

Effective June 19, 2010 – BenefitBridge technology upgrade requires NEW WEBSITE REGISTRATION

ALL Users must register on the new **BenefitBridge** website. The registration process is simple. You may use your current Username and Password if you prefer. To successfully register, please follow the instructions below.

INTERNET CONNECTION AND NEW WEB SITE ACCESS

1. **Delete old Internet Browser links.** This is **very important** to your successful registration. You must delete any old links previously saved to assure you are accessing the **new** BenefitBridge website. Even though the new web address appears to be the same as before, it is different and must be replaced. If you need assistance with removing an old link, please contact **BenefitBridge Support** at **(800) 814-1862**.
2. **Access and Save.** After you have deleted old links, access and save your new BenefitBridge web site.

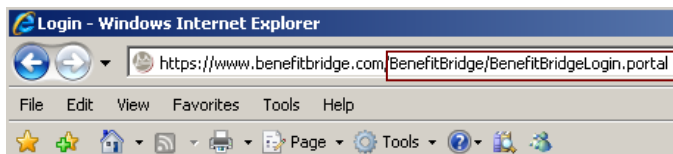
- Open **Internet Explorer** browser
- In the **address bar** (not Google),



type:

www.benefitbridge.com/redlands

(this is your new web site)

New Web Site (correct)**Old Web Site (wrong)**

Apple Users: FireFox version 3.0 and above on Apple OS/X and Windows is supported. Apple Safari web browser will not work. If you don't have FireFox installed, open the Apple Safari web browser and follow instructions to download FireFox.

Notes: **Microsoft Internet Explorer** version 6 SP2 or higher is required. **Version 7 is recommended.**

REGISTRATION STEPS

- From the **Login** web page, go to the **NEW USERS** box to begin the registration process.
- Click **Register** to create a username and password which you will use to access your account.
- Follow the **Register Steps 1, 2, and 3** to complete the registration process.

New Users

Register online to create a username and password to access your account.

Still need help?

- Call **BenefitBridge Support** at **(800) 814-1862**
- **Monday thru Friday 8:00 am - 5:00 pm (PST)**
- or email benefitbridge@keenan.com

Note: If you need any assistance throughout the process of creating your user account or logging in to BenefitBridge, please contact **BenefitBridge Support** by phone or email as indicated above.

STEP 1

- Enter your **First Name** and **Last Name** (use first and last name as it appears on your payroll statement)
- Enter the **Last 4 Digits of your Social Security Number**
- Enter the **6-digit code** in the shaded box (upper or lower case works)
- Click the **Register** button

STEP 2 – Create Username and Password (use lower case for both your username and password; letter and number combination is acceptable; **PASSWORD ONLY** is case sensitive.)

- Enter a **USERNAME**
- Enter a **PASSWORD (minimum 8 characters)**
- Retype your **PASSWORD** to **VERIFY PASSWORD**
- Enter your **EMAIL** address (work email preferred). If you provide an email address, your username and password will be emailed to this email address. If you do not provide an email address, you can use the print feature to print the screen showing your username and password.
- Click the **Save** button.

STEP 3 – Registration Complete!

- Click **Print View** to open the print view window.
- Click **Print Page** to print a copy of the screen with your username and password.
- Click **Close Window** to close the Print Page screen.
- Click **Continue** to access your **HOME** page on BenefitBridge!

Going forward, you will access your BenefitBridge account using the **Returning User Login** window.

Register

Step 1 To view your personal benefits information you will need to create an account using your first and last names as they appear on your payroll statement. Once you have entered the information below, click Register. (If your names do not match, you will receive registration "tips" as well as BenefitBridge Support contact information.) Names and 6-Digit Code fields are NOT case sensitive.

Step 2 Create Username and Password

Step 3 Confirmation

* First Name:

* Last Name:

* Last 4 Digits of Social Security Number:

4371164

* 6-Digit Code:
(Please enter the 6-digit code above with no spaces.)

* = Required fields

[Return to Login Page](#)

Register

✓ **Step 1** Complete.

Step 2 Create a username and password. If your BenefitBridge record includes an email address, the Username and Email address fields will auto-fill with this information. If the Username field is "blank" you will need to create one. (You may change your email address if desired.) If an email address is present, a "Welcome" message will be sent to your inbox with your account information. We will keep your email and personal information private.

Step 3 Confirmation

* Username:

* Password: (at least 8 characters; case sensitive)

* Verify password:

Email address:

* = Required fields

[Return to Login Page](#)

Register

✓ **Step 1** Complete.

✓ **Step 2** Complete.

✓ **Step 3** Congratulations! You have successfully completed the online registration for BenefitBridge. Your username and password are displayed below. (Please keep this information in a safe place.) Going forward, you will log in to BenefitBridge as a RETURNING USER. Welcome to BenefitBridge!

Username: Your Username and
Password: Password will appear here.

Returning User Login

Username:

Password:

[Forgot Username/Password?](#)

By clicking LOGIN you accept the terms and conditions of the Keenan & Associates [Privacy](#) and [Legal Notices](#)