

## MyBenefits

Registration and Login:

In order to view your information through the MyBenefits website, you will first need to register and create a login.

How do I create a MyBenefits login?

If you are a first time user, you will need to create a login at <u>mybenefits.utah.gov</u> before you can access the MyBenefits website.

- 1. Click the 'Login to MyBenefits' button above
- 2. Click on the 'Register now' link from the login page
- 3. Complete all required fields
- 4. Click 'Continue'
- 5. Create a password that meets all of the listed requirements
- 6. Click 'Continue'
- 7. You will receive an email from MyBenefits; click on the 'Confirm' link to verify your email address
- 8. Return to the log in screen and log in to your account for the first time to complete your registration
- 9. Select and answer three security questions
- 10. Click 'Register'

You can now access your information through the MyBenefits website.

## How do I log in?

Click on the 'Login to MyBenefits' button above. Enter your MyBenefits login and password. Click 'Sign On'.

If you do not have a MyBenefits login, follow the instructions above in 'How do I create a MyBenefits login?'.

If you forgot your password or it has expired, read the next section 'Changing or Resetting Your Password'.

How do I change or reset my password?

Click the 'Login to MyBenefits' button above. Enter your MyBenefits login. Click the 'Forgot Password?' link. You will receive an email with a reset code. Enter the reset code and click 'OK'. Answer the security question and click 'OK'. Enter a new password in both fields and click 'Reset'.