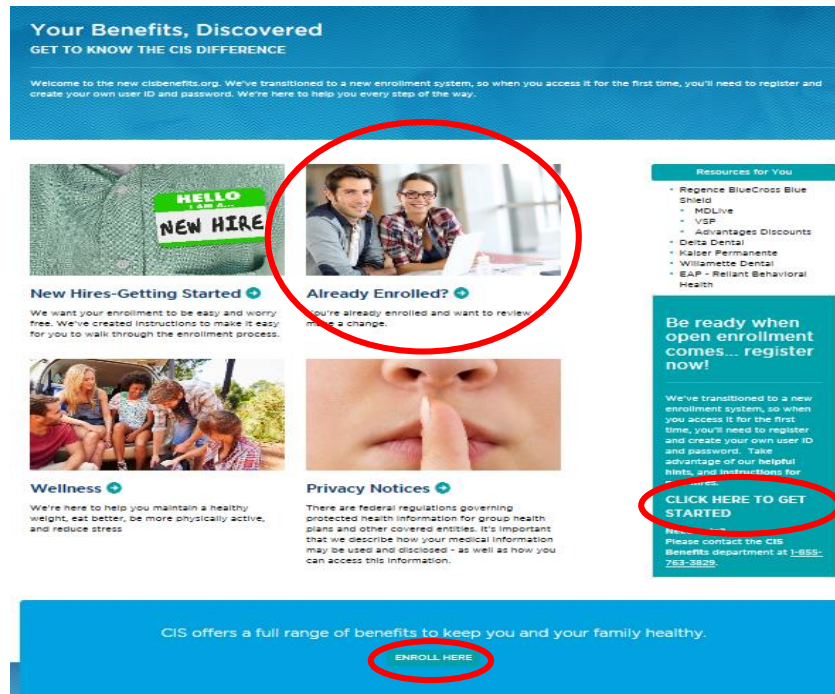


How to Access the Employee Portal and Make Changes to Your Account or Benefits

- 1) Go to the CIS Employee Benefits portal: www.cisbenefits.org
 - Once on the page, you can access the employee benefits portal by
 - o Clicking on the "CLICK HERE TO GET STARTED" link on the right in the teal box
 - o Scrolling down to the bottom of the page and click the "ENROLL HERE" button
 - o Clicking on the "Already Enrolled?" box and click on the "click here" link



- If you are new to CIS or have not yet created an account in the new system, click on "Register"
 - o Old Username and Password (prior to July 5, 2017) are not valid for the new system
- If you have already created a User Name and Password in the new system
 - o Log in and skip to step 7



The screenshot shows the CIS Employee Benefits portal login page. The header is blue with the text "Welcome". Below the header, there is a login form with fields for "User Name" and "Password". The "User Name" field contains the text "case sensitive" and the "Password" field contains the text "case sensitive". Below the fields is a blue button labeled "Login >". To the right of the login form, there is a section titled "First time here?" with the text "Register to create your user name and password." and a blue button labeled "Register". A red arrow points to the "Register" button.

2) On Info Page

- The Company Key is **CIS** if does not automatically populate
 - o Enter Social Security Number
 - o Enter Date of Birth
- Click Continue

Info Create Confirm Login

Info

Company Key

CIS

Social Security Number

.....

Date of Birth

06/01/1980 x

All fields are required.

If you don't already have your Company Key, contact your benefits administrator.

Cancel Continue >

3) Setting up your account

- Create your own User Name, Password, and Security Questions (there are three questions)
 - o Case Sensitive
 - User Name, Password, and Security Questions Answer are all case sensitive
- Click "Continue"

Info Create Confirm Login

Create Account

User Name

zzzbest

Password

.....

Strong

Confirm Password

.....

