



## **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](http://www.colorado.gov/dpa/dhr/benefits)
2. In the “**Hot Topics**” box to the right of the screen, click *Enroll for Benefits*. This will take you to the State’s online Benefit Administration System. You will begin on the login page.

A screenshot of the login page for the Colorado Department of Personnel & Administration (DPA) online benefits system. The page header includes the DPA logo and the text 'Colorado Department of Personnel & Administration'. Below the header, there is a blue horizontal bar. The main content area is divided into two sections. On the left, under the heading 'Welcome, please login below.', there are two input fields: 'User Name: [ ] (case sensitive)' and 'Password: [ ]'. Below these fields is a 'Login' button with a small orange icon to its right. A blue link 'Forgot your password?' is positioned below the password field. On the right, under the heading 'I am a First Time User', there is a green 'Register' button and a small image of a computer mouse. Text above the mouse reads: 'Click below to create a new User Id and Password. Registration is easy and will only take a few minutes.'

3. If you have been into the system before, you can use the same password as before.
  - **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

- a. 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 6 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 benefits home page.

**New Hires** - Click on the **green button** on the left of the home page that says "**New Hire Enrollment**" to begin your enrollment process.

**Existing employees** – To make changes, begin by clicking "Change My Benefits" on the left of the home page. Then choose the correct reason for the change and the date of the event. You can also view your current benefits by clicking on your "Benefit Summary" on the left of the home page.

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. The gray review screen lists on one screen:

- Yourself
- Your dependents
- The 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 that called "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**, which is under "**My Benefits**" in the **blue bar**. This summary also lists life insurance beneficiaries, if you made such designations.