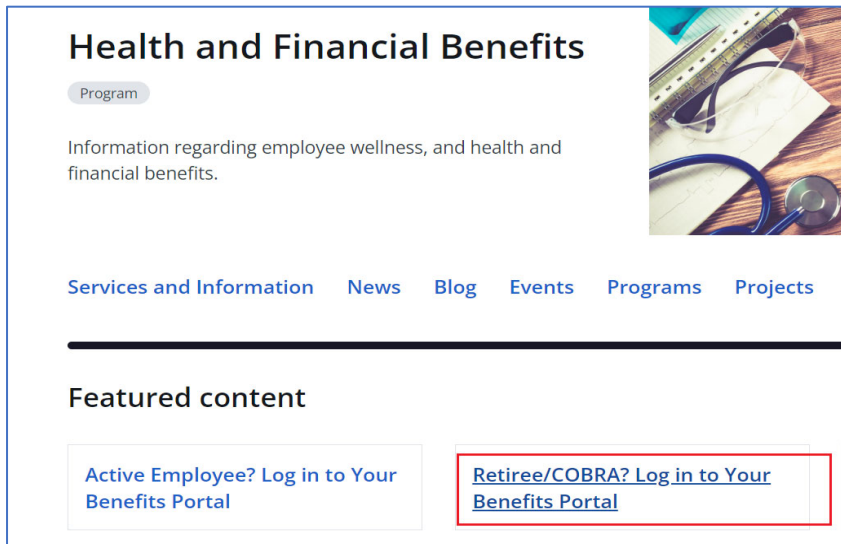


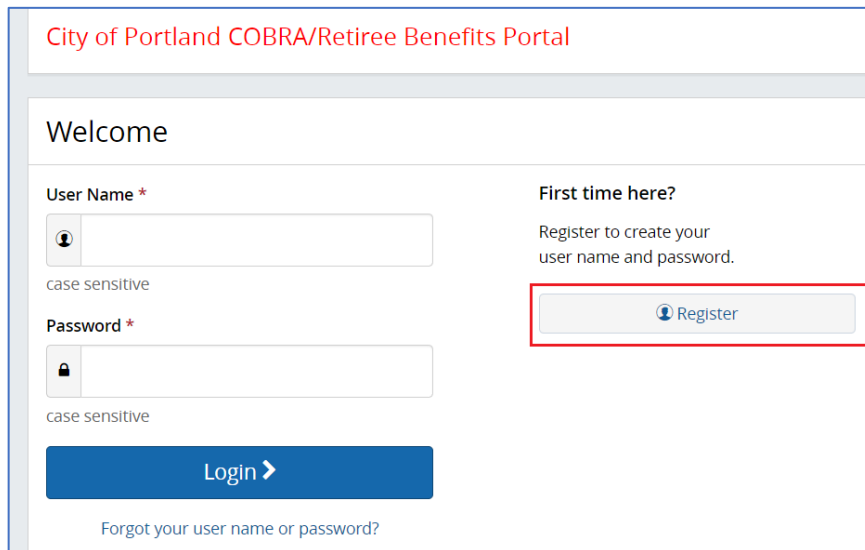
No City Email or Limited Network Access? Employee Login Instructions

1. Click on this link, www.portland.gov/benefits, and the Health & Financial Benefits website page will open up:



2. Because you don't have a City email or you have limited access to the City's network, you'll need to create your own account by clicking on to the Retiree/COBRA benefits portal link (see above). **Both active employees and retiree/COBRA participants use the same system.**

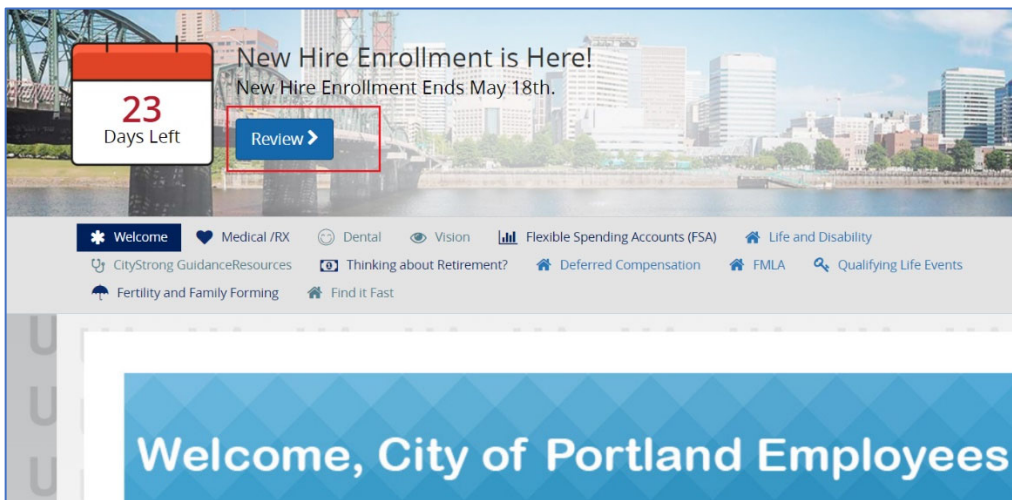
3. Click on [I'm a Retiree/COBRA enrollee](#) and then "register" (see below):



4. The web page below will open up. Follow the directions and enter in your SSN and date of birth and click continue:

The screenshot shows a web form titled "Info" with a navigation bar at the top containing "Info", "Create", "Confirm", and "Login". The form has a header with a user icon and the word "Info". Below this, there are four main sections: "Social Security Number *" with a text input field containing "123-45-6789"; "Date of Birth *" with a text input field and the format "MM/DD/YYYY" below it; "ZIP" with a text input field and a note: "Enter a valid US zip, US zip+4, Canadian, or Foreign postal code. If you do not have a postal code on file, leave blank."; and "Company Key" with the text "COP" and a "Change" link. To the right of these fields is a "Directions" section with the text: "All fields are required. If you don't already have your Company Key, contact your benefits administrator." At the bottom right, there are two buttons: "Cancel" and "Continue >", with the "Continue" button highlighted by a red box.

5. The system should allow you to create an account with a login username and password. Once signed in, you'll see your personalized benefits portal. Click on the blue button "start" or "review" to enroll in your benefits (see below):



6. If you are still unable to access your benefits portal, email the Health & Financial Benefits Office at benefits@portlandoregon.gov and we will contact you.