Security Questions

Security Question *

What is your mother's maiden name? v

Security Answer *

lione x

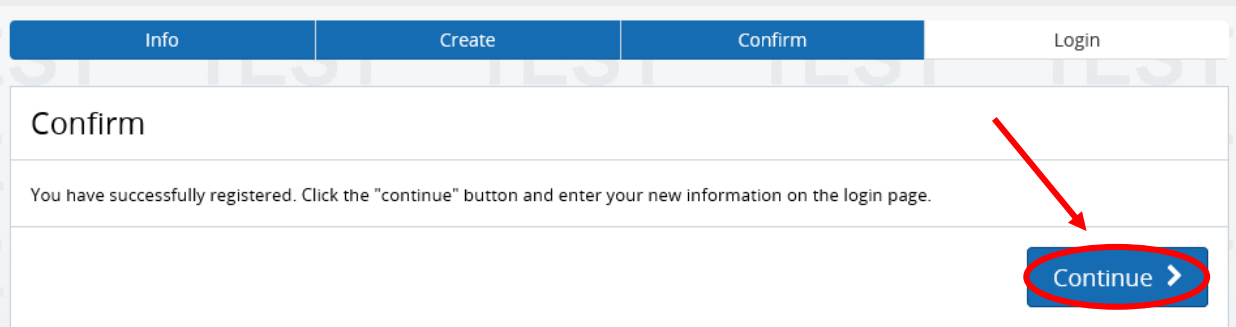
Below you must create a User Name and Password. The User Name must not contain any spaces and be at least 8 characters long. If the User Name you have chosen is already in use, you will be instructed to choose a different one.

The Password must also be at least 8 characters and contain no spaces. A combination of numbers and letters is **required** for your Password. In addition, please select a security phrase and complete the answer to this question in the space provided. This will be used if you forget your password and need assistance in recovering it.

Note: Your User Name, Password, and Answer to the Security Phrase are case sensitive. You must enter your information in the correct case when accessing the site in the future.

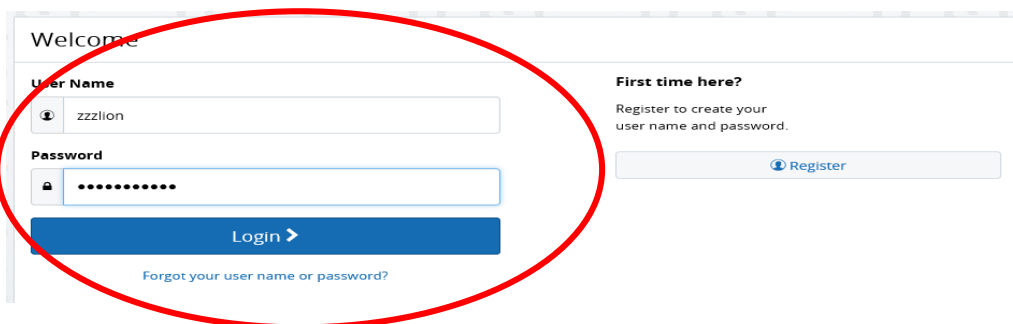
Cancel Continue >

- 4) Confirmation page
- Click “Continue”
 - Will take you back to the Log in Screen



The screenshot shows a confirmation page with a blue header bar containing tabs: Info, Create, Confirm, and Login. The main content area has a heading 'Confirm' and a message: 'You have successfully registered. Click the "continue" button and enter your new information on the login page.' A red arrow points to a blue button labeled 'Continue >' which is circled in red.

- 5) Log in with your User Name and Password
- If you have forgotten
 - Click on the “Forgot your user name or password?” and follow the prompts.
 - If you need assistance, you can contact your employer or CIS Benefits at 1-855-763-3829



The screenshot shows a login page with a red circle around the 'User Name' and 'Password' fields. The 'User Name' field contains 'zzzlion'. The 'Password' field is masked with dots. Below the fields is a blue 'Login >' button. To the right, there is a 'First time here?' section with a 'Register' button. A link 'Forgot your user name or password?' is at the bottom.

- 6) The following two pages only appear the first time you log into your account
- Agreement for Electronic Enrollment
 - To be able to use the online enrollment system, check “Yes”
 - Click “Continue”

Let's Get Started

Getting Started Details

Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.

By clicking “Accept” below, I hereby consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signature in Global and National Commerce Act of 2000 (ESIGN) which includes documents, forms, account applications, electronic trade confirmations, statements, agreements, and prospectuses. I also consent to receive certain employee benefit plan information through electronic media. I understand it may be necessary for me to inform the company if my email address changes or if I prefer to receive the communication at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating I no longer consent to electronic communication. In addition, I understand that I may request a paper version of the electronically furnished documents free of charge if I am unsuccessful at printing the document.

Do you agree?

☒ Yes ☐ No

Log Out [Continue >](#)

- How do you want to be contacted by CIS or the Insurance Carriers?
 - o Enter information and select your primary preference
 - o Click "Continue"

Personal Preferences

Please make your personal preferences selection below and click the "Continue" button.

