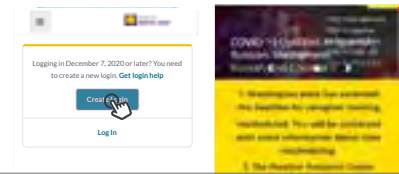


Creating Your *My Benefits* Login

1. Go to myseiubenefits.org and press on **Create Login**.



2. Please put in your first name, last name and last four digits of your Social Security number.

This has to match the information used when you were first hired. After putting in your information, you will be able to press on **Next**.

- Some caregivers may have received an email with a link to create a login.
If you use this link, some of your information may already be entered when you go to the “Create Login” screen.

A screenshot of the 'Create Login' form, specifically the 'Account Setup' section. It has three input fields: 'First name' (containing 'Carolyn'), 'Last name' (containing 'Alberico'), and 'Social Security Number' (containing 'XXX-XX-1234'). A 'Next' button is at the bottom right, with a mouse cursor clicking it. There's also a link for 'Already have an account?'.

IMPORTANT: If you are receiving “Error Message: No Record Found,” try the following solutions:

- Use the exact information that you used when you were first hired. For example, if you go by the name “Mike”, but used your full name “Michael” when you were hired, you will need to input “Michael” as your first name.
- If you have multiple names and used them when you were hired, please include all names.
- If you are a new caregiver, you will need to wait until your contract is signed before you can create your account.
 - Make sure that there is no space after you finish typing your name. You can do this clicking in the name field and if you see an extra space, hit “delete” or “backspace” until the cursor is at the end of your name.

3. Type your email address and password twice. For your email address, you can use any email as long as you are the only person who checks it.

- If you had a *My Benefits* account before, you can use the same email address that you used before.
- Caregivers cannot share email addresses.

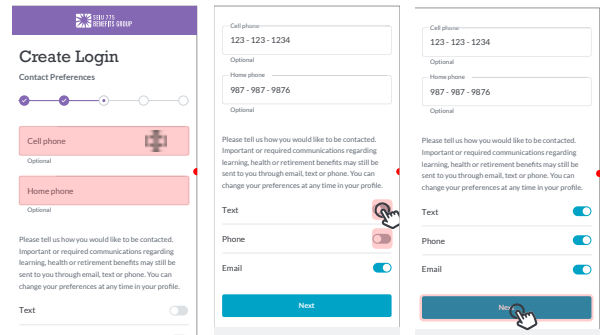
A screenshot of the 'Create Login' form, specifically the 'Account Details' section. It has four input fields: 'Email' (containing 'carolyn.alberico@gmail.com'), 'Re-enter email', 'Password' (with a strength indicator), and 'Re-enter password' (with a strength indicator). A 'Next' button is at the bottom right, with a mouse cursor clicking it. There's also a link for 'Don't have an email address?'.

4. Scroll down to select your **Preferred language** and **Fluent language(s)**.

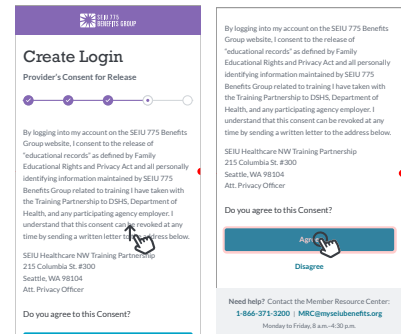
- Your **Preferred language** is the language that you use most frequently and are most comfortable with. You can only select one preferred language.
 - In the search box, scroll down or type the language.
 - Press on the language to select it.
- Under **Fluent language(s)** you will add all languages you speak fluently. You can select multiple languages here.
 - For example, if you prefer Spanish but are fluent in both Spanish and English, select Spanish for your preferred language and select English under “Fluent language(s).”

A screenshot of the 'Create Login' form, specifically the 'Account Details' section. It has four input fields: 'Email' (containing 'carolyn.alberico@gmail.com'), 'Re-enter email', 'Password' (with a strength indicator), and 'Re-enter password' (with a strength indicator). Below these are two dropdown menus: 'Preferred language' (set to 'Spanish') and 'Fluent language(s)' (set to 'Spanish', 'English', and 'Ukrainian'). A 'Next' button is at the bottom right, with a mouse cursor clicking it.

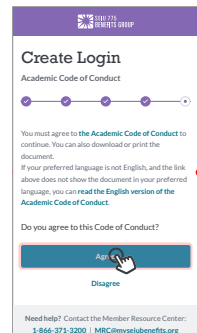
5. Next, you will add your contact information and choose how you would like to be contacted. Here you can put your cellphone or home phone number.
- It is important that you add a current number so that you can be reached in case there is a change or update to your benefits.



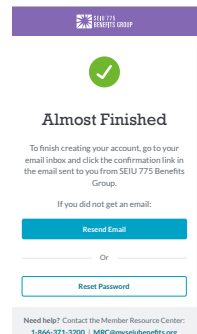
6. When you create a login for the first time, you will need to agree to a **Consent For Release** for SEIU 775 Benefits Group to share information with your employer.



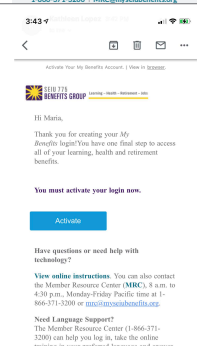
7. Next, you will need to agree to the **Academic Code of Conduct**.
- If you disagree, you will not be able to take required training, access information or complete your certification.



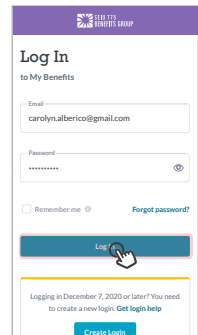
8. You are almost done! To finish creating your *My Benefits* account, you need to go to your email inbox and confirm your email address.



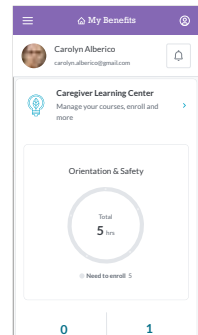
9. Press the **Activate** button in the email. It is very important that you complete this final step as soon as possible. If the link expires before you can confirm it, you will need to start over.



10. You will then be taken to the login page where you will put your newly-created login information.



11. You now have access to *My Benefits*!



The next time you go to login, go to myseiubenefits.org and press on “**Log In**” to be taken to the login screen.

If you are still receiving the error message after trying the solutions above, please contact the Member Resource Center for additional help. You can reach them at **1-866-371-3200** or by emailing mrc@myseiubenefits.org.