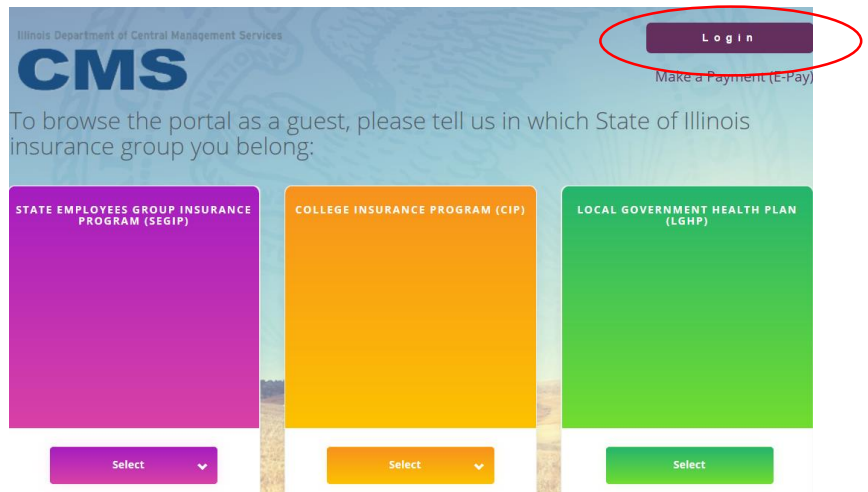
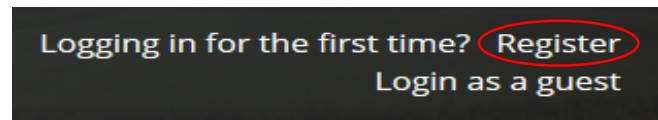


## MyBenefits MarketPlace Self-Registration/Log On Instructions

- Go to MyBenefits MarketPlace at [www.mybenefits.illinois.gov](http://www.mybenefits.illinois.gov)
- Click **“Login”** located in the upper right part of the screen



- Look for the small text **“Logging in for the first time? Register”** and click, **“Register”** located on the lower right part of the screen



- Answer the self-registration questions
  - Last four digits of your Social Security Number
  - Date of birth (MM/DD/YYYY)
  - Last name
  - First two letters of your first name
  - Mailing address zip code
  - Enter the CAPTCHA code and click **Continue**

- Create password that meets the requirements shown here, click **Continue**
  - Click Show Login Code to view your CMS-issued Employee ID Number (EIN) and save this number for future logins! Click **Continue**

- Select and answer 3 challenge questions from the list (to be used if you forget your password). Click **Continue**

- Review the CMS disclaimer, click the **“I ACCEPT”** checkbox, Click **Continue**
  - Securely document your LOGIN ID, password and EIN for your records!

LOGIN ID \_\_\_\_\_  
 Password \_\_\_\_\_  
 EIN \_\_\_\_\_

### Using MyBenefits Marketplace

- To login, use your **Employee ID Number (EIN)** & **password**. The dash ‘-’ included in the EIN should not be used during log on.
- Once logged-in, the main screen will display a summary of your current coverages and their associated costs. You may also click on either **“View All”** or **“Self Service Tools”** – **“View My Elections”** to see more expanded personal, enrollment and dependent information.
- Update your email address by clicking on **“Self Service Tools”** box, and then **“Update My Email”**. You may enter more than one email address. We recommend using your official @siu.edu address and any other preferred email address so you receive timely benefit information from CMS, notes on missing information needed to process requested changes and any required documentation.