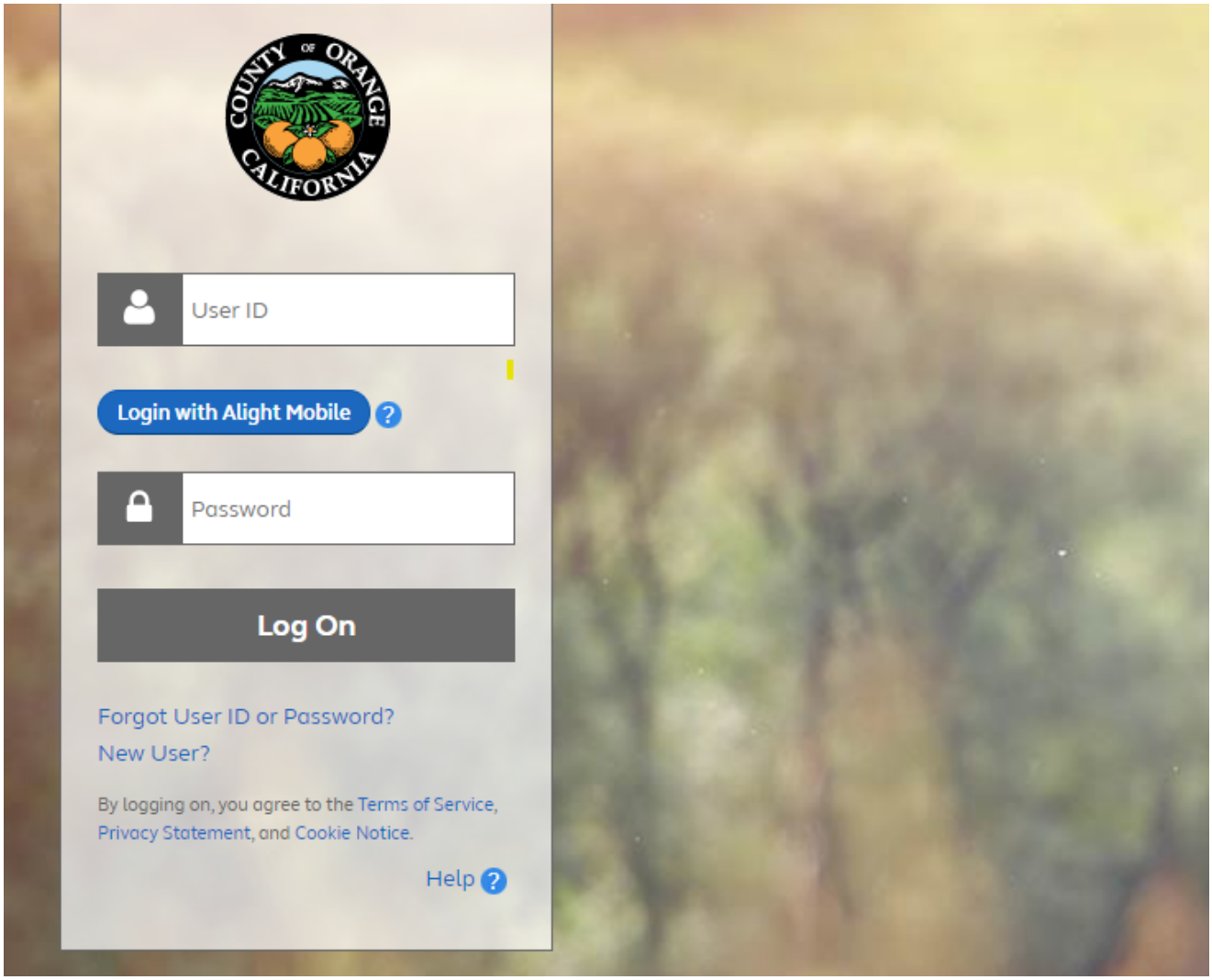
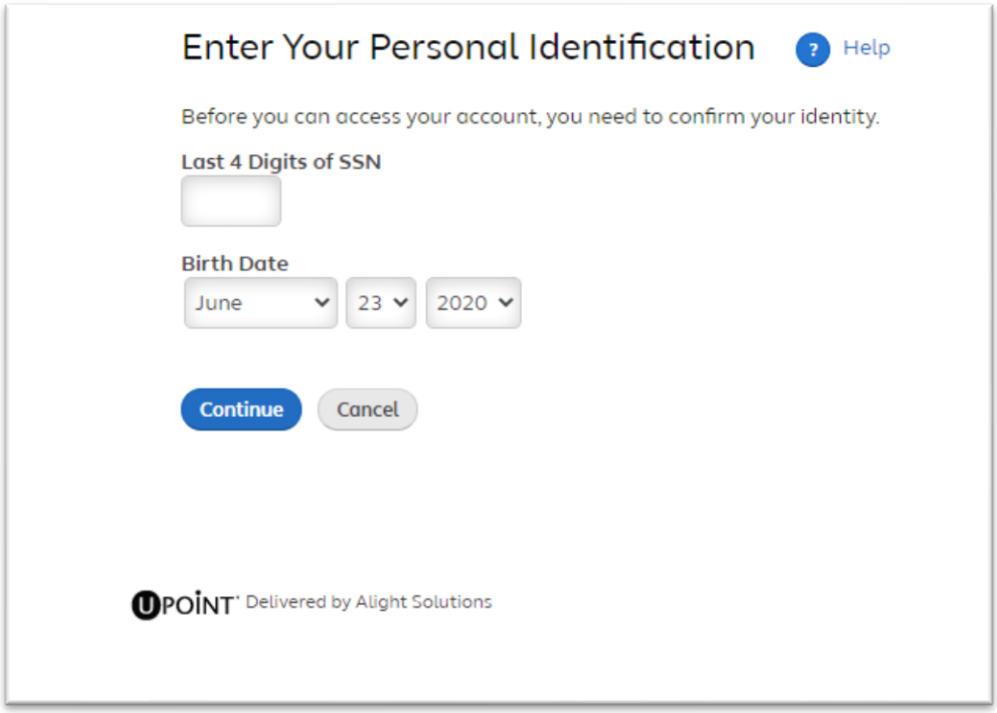
First time Log- On Instruction

