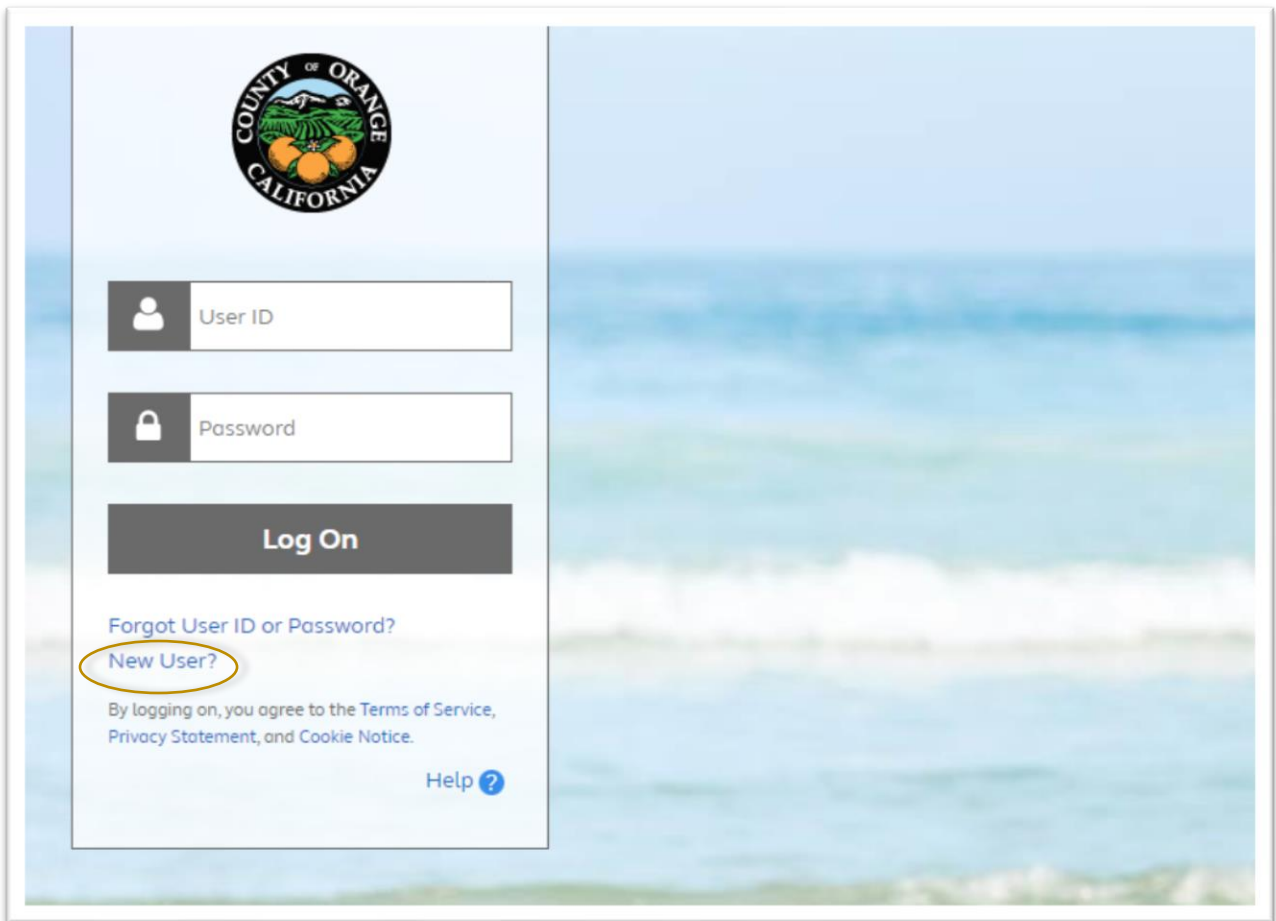


First time Log- On Instruction

1. GO to mybenefits.ocgov.com (Chrome, Edge or Firefox only)
2. On the log-in screen appears, click **“New User?”**



3. Enter personal information that includes:

- The last 4 digits of your social security number
- Your date of birth

Enter Your Personal Identification [? Help](#)

Before you can access your account, you need to confirm your identity.

Last 4 Digits of SSN

Birth Date

June ▼ 23 ▼ 2020 ▼

[Continue](#) [Cancel](#)

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4. Enter zip code.

