

Please use this job aid to guide you through how to create an account for MyBenefits.ttec.com.

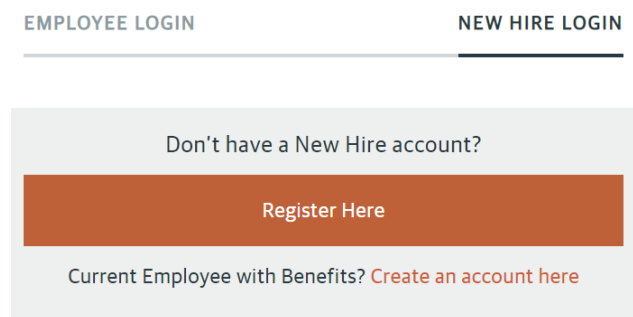
## Getting Started:

MyBenefits contains personalized benefits and wellness incentive information so in order to access the site, you will need to create an account. Your account should be created based on the status below that describes you:

- New Hire or Re-Hire and/or benefits have not yet gone into effect
- Current Employee w/benefits in effect

## New Hire Account Creation

1. You will use the **NEW HIRE LOGIN** link to create an account. Once you select NEW HIRE LOGIN, click orange “Register Here” button.



The screenshot shows the login interface with two tabs: 'EMPLOYEE LOGIN' and 'NEW HIRE LOGIN'. The 'NEW HIRE LOGIN' tab is selected. Below the tabs is a grey box containing the text 'Don't have a New Hire account?' followed by an orange button labeled 'Register Here'. Below that is the text 'Current Employee with Benefits?' followed by a red link 'Create an account here'.

2. You will then be directed to register your new hire account. Provide your First Name, Last Name, and E-mail Address, then click “Next.”

Register your new hire account

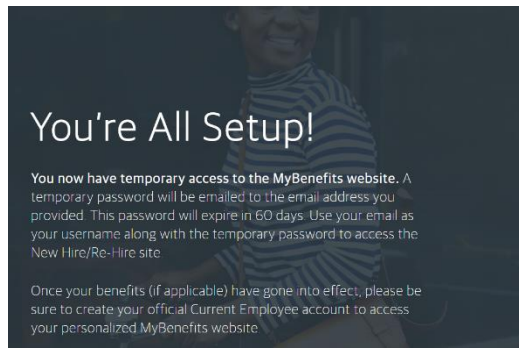
FIRST NAME

LAST NAME

EMAIL ADDRESS

NEXT

3. You will receive a confirmation as shown below:



**Congratulations!**

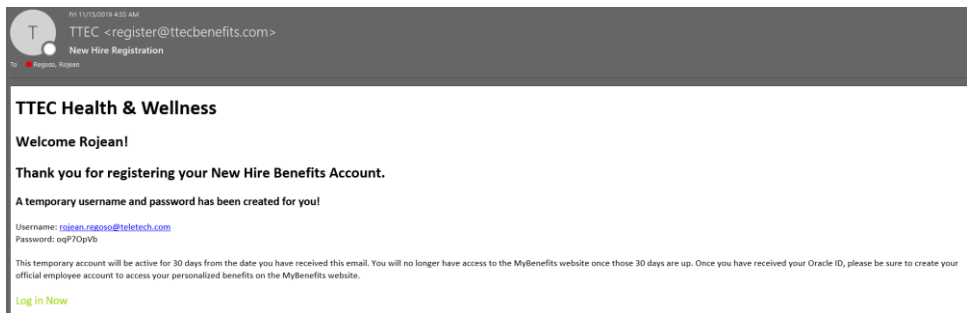
You have successfully setup temporary access to the MyBenefits website.

Please check the email you provided for your temporary password to access the site.

