MORNEAU
SHEPELL

State of Illinois
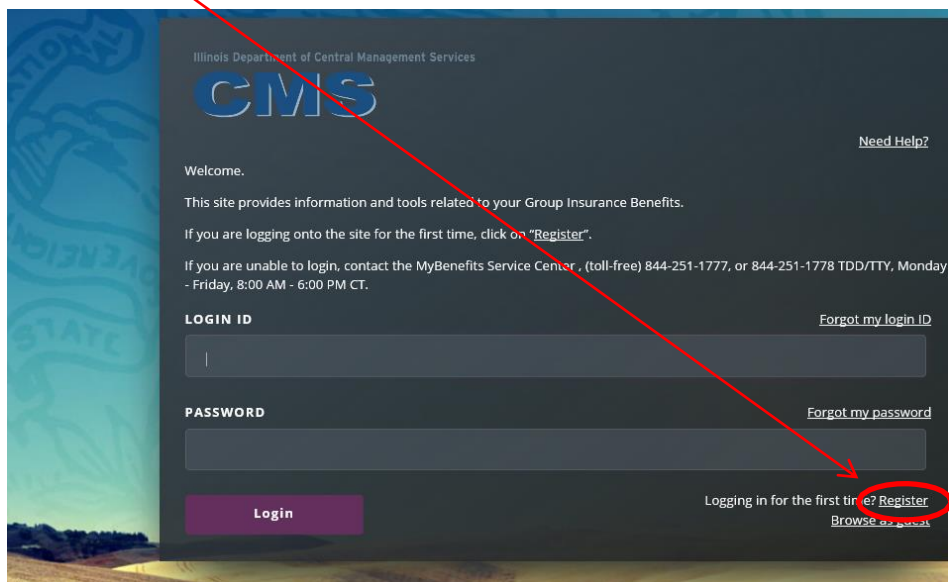# MyBenefits Registration Guide
April 6th, 2018

Business. Needs. People.

Self-Registration

Click **Login** to begin.

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

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Enter the requested information.

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.
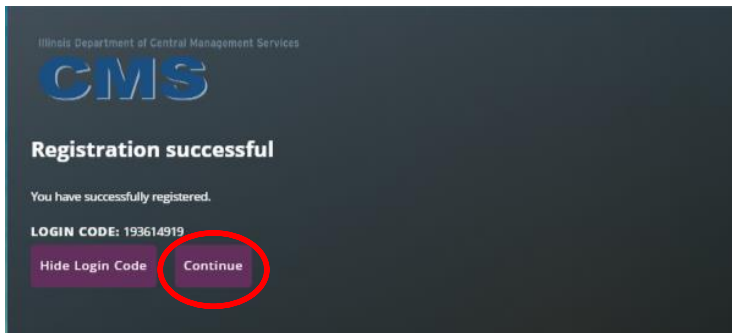
1. Enter a new password that meets the requirements shown on the screen.

2. Confirm the password.

3. Click **Continue.**

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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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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.**

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

2. Click **Continue.**

   The portal displays a success page, telling you have successfully accepted the

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