MyBenefits MarketPlace Self-Registration/Log On Instructions

- Go to MyBenefits MarketPlace at 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.