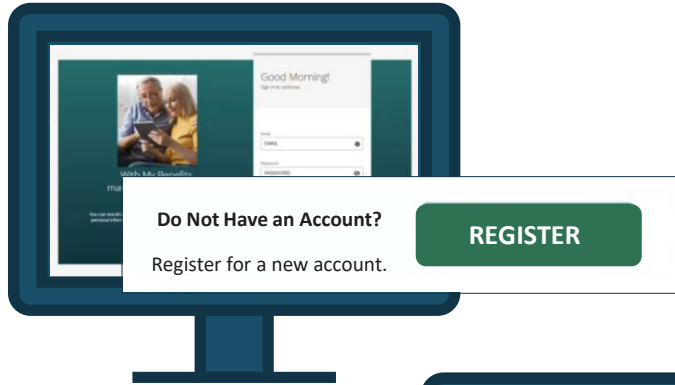# Accessing My Benefits
Registering Your Account

STEP 1
The first time you log in to My Benefits, you'll need to register for a new account.

Do Not Have an Account?
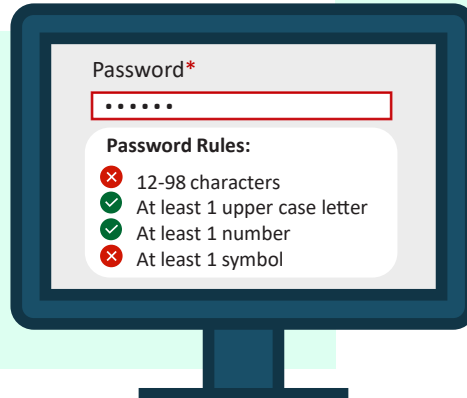Register for a new account.

REGISTER

STEP 2
After you select "I'm the Member" then "Find My Account", you'll be asked to enter your:
- Name
- Date of Birth
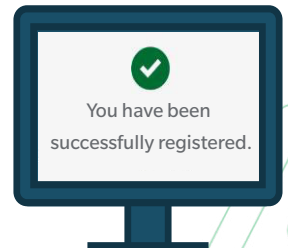- Zip Code (exactly as shown on the enclosed letter)
- Certificate Number

Registration

CONTINUE

STEP 3
Enter your email and set up your password.

Pay close attention to the rules when creating your password. The system will help guide you.

Password*

Password Rules:
- ❌ 12-98 characters
- ✅ At least 1 upper case letter
- ✅ At least 1 number
- ❌ At least 1 symbol

STEP 4
You're all done - now you can log in!

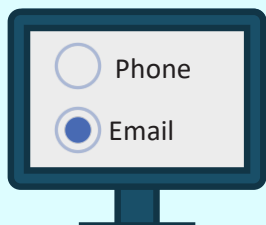✅ You have been successfully registered.

Logging In
When logging in, the system requires two-step verification to access the site.

STEP 1
Choose how you'd like to receive the verification code.

○ Phone
● Email

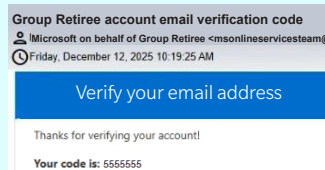If you didn't add your phone number while registering your account, you will be given the opportunity to add it here.

STEP 2
Once you've entered your phone number/confirmed your email, click to send the code.

Email Address

SEND CODE

Phone Number

SEND CODE
CALL ME

STEP 3
You'll receive an email, text, or automated phone call with a verification code.

Group Retiree account email verification code
!Microsoft on behalf of Group Retiree <msonlineservicesteam@
Friday, December 12, 2025 10:19:25 AM

Verify your email address

Thanks for verifying your account!
Your code is: 5555555

If you opted for email and don't receive a code within 5 minutes, check your junk or spam folder.

Only click "Send New Code" if you haven't received the email after 5 minutes.

STEP 4
Enter the verification code and click "Verify Code".

Verification code

VERIFY CODE

You're all set!