1. GO to mybenefits.ocgov.com (Chrome, Edge or Firefox only)

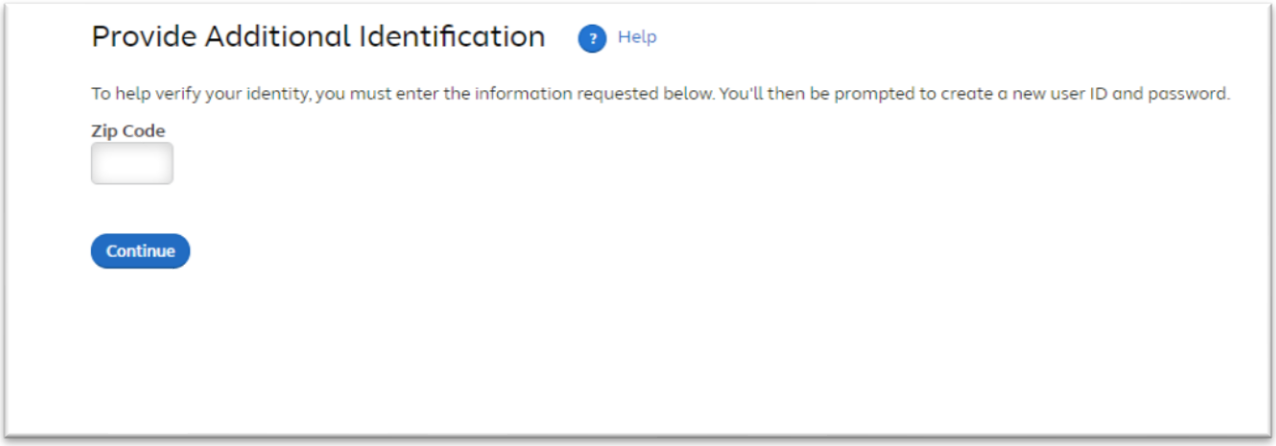
2. On the log-in screen appears, click "**New User?**"