Contact Preferences

Email Address

☒ Primary

All emails will be sent to this address

Personal Email Address

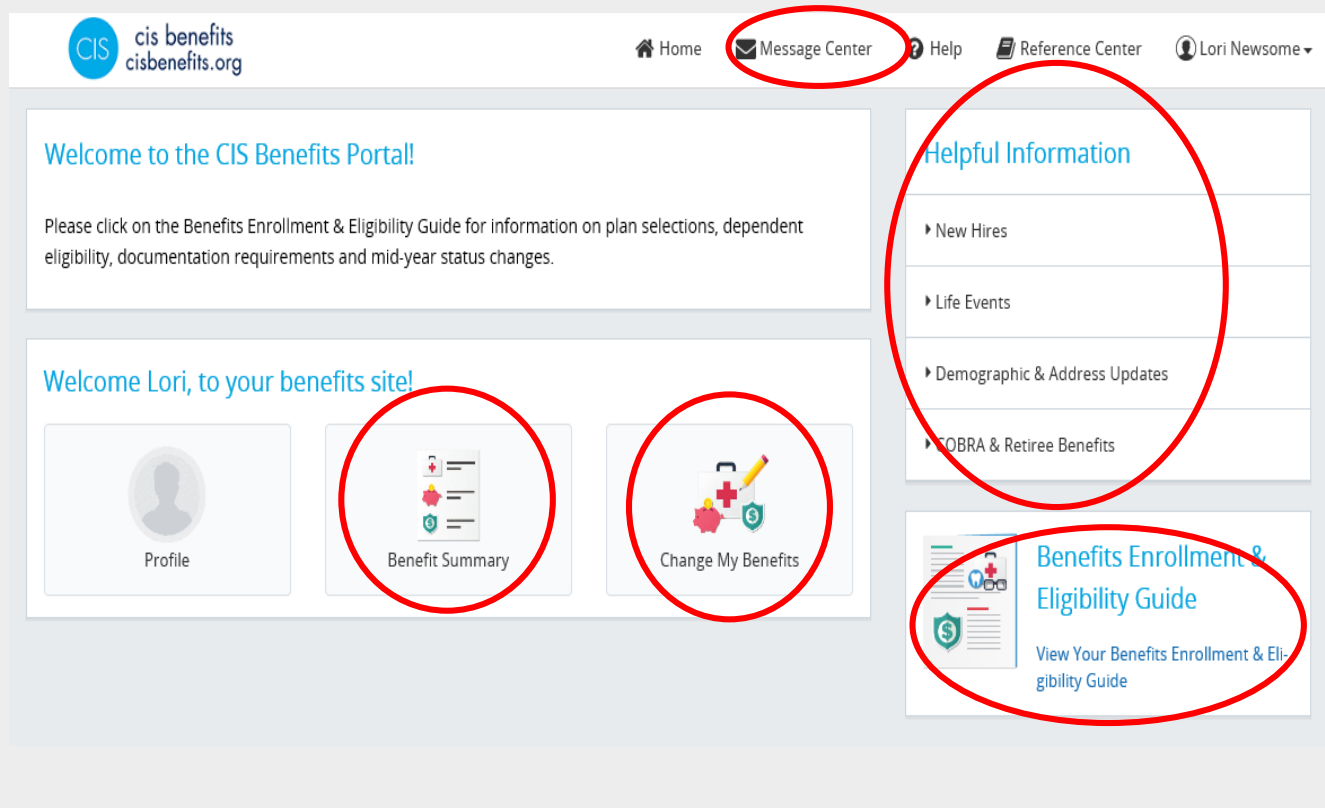
☐ Primary

Cell Phone Number

☐ Opt In to Text

[Continue >](#)

- 7) You have successfully created your account and are now viewing your homepage
- To view or print out a copy of your enrollments
 - o Click on "Benefit Summary"
 - To make changes to your contact information or if you need to report life event
 - o Click on "Change My Benefits"
 - To review a message sent to you such as an action request to upload documentation
 - o Click on "Message Center"
 - The Helpful Information section offers helpful hints if you need to make changes
 - The Benefits Enrollment & Eligibility Guide
 - o Covers who is eligible to be enrolled under your coverage
 - o Covers which Life Events allow changes outside of Open Enrollment
 - States the amount of time you have to report the event
 - States any documentation required to be submitted to CIS for approval



The screenshot shows the CIS Benefits Portal homepage. At the top, the navigation bar includes the CIS logo, the text "cis benefits cisbenefits.org", and links for Home, Message Center (circled in red), Help, Reference Center, and a user profile for Lori Newsome. The main content area is divided into two columns. The left column has a "Welcome to the CIS Benefits Portal!" message, followed by a "Welcome Lori, to your benefits site!" message. Below this are three tiles: "Profile", "Benefit Summary" (circled in red), and "Change My Benefits" (circled in red). The right column has a "Helpful Information" section with links for New Hires, Life Events, Demographic & Address Updates, and COBRA & Retiree Benefits. Below this is a "Benefits Enrollment & Eligibility Guide" section with a link to "View Your Benefits Enrollment & Eligibility Guide" (circled in red).

