

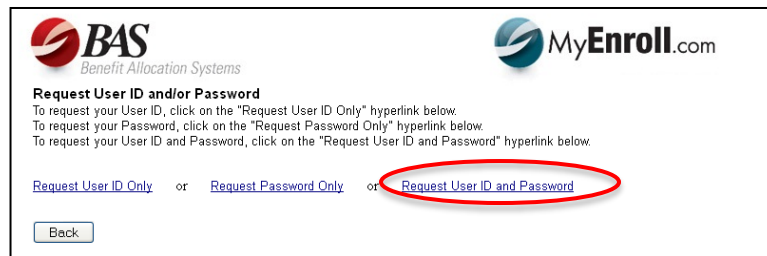
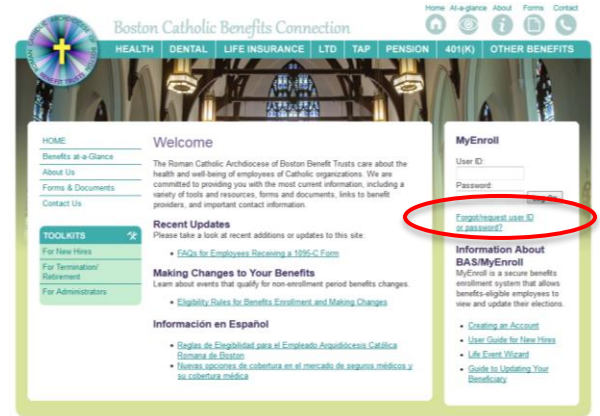


MyEnroll Employee User Guide

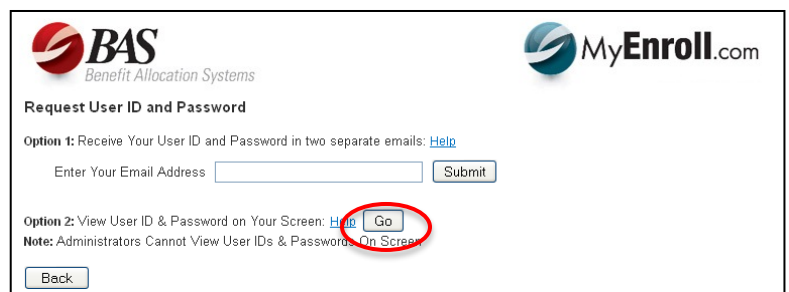
Creating a User ID and Password

Below are step-by-step instructions to create your unique User ID and Password for MyEnroll.

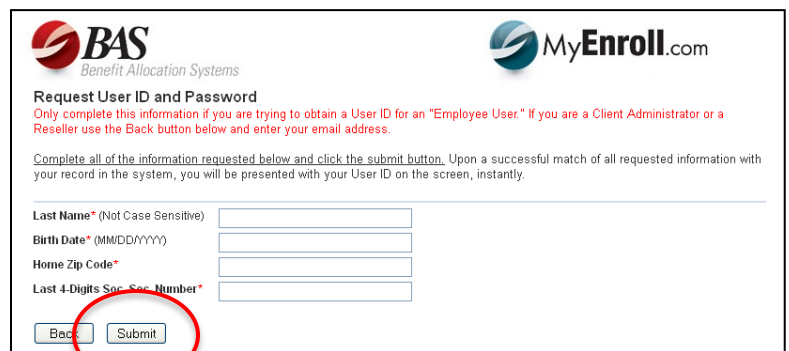
1. Navigate to www.bostoncatholicbenefits.org. Click **“Forgot/Request User ID or Password.”** This will take you to the MyEnroll secure site.



2. Click **“Request User ID and Password”** from the MyEnroll site.



3. Click **“Go,”** located next to option 2.



4. Enter your personal information and click **“Submit.”** This step must be completed for security purposes and the data entered must match the information in MyEnroll.

- At this point, the MyEnroll system will either provide you with your User ID and Password on the screen or ask you to enter an email address into the next screen (please see screen to the right). We encourage entry of an email address for the most direct and timely communications from the RCAB Benefits Office and MyEnroll about your employee benefits.

BAS
Benefit Allocation Systems

MyEnroll.com

Account Found (Add Email Option)

We do not have an email address to your account. If you have an email address and would like to add it to your account, enter that email address below.

Note: BAS/MyEnroll.com will only use your email address to perform the services specified by your employer's contract with BAS/MyEnroll.com. We will not rent, lease, sell, or provide your email address in any way to any party not participating in the delivery of services provided by such contract.

Work Email

Confirm Email

Alternate Email

Confirm Email

Preferred Email

View User ID or Password On Line

I don't want to add an email address at this time

If you don't want to add an email at this time, you must mark the "I don't want to add an email address at this time".

To protect the privacy of the information contained in MyEnroll, if you provide an e-mail address, you will be sent an email to complete an email validation process. The validation email will come from "MyEnroll Services."

After you receive both your Temporary User ID and Password, return to www.bostoncatholicbenefits.org and enter your Temporary User ID and Password.

Once logged in, you will have the opportunity to reset your Temporary User ID and designate a confidential password.

Important

Please save your permanent User ID and Password in a secure place and do not share it with others. For security reasons, neither your location nor the BAS Client Service Department can provide you with your Password over the telephone. In the event that you forget or lose Your User ID or Password, you must use the self-service "Request User ID and Password" link at www.bostoncatholicbenefits.org to access this information.

Updating Information

Once you have logged in to MyEnroll, you will be defaulted to the Employee Home Page. Review the information located on the Home Page and in the various tabs at the top of the screen. If any personal information is incorrect, contact your location's benefits administrator. Please see the User Guides for the New Hire Open Enrollment Wizard, Life Event Wizard and Annual Open Enrollment Wizard for more information on making coverage changes.

Contact Us

Please contact the RCAB Benefits Office at (617) 746-5642 or benefits@rcab.org with questions about MyEnroll or your benefit elections.