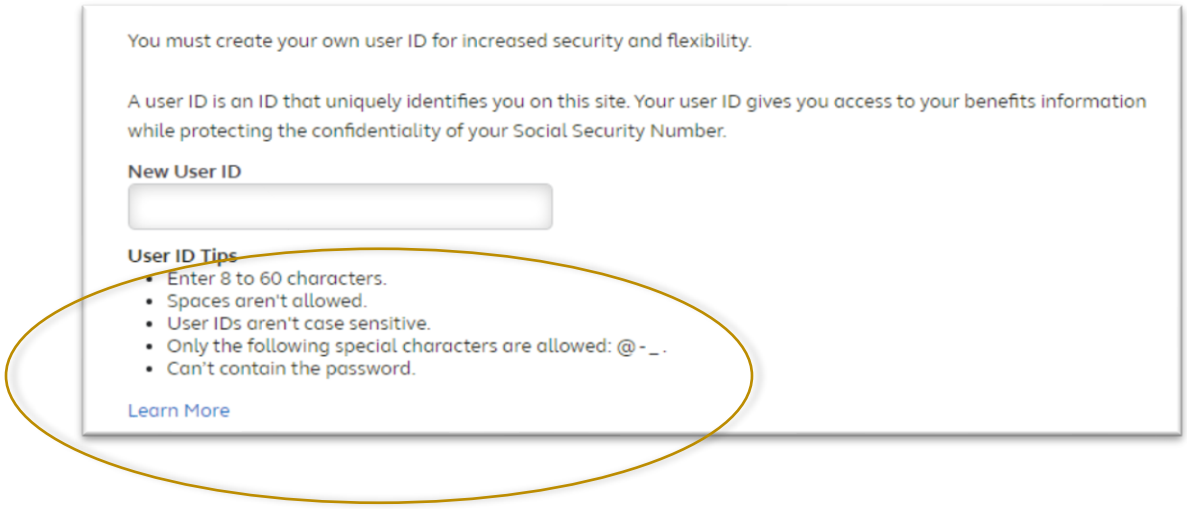
3. Enter personal information that includes:
    - The last 4 digits of your social security number
    - Your date of birth



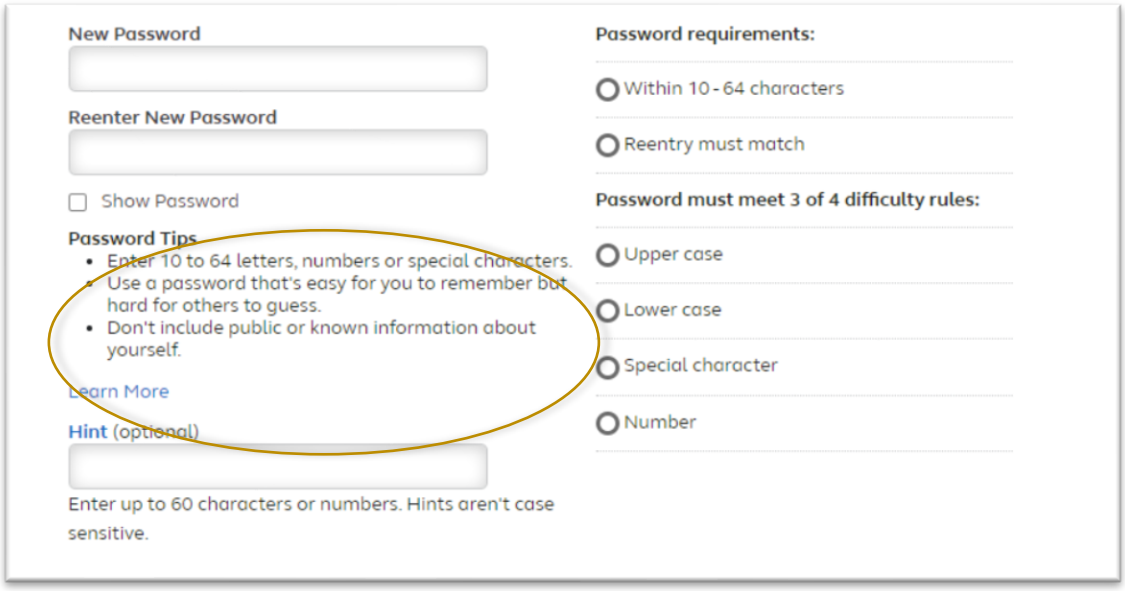
4. Enter zip code.



