

**State of Illinois  
MyBenefits Registration Guide**

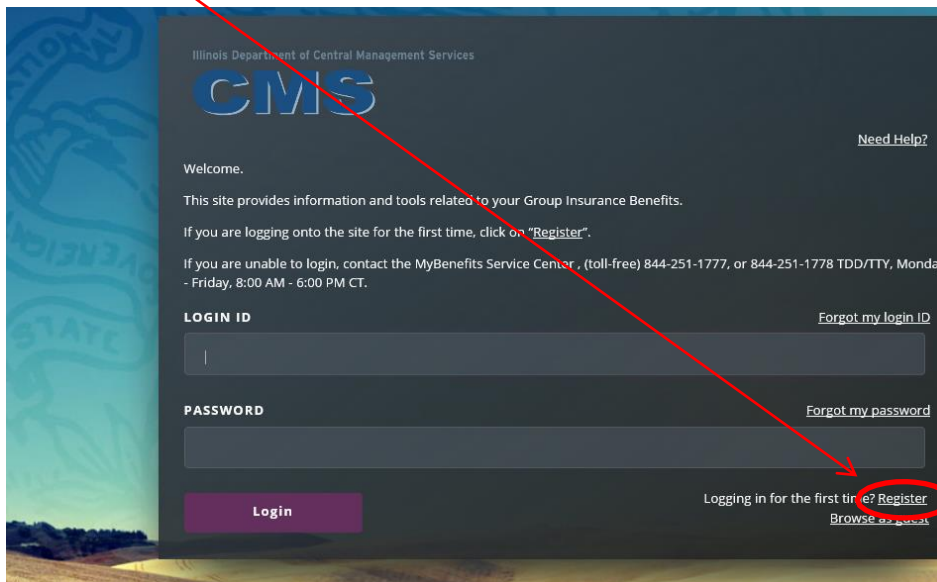
April 6<sup>th</sup>, 2018

# Self-Registration

Click **Login** to begin.



On the Login page, click **Register** to begin.



Enter the requested information.

Illinois Department of Central Management Services  
**CMS**  
Please answer the following questions to register the user.

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1 LAST 4 DIGITS OF SSN (9999)

2 DATE OF BIRTH (MM/DD/YYYY)

3 LAST NAME (AS PRINTED ON POSTCARD)

4 FIRST TWO LETTERS OF FIRST NAME (AS PRINTED ON POSTCARD)

5 MAILING ZIP CODE (99999)

I'm not a robot

Cancel Continue

- 1
  - 2
  - 3
  - 4
  - 5
- Enter the requested information

**Note:** Your name must be entered exactly as CMS has it documented, including any hyphens.

Check I'm not a robot

Click **Continue**.

You will be prompted to complete a security challenge selecting pictures to secure your access.

Illinois Department of Central Management Services  
**CMS**  
Please enter password and confirm password to finish the registration flow.

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**PASSWORD REQUIREMENTS**

- Password must be between 8 and 12 characters.
- Should have at least one lower character.
- Should have at least one upper character.
- Should have at least one number.
- Should have at least one special character.
- Must not contain your login ID.
- Must not contain your first name or last name.
- Must not re-use your previous 10 passwords.
- Must not be repeated within the past 365 days.

**PASSWORD**

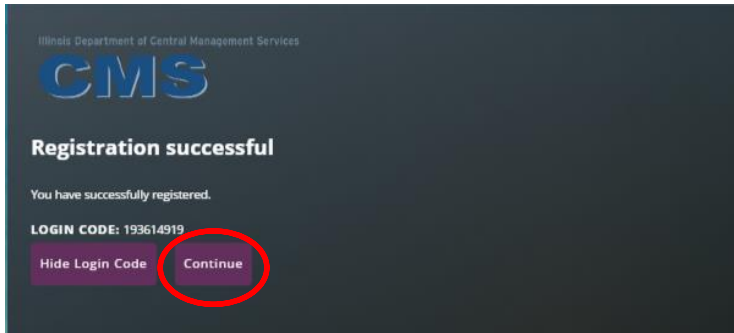
1

**CONFIRM PASSWORD**

2

Cancel Continue 3

1. Enter a new password that meets the requirements shown on the screen.
2. Confirm the password.
3. Click **Continue**.



**IMPORTANT**

1. Click **Show Login Code**. Your Login Code will appear above the button. Make note of the displayed code for validation purposes, should you forget your login ID at a later date. To hide your Login Code Click **Hide Login Code**.
2. Click **Continue**.

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**CMS**

### Select Your Challenge Questions

You will use your Challenge questions to reset your password if you happen to forget it. To set your Challenge questions select 3 different questions from the drop-down lists and enter your answers.

**QUESTION 1**

**QUESTION 2**

**QUESTION 3**

Cancel Continue

1. Select a Challenge Question from the list.

2. Enter your answer to the question. The answers are case sensitive.

Repeat Steps 1 and 2 for Questions 2 and 3

3. Click **Continue**.

On the Confirmation page, review your questions and answers, and then click **Continue** again.

The portal displays a success page, telling you your challenge questions and answers have been saved. Click **Continue**.

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**CMS**

### Disclaimer

Morneau Shepell receives your personal information directly from you or your authorized representatives, or from your employer or benefits plan sponsor ("You"). In accordance with our Privacy Policy we limit the collection, use and disclosure of personal information to information that is necessary for the purposes of providing our pension and/or benefits administration services to You, providing You with information about our services and products, enhancing our overall service delivery, creating anonymous and aggregate statistics and reports about Morneau Shepell's services, service standards and trends and for audit, quality control and the protection of our interests in legal proceedings.

By participating in your pension and/or benefits program you consent to the foregoing. For more information see our Privacy Policy.

I ACCEPT

Cancel Continue

1. Review the disclaimer and click **I ACCEPT**.

2. Click **Continue**.

The portal displays a success page, informing you that you have successfully completed your registration.