OPEN ENROLLMENT ANNOUNCEMENT
SUPERVISORS: Please post this announcement for your employees.

When Open Enrollment begins on Tuesday, April 14, 2015, if you forgot your username/password please follow the instructions listed below.

Forgot My Username or Password

Follow these steps to reset your password and obtain your username for the Benefitsolver System, employees will be referred back to these instructions during assistance:

Visit www.benefitsolver.com to begin:

1. Click "Forgot my Username or Password?"

2. Enter your SSN, Company Key = **SOC** (all lower case letters) and DOB (example 01/01/1900).
3. Enter you’re the answer to your security question and click continue.*
4. Make note of your username and enter your new password.

*If your answer to your security question does not work, try using all caps or other variations such as put the caps lock on and answer using the first letter lower case with the rest CAPS (sMITH) etc…

**Remember your password must be 7 characters long and contain numbers and letters.

5. Click continue to enter the system.

If you have followed the steps above and still need assistance please contact your benefits administrator or the employee Benefits Unit at 303-866-3434 (1-800-719-3434 outside the metro area)