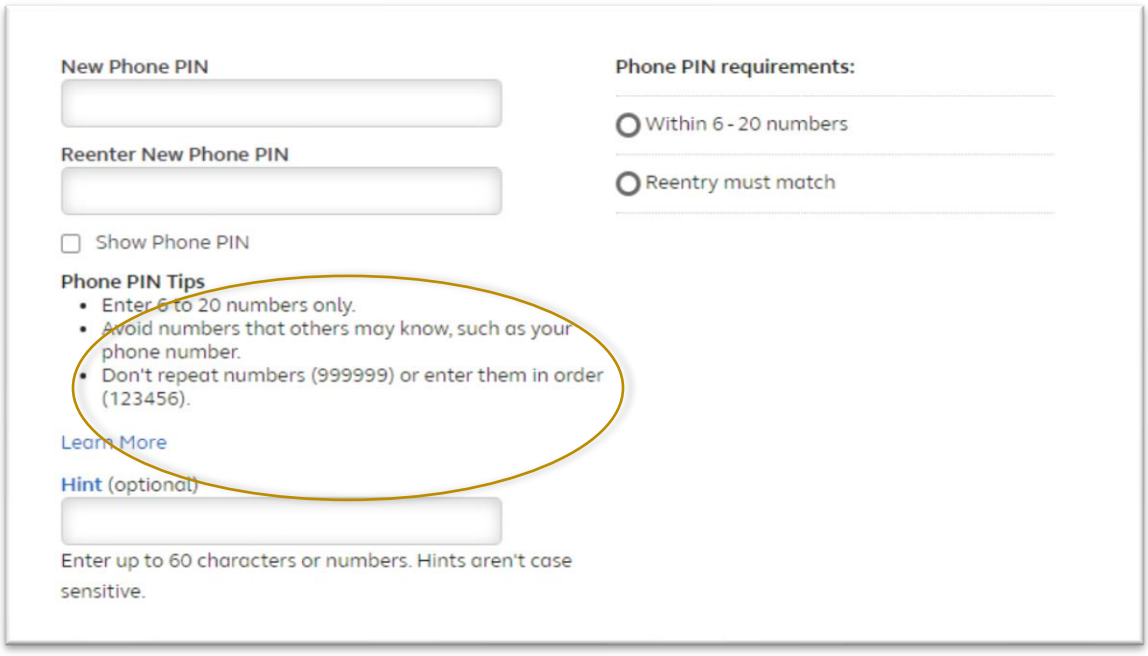
5. Create New User ID - Be sure to follow the New User ID guideline under User ID Tips.



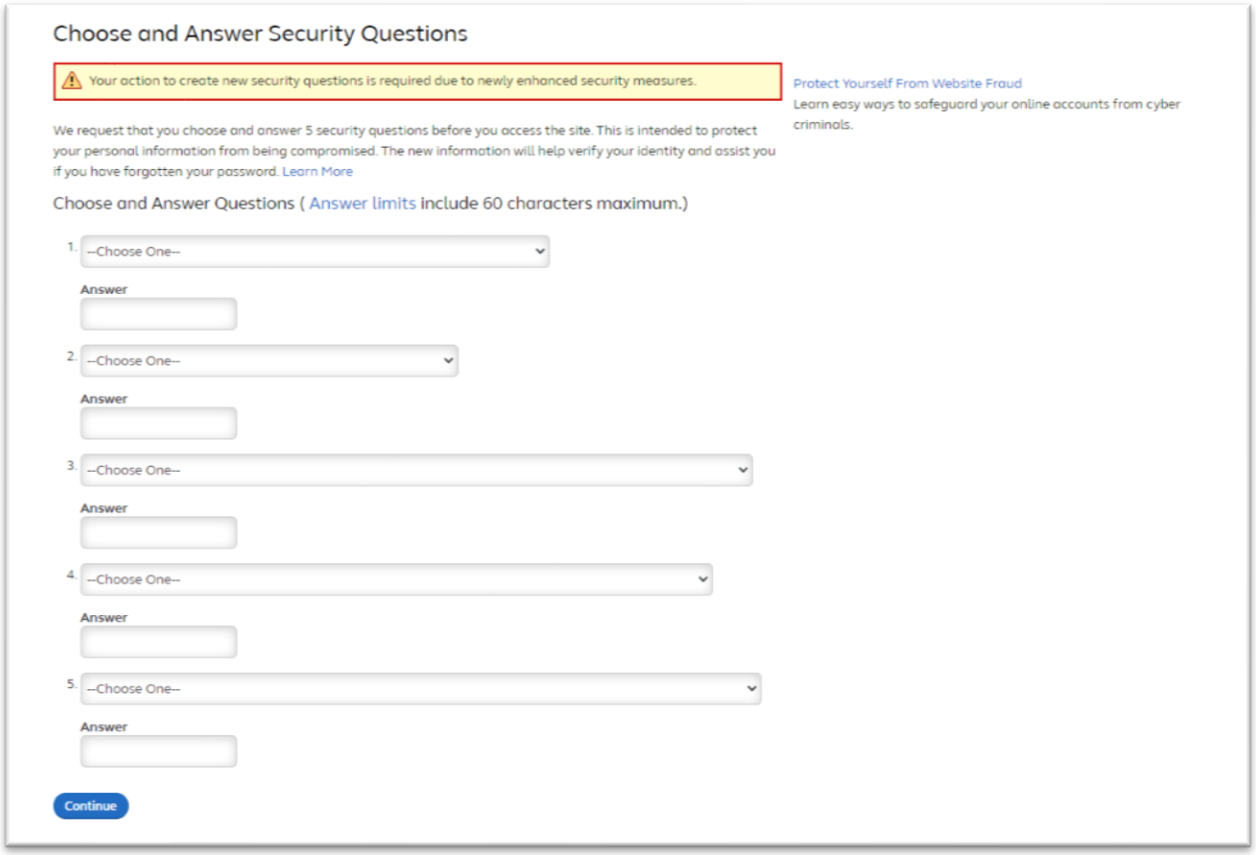
6. Establish password - Be sure to follow the password requirements when creating your password. Note that for every password requirement you complete, the circle will be replaced with a green check mark.