Provide Additional Identification [? Help](#)

To help verify your identity, you must enter the information requested below. You'll then be prompted to create a new user ID and password.

Zip Code

[Continue](#)

5. Create New User ID - Be sure to follow the New User ID guideline under User ID Tips.

You must create your own user ID for increased security and flexibility.

A user ID is an ID that uniquely identifies you on this site. Your user ID gives you access to your benefits information while protecting the confidentiality of your Social Security Number.

New User ID

User ID Tips

- Enter 8 to 60 characters.
- Spaces aren't allowed.
- User IDs aren't case sensitive.
- Only the following special characters are allowed: @ - _ .
- Can't contain the password.

[Learn More](#)

6. Establish password - Be sure to follow the password requirements when creating your password. Note that for every password requirement you complete, the circle will be replaced with a green check mark.

New Password

Reenter New Password

Show Password

Password Tips

- Enter 10 to 64 letters, numbers or special characters.
- Use a password that's easy for you to remember but hard for others to guess.
- Don't include public or known information about yourself.

[Learn More](#)

Hint (optional)

Enter up to 60 characters or numbers. Hints aren't case sensitive.

Password requirements:

- Within 10 - 64 characters
- Reentry must match

Password must meet 3 of 4 difficulty rules:

- Upper case
- Lower case
- Special character
- Number

7. Create Phone Personal Identification Number (Phone-PIN). Be sure to follow the requirement when creating your PIN. Keep PIN in safe place. The PIN will be required when you make contact to the Benefits Service Center.

New Phone PIN

Reenter New Phone PIN

Show Phone PIN

Phone PIN Tips

- Enter 6 to 20 numbers only.
- Avoid numbers that others may know, such as your phone number.
- Don't repeat numbers (999999) or enter them in order (123456).

[Learn More](#)

Hint (optional)

Enter up to 60 characters or numbers. Hints aren't case sensitive.


Phone PIN requirements:

Within 6 - 20 numbers

Reentry must match

8. Complete Security Questions. Click on the drop-down arrows to select a question to answer.

Choose and Answer Security Questions

 Your action to create new security questions is required due to newly enhanced security measures.

[Protect Yourself From Website Fraud](#)
Learn easy ways to safeguard your online accounts from cyber criminals.

We request that you choose and answer 5 security questions before you access the site. This is intended to protect your personal information from being compromised. The new information will help verify your identity and assist you if you have forgotten your password. [Learn More](#)

Choose and Answer Questions ([Answer limits](#) include 60 characters maximum.)

1.
- Answer
2.
- Answer
3.
- Answer
4.
- Answer
5.
- Answer

[Continue](#)

9. Once done, click the **Continue** button and the prompt below will appear. Choose Yes or No then click the **Continue** button.

Remember Me on This Computer?

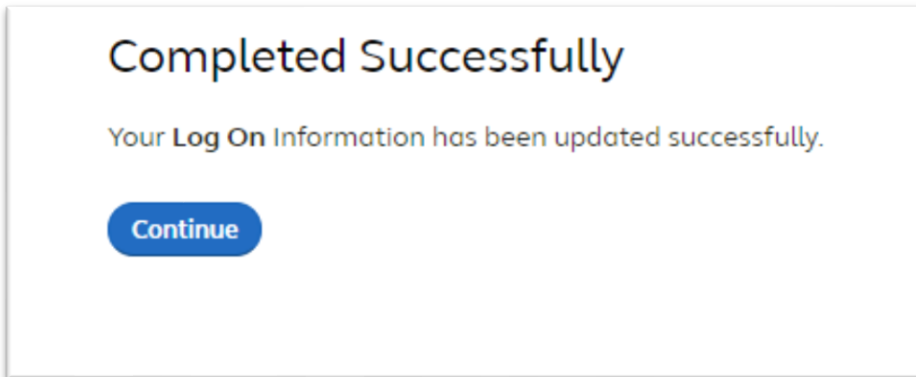
Your answer determines how we tailor the site for you and if we need to confirm your identity again. [Learn More](#).

Yes. I plan on using this computer to access my account in the future.

No. This is a public computer or one I don't plan on using often to access my account.

[Continue](#)

10. You will get a confirmation of your successful registration. Click the **Continue** button.



11. You are ready to navigate the Benefits Service Center site.

