee benefits, please follow these instructions.

1. Go to **www.colorado.gov/dpa/dhr/benefits**

2. Click "Enroll / Change Your Benefits." This will take you to the State's online Benefit Administration System. You will begin on the login page.

3. If you have been into the system before, use your user name and password to log in.
**- Don't remember your password?** Click on "Forgot your password" under the Login button. Still having trouble? You can contact your Human Resources / Benefits office for assistance with passwords. You will need to provide information to verify your identity.

## - First time users only – *If you have never used the system before, you are a* first-time user. *Follow these steps to get started.*

a. Look on the right half of the screen. Click on "Register" under "I am a First Time User" From here you will be taken to the "Access My Account" page.
b. Type in your social security number and your date of birth. Note that the "company key" box already contains the letters "soc." **Do not type (or delete) anything in the "Company Key" box. Tab through this box to the "date of birth" box.**
c. You will then come to the electronic signature notification. Click "Accept" to move forward.
d. On the next page create your **user name** and **password**, and confirm your password. These must be at least 7 characters long and your password must contain letters *and* numbers.
e. Select a security phrase and complete the answer to that question (this will be used for password recovery should you ever forget your password) and click "Continue". **Please make a note of your user name and password, as you will need these every time you wish to access the system.**
f. If you are successful, you will be taken to a page that states, "*You have successfully created a User Name and Password.*" Click on "Continue" to proceed. You will be brought back to the login page. Login with the user name and password you just created.

4. Once you have logged in, you will be brought to your account home page. At the top of the page, look for "Welcome (Your Name)."

**For OPEN ENROLLMENT** - Click on the **green button** on the right side of the screen that says "**START HERE Open Enrollment"** to begin your reviewing and selecting your benefits for the new plan year.

**New Hires** - Click on the **green button** on the right side of the screen that says "**New Hire Enrollment"** to begin your enrollment process.

**Making changes BEYOND open enrollment or new hire enrollment –** These would be changes that include, but are not limited to, marriage, divorce, birth, or spouse gaining or losing benefits. Begin by dragging your mouse over the word "**Benefits**" in the **blue bar** near the top of the screen. A list of options will appear – click "**Change My Benefits**." Then choose the correct reason for the change and the date of the event.

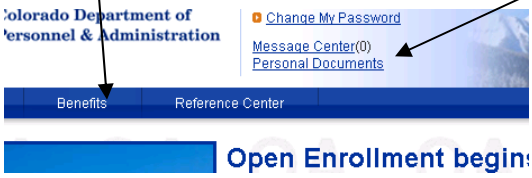
**To view your current benefits** – Drag your mouse over the word "**Benefits**" in the **blue bar** near the top of the screen. A list of options will appear – click "**Benefit Summary**" to see your current plan year benefit choices.

5. Make your elections. Click "**Next**" to continue through the system, "**Previous**" to go back a page. You may also use "**home**" in the upper right corner of each page, which will always return you to first page of the system. **DO NOT use your web browser's "Back" button.**

6. After making all of your elections, you will have the opportunity to review them. On one screen, the "Review Enrollment" screen lists:

- Yourself
- Your dependents
- Benefits you have selected.

If you need to make a change at this point, click "Make Changes" next to the information or benefit that you wish to change.

7. Click, "**I Agree**" to complete your election on the "Confirmation" screen. **Your enrollment is not complete until you have done this.** You will be taken to a page with the heading "Enrollment Complete." If you do not get to this page, your enrollment is incomplete and your elections or changes will not be processed.

8. From the "Enrollment Complete" page you can view your **Benefit Summary.** Drag your mouse over the word "**Benefits**" in the **blue bar** near the top of the screen. A list of options will appear – click "**Benefit Summary**" to see your current plan year benefit choices. This summary also lists life insurance beneficiaries, if you made such designations.
***ONLY DURING THE ANNUAL OPEN ENROLLMENT PERIOD*** – You can view an electronic confirmation of your open enrollment choices for the upcoming plan year. Click on "**Personal Documents**" near the top of the screen. This will take you to a listing of electronic documents, with the most recent at the top. Click on any document to open and review (or print for a hard copy record).