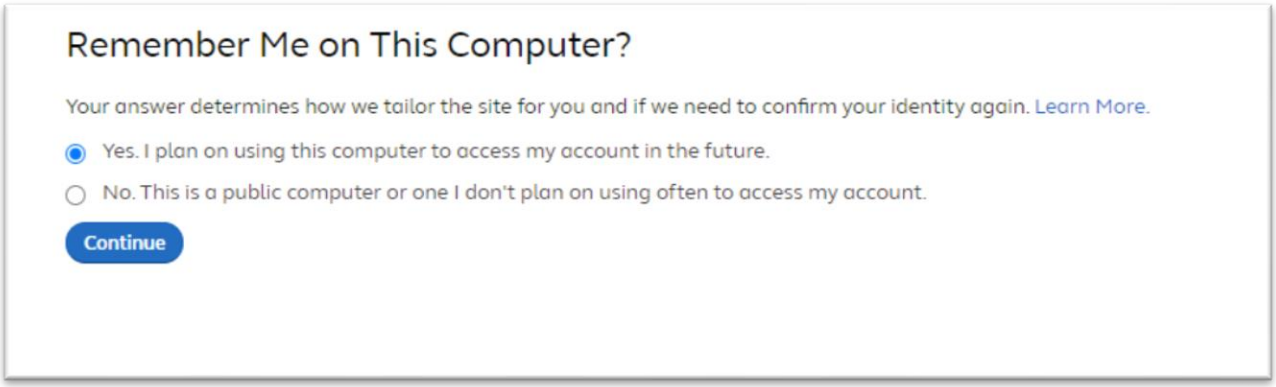
7. Create Phone Personal Identification Number (Phone-PIN). Be sure to follow the requirement when creating your PIN. Keep PIN in safe place. The PIN will be required when you make contact to the Benefits Service Center.



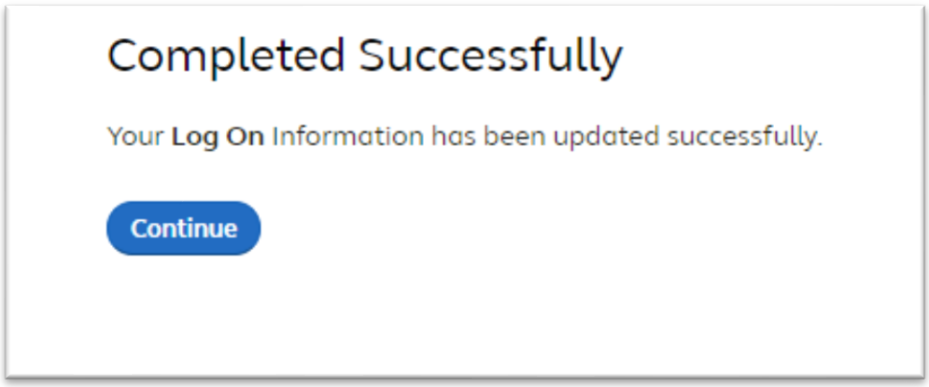
8. Complete Security Questions. Click on the drop-down arrows to select a question to answer.



9. Once done, click the **Continue** button and the prompt below will appear. Choose Yes or No then click the **Continue** button.



10. You will get a confirmation of your successful registration. Click the **Continue** button.



11. You are ready to navigate the Benefits Service Center site.

