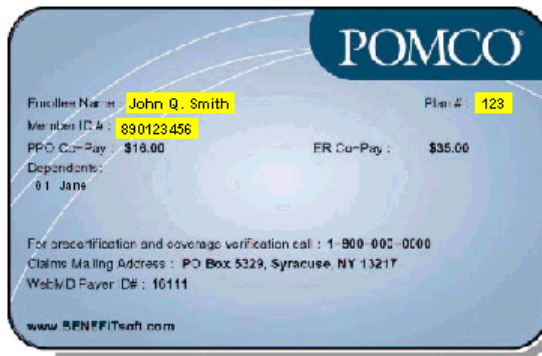


BENEFITsoft 6.0 Enrollee Login Instructions

1. Log on to www.benefitsoft.com
2. Under the login and password fields you will see, "If you are a PLAN MEMBER and do not have an account, click Sign-Up to create your account."
3. Agree to license grant
4. You will be asked to provide the following information:



- a. Date of Birth
- b. Last Name
- c. E-mail address and confirm e-mail address
- d. 3-digit plan code (which you can obtain from your benefit card- see example above)
- e. Member ID (which you can obtain from your benefit card- see example above)
- f. Create a user ID
- g. Create a password and confirm password
- h. A hint question – you can either choose from the list or create your own
- i. Answer to the hint question

Once you have created your account you then can:

1. Check claim status
2. Print EOB's (Explanation of Benefits)
3. Review eligibility for you and any dependents
4. Download Claim Forms/Documents
5. Send an inquiry on claims, eligibility, request ID Card, etc.
6. Locate a provider
7. Research Dental Information