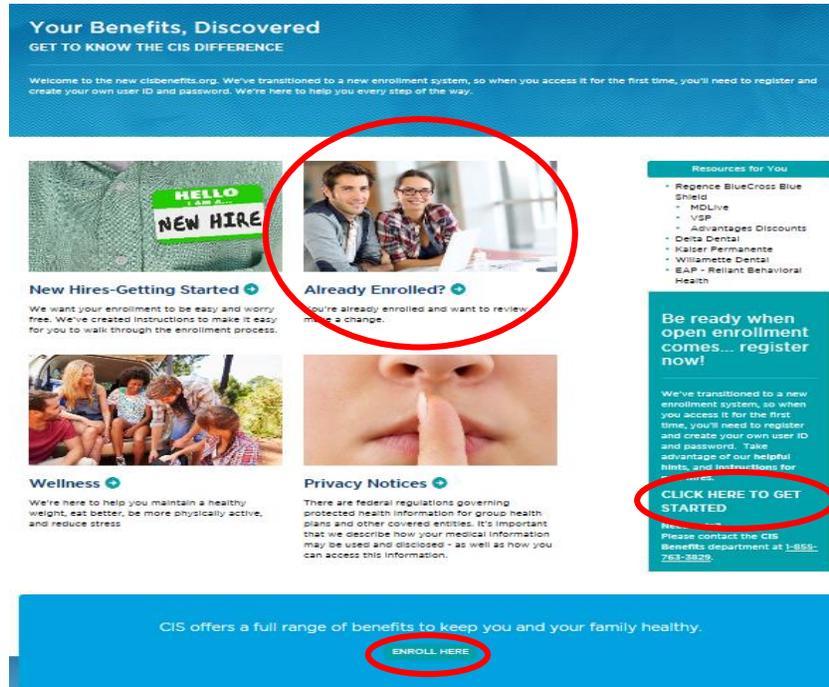


How to Access the Employee Portal and Make Changes to Your Account or Benefits

- 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



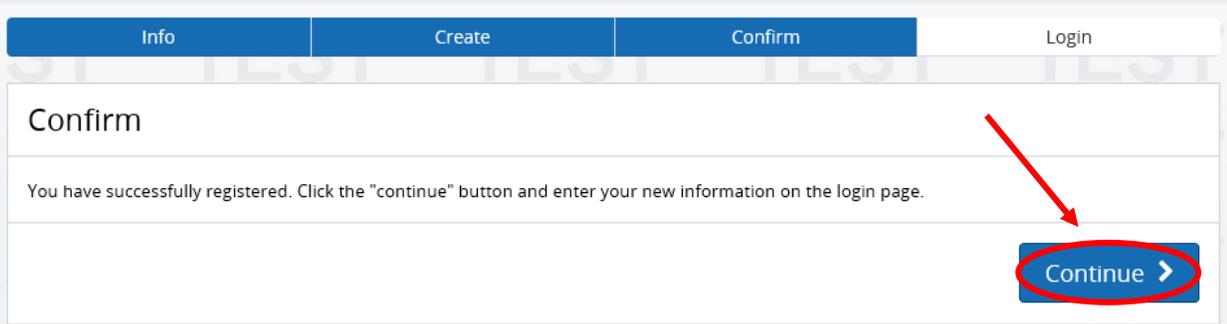
2) On Info Page

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

3) Setting up your account

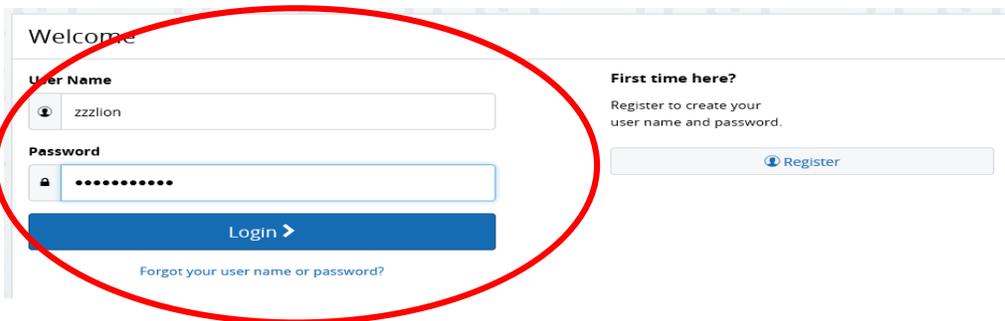
- Create your own User Name, Password, and Security Questions (there are three questions)
 - o Case Sensitive
 - User Name, Password, and Security Questions Answer are all case sensitive
- Click "Continue"