- 8) To make changes to your contact information or report a life event
- Click on “Change My Benefits”
 - **If adding dependents to enroll, you will need to provide the following information and documentation**

- Marriage Certificate or Oregon Certificate of Registered Domestic Partnership for a spouse or domestic partner
- Birth Certificate for Children
- Legal Guardianship – Guardianship/Custody documents issued by a court
- Social Security Number for dependent(s)
 - Exception for children under one year of age
- Date of Birth for dependent(s)

- Select Reason For Change
 - Click on “Basic Info” for
 - Changing your address or other contact information
 - To view or update your beneficiaries
 - Click on “Life Event” to report and request changes to your benefit enrollments
 - Select the applicable event and follow the pages as presented

Reason for Change

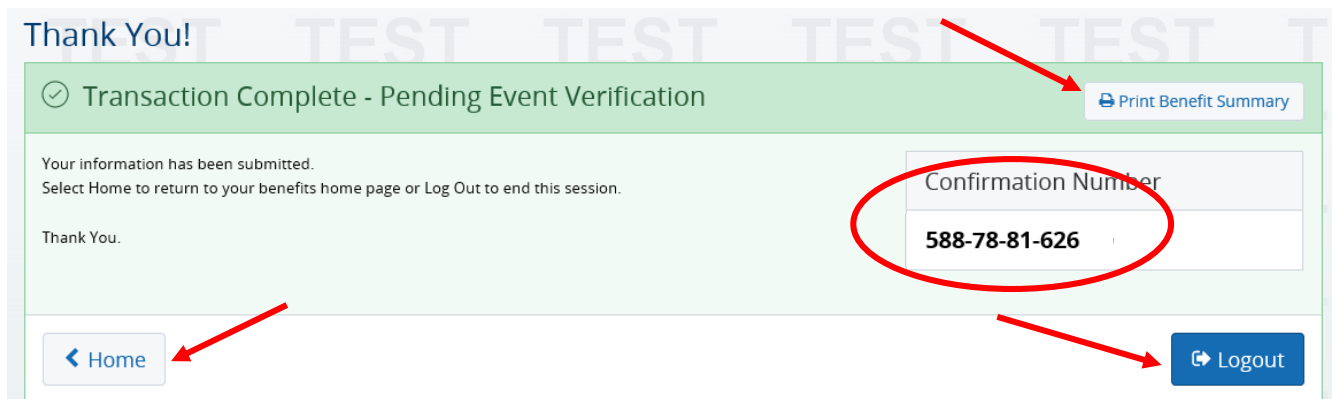
The screenshot shows a web form titled "Reason for Change". At the top, there is a search bar labeled "Search Reasons for Change". Below the search bar, a instruction reads: "Select the reason for change that applies and enter the date of the event." The form is divided into two main columns. The left column is titled "▼ BASIC INFO" and lists "Examples: Change of Address, Change of Beneficiary". It contains two selectable options: "Beneficiary Update" and "Change of Address". The right column is titled "▼ LIFE EVENT" and lists "Examples: Marriage/Divorce, Birth/Death". It contains a list of life events: "Birth or Adoption", "Death of Dependent", "Dependent Gains Other Coverage", "Dependent Loses Other Coverage", "Divorce", "Employee Gains Other Coverage", "Employee Loses Other Coverage", "Legal Guardianship", and "Marriage". Two red arrows originate from the top of the page; one points to the "BASIC INFO" section header, and the other points to the "LIFE EVENT" section header.

Search Reasons for Change

Select the reason for change that applies and enter the date of the event.

▼ BASIC INFO	▼ LIFE EVENT
Examples: Change of Address Change of Beneficiary	Examples: Marriage/Divorce Birth/Death
Beneficiary Update	Birth or Adoption
Change of Address	Death of Dependent
	Dependent Gains Other Coverage
	Dependent Loses Other Coverage
	Divorce
	Employee Gains Other Coverage
	Employee Loses Other Coverage
	Legal Guardianship
	Marriage

- You will see a confirmation number when you have completed the Basic Info or Life Event selected
 - o You can print a copy of your benefit elections by clicking "Print Benefit Summary"
- Click "Home" to go back to your homepage or Click "Logout" to exit



- 9) Remember to complete any action that is required if you received "Action Required" screens
- As a reminder, Message Center and To Do List is on your benefits portal homepage