[Log In to your New Hire Account](#)

[Return Home](#)

4. An e-mail will be sent to you with your Username and Password



You are now set with your **New Hire Account**. Please note the following:

- This is a **temporary** account good for 60 days and will not include any personalized information. When your benefits go into effect, you will receive a prompt to create a **CURRENT EMPLOYEE Account**. Please be on the lookout for that prompt so that you don't get locked out of the site because your new hire account expired and you haven't yet created a current employee account.
- If you forget your new hire account password, **do not** use the Forgot Your Password option. Your credentials have not yet been sent to our website partner and you will get an error because the system does not recognize you. **You need to refer back to the e-mail you received in Step 4 for your username and password.**

## Current Employee Account Creation

1. You will use the **EMPLOYEE LOGIN** link to create an account. Once you select EMPLOYEE LOGIN, click “Create an Employee Account.”

EMPLOYEE LOGIN NEW HIRE LOGIN

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Don't have an account?

[Create an Employee Account](#)

New Hire? [Register here](#)

2. Provide your Oracle ID and Date of Birth, then click “Next.”

Verify your information

ORACLE ID

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DATE OF BIRTH

mm dd yyyy

Next

3. You will be asked to set up an account password. Create one that you will remember (or write it down in a secure place), then click “Submit.”

Set your account password

- ✔ Your password must contain at least 6 characters including one number.
- ✔ Passwords are case sensitive.

PASSWORD

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RE-ENTER PASSWORD

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Submit

4. You will receive a confirmation page and will now be able to view your personalized benefits information by logging in with your Oracle ID and the Password you created.

You are now set with you **Current Employee Account**. Please note the following:

- The information provided in your personalized account is informational only.
- If you've not created a Current Employee account, you cannot simply enter your Oracle ID and a random password. The Reset Password option will also not work since there is no password tied to you. You have to complete the instructions outlined above to create an account.
- In rare instances, there is a lag between your benefits going into effect and your ability to create a Current Employee Account. This is due to the fact that eligibility files are sent to our website partner on Monday and Thursday. Simply give it a few days after your benefits go into effect to try creating an account. If you continue to encounter issues, please submit an ASK Now ticket.

## Resetting Your Password

Please note that **this feature will only work for those with Current Employee Accounts**. For New Hire Accounts password retrieval, please refer to the e-mail you received with your username and password when you created your new hire account.

1. Click on "Forgot Password."

Log In to Your Benefits Website

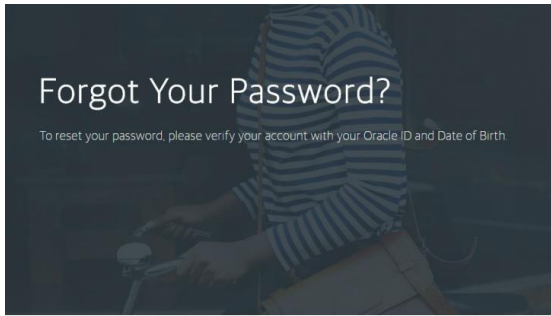
ORACLE ID  
3009875  
*Your 7-digit number that starts with a "3"*

PASSWORD  
.....

Log In

[Forgot Password?](#) | [Need Help?](#)

2. You will be asked to verify your account by entering your Oracle ID and Date of Birth. Then click "Next."



### Verify your account

ORACLE ID  
3009875

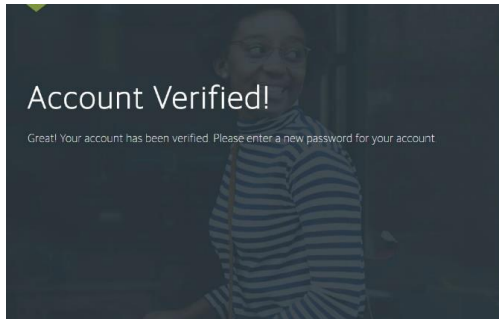
Your 7-digit number that starts with a "3"

DATE OF BIRTH

mm dd yyyy

NEXT

3. Once your account is verified, you will be asked to set up your account password. Then click "Submit."



### Set your account password

- ✔ Your password must contain at least 6 characters including one number.
- ✔ Passwords are case sensitive.

PASSWORD

RE-ENTER PASSWORD

Submit

4. Once you have successfully reset your password, you will now be able to log in to your MyBenefits account.



### Password change successful!

You can now use your new password to log in.

Login Now

Return Home