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



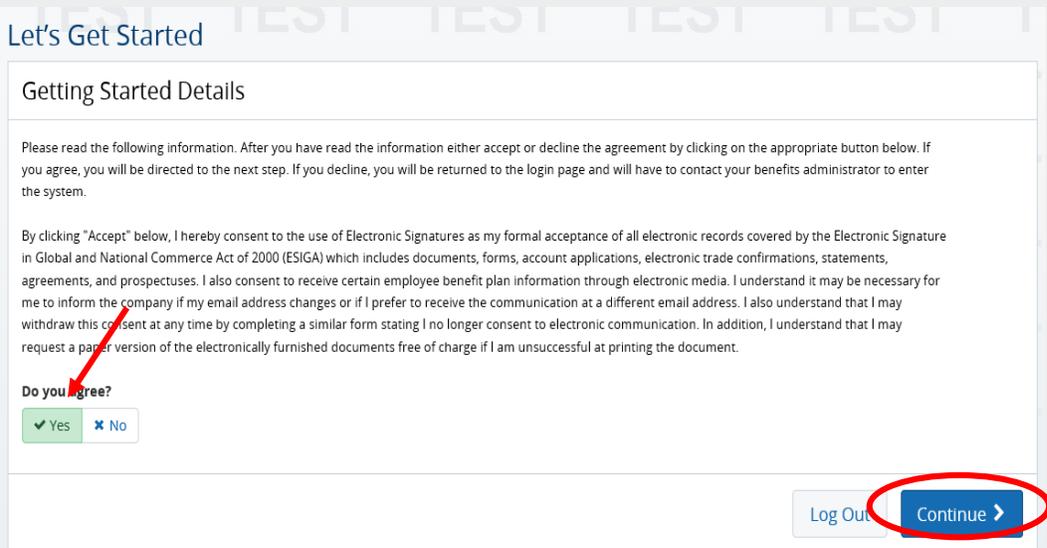
The screenshot shows a confirmation page with a navigation bar at the top containing 'Info', 'Create', 'Confirm', and 'Login'. The main content area is titled 'Confirm' and contains the text: 'You have successfully registered. Click the "continue" button and enter your new information on the login page.'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

- 5) Log in with your User Name and Password
 - If you have forgotten
 - o 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 'Welcome' header. It features a 'User Name' field with the text 'zzzllion' and a 'Password' field with masked characters. A blue 'Login >' button is at the bottom. A red circle highlights the 'User Name' and 'Password' fields. To the right, there is a 'First time here?' section with a 'Register' button and a link for 'Forgot your user name or password?'.

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



The screenshot shows a 'Let's Get Started' page with a 'Getting Started Details' section. It contains a paragraph of text explaining the agreement and a 'Do you agree?' section with 'Yes' and 'No' radio buttons. A red arrow points to the 'Yes' button. At the bottom right, there is a 'Log Out' button and a blue 'Continue >' button, which is circled in red.

- 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

BandB@disney.com

Primary

All emails will be sent to this address

Personal Email Address

Primary

Cell Phone Number

555-867-5309

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 links for Home, Message Center (circled in red), Help, Reference Center, and a user profile for Lori Newsome. The main content area features a welcome message, a 'Welcome Lori, to your benefits site!' section with three tiles (Profile, Benefit Summary, and Change My Benefits, all circled in red), and a 'Helpful Information' section with links to New Hires, Life Events, Demographic & Address Updates, and COBRA & Retiree Benefits. At the bottom right, there 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"
 - o **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)
 - o Exception for children under one year of age
- Date of Birth for dependent(s)

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

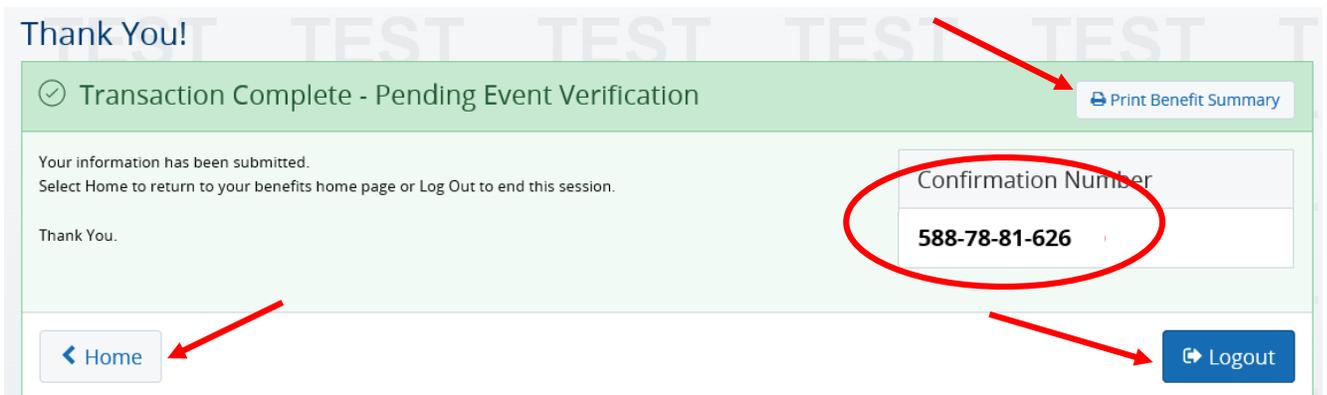
Reason for Change

Search Reasons for Change

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

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



- g) 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

