

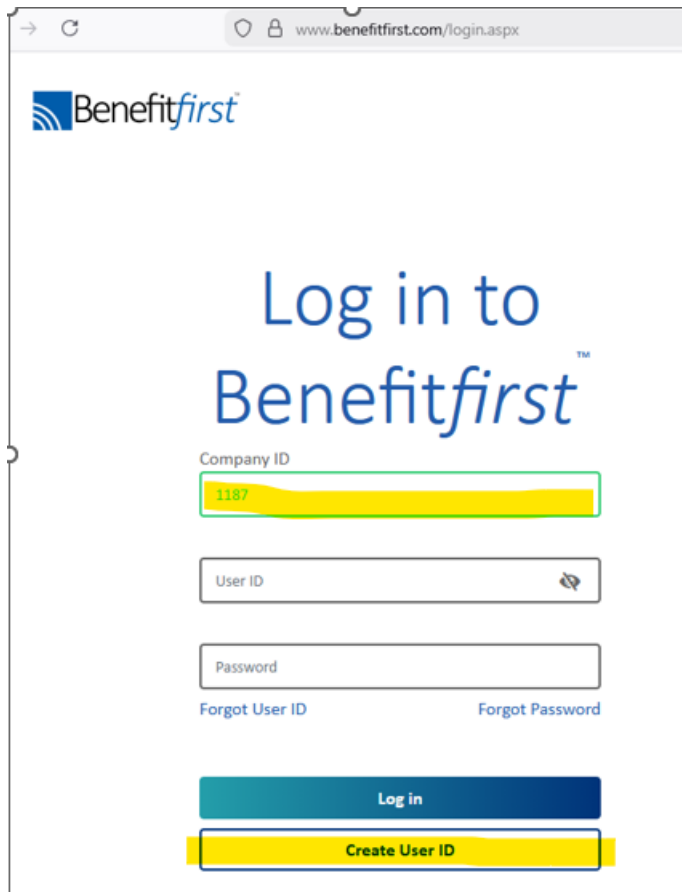
Benefitfirst is the placeholder for all insurance benefits and where new hires will enroll for insurance coverage and current employees can make changes for address, phone number, or to update dependents or **beneficiaries**.

This can be done by creating a login by

visiting <https://www.benefitfirst.com/login.aspx>

Enter Company ID = **1187**

Click on “Create User ID”





The image shows a screenshot of a web browser displaying the Benefitfirst login page. The browser's address bar shows the URL www.benefitfirst.com/login.aspx. The page features the Benefitfirst logo at the top left. The main heading reads "Log in to Benefitfirst™". Below the heading, there are three input fields: "Company ID" containing the value "1187", "User ID", and "Password". There are also links for "Forgot User ID" and "Forgot Password". At the bottom, there are two buttons: a blue "Log in" button and a yellow "Create User ID" button, which is highlighted with a yellow border.

Then Create New User Id by completing the following screen

Create New User ID

Please enter the information below to verify your identity:

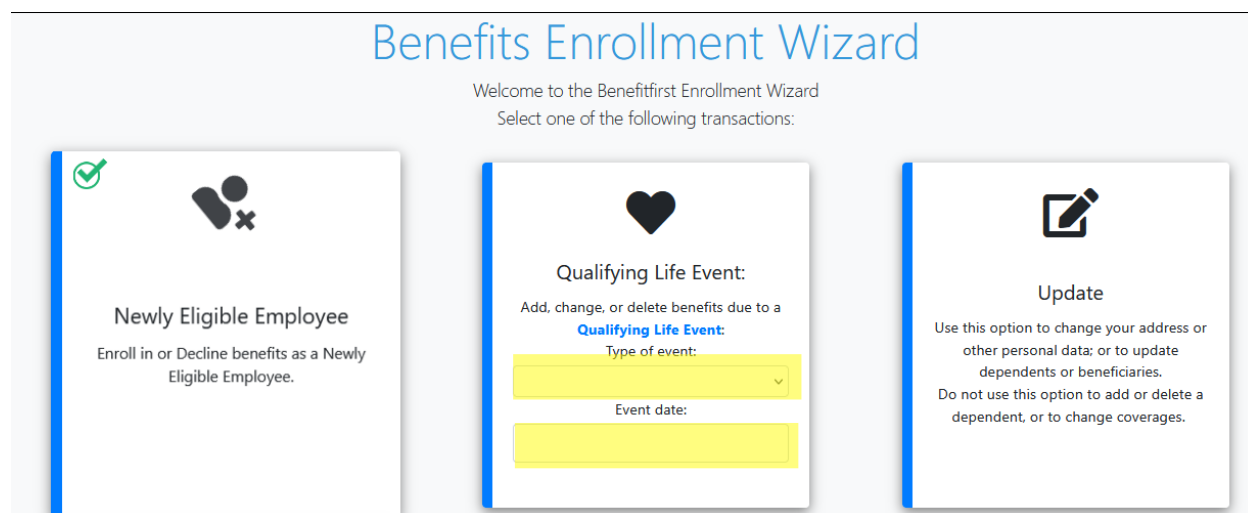
 **I'm not a robot**
reCAPTCHA is changing its terms of service.
[Take action.](#)


reCAPTCHA
[Privacy](#) - [Terms](#)

Once you have created your User ID, log in using your login information.

Select type of change on the Enrollment Wizard

- 1) Newly Eligible Employee **(must complete within 30 days of hire)**
- 2) Qualifying Life Event **(must complete within 30 days of event)** – will need to provide proof of event to HR.
- 3) Update – change address, other personal information, update dependents, or beneficiaries.



Enter the Requested Effective Date for the change in box shown below for all changes. Example, if updating for Qualifying Life Event for a newborn baby the effective date will be the date of birth completing the type of event and the event date under the Qualifying Life Event box above and completing the box below.

Enter Requested Effective Date* :

*NOTE: The Requested Effective Date is subject to review and approval. The actual effective date may be different.

If you are doing this on a phone it might be best to download the mobile App.

Use the Mobile App – Download the free Benefitfirst app available for Apple and Android users.

Once downloaded, use the login information provided to sign in and confidently navigate through your benefits within the mobile app.

NOTE:

- 1) Any address changes made in Benefitfirst must be completed in Oracle.**
- 2) Updating beneficiary information in Benefitfirst must be completed in Empower and Orbit. <https://www.myncretirement.gov>**