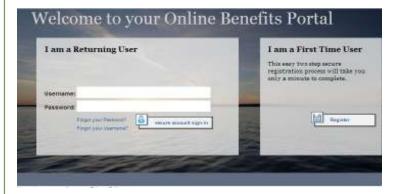
## **Online Enrollment Instructions**



The County of San Mateo has partnered with Benesyst to provide you with the tools to make open enrollment and benefits selection easy for you. The BeneSmart® Online Benefits Portal is available 24/7 to manage your annual open enrollment changes as well as manage your beneficiaries, review benefit information and process mid-year life events throughout the year.









From any computer with Internet access go to:

www.mybenesyst.net

## If you are a First Time User

- 1. Under "I am a First Time User" click on "Register"
- 2. You will be taken to the "Create Account" Screen
  - You will need to locate your record by using either: your Social Security Number (SSN) and zip code, or by using your employee ID, date of birth, and zip code.
  - When you have entered your information, click "Search". If you receive an error message, check to make sure you have correctly entered your social security number and zip code.
- 3. Once your record has been located, you can create your personal Username and Password.
  - Choose your unique username and password. Please review the password guidelines on the left of the screen for criteria.
  - Below your password, select a security question from the list under the heading "Your Question". The system will use this question as validation should you need to reset your password at a later date. You will have to provide the exact answer before you can reset your password.
  - Select your language preference and click "Create".

## If you are a Returning User

- 1. If you are a returning user, enter your User Name and Password that you have already created and used in the past.
- 2. If you do not remember either your User Name or your Password, click either "Forgot your Password?" or "Forgot your User Name?" and follow the instructions.