Department of Defense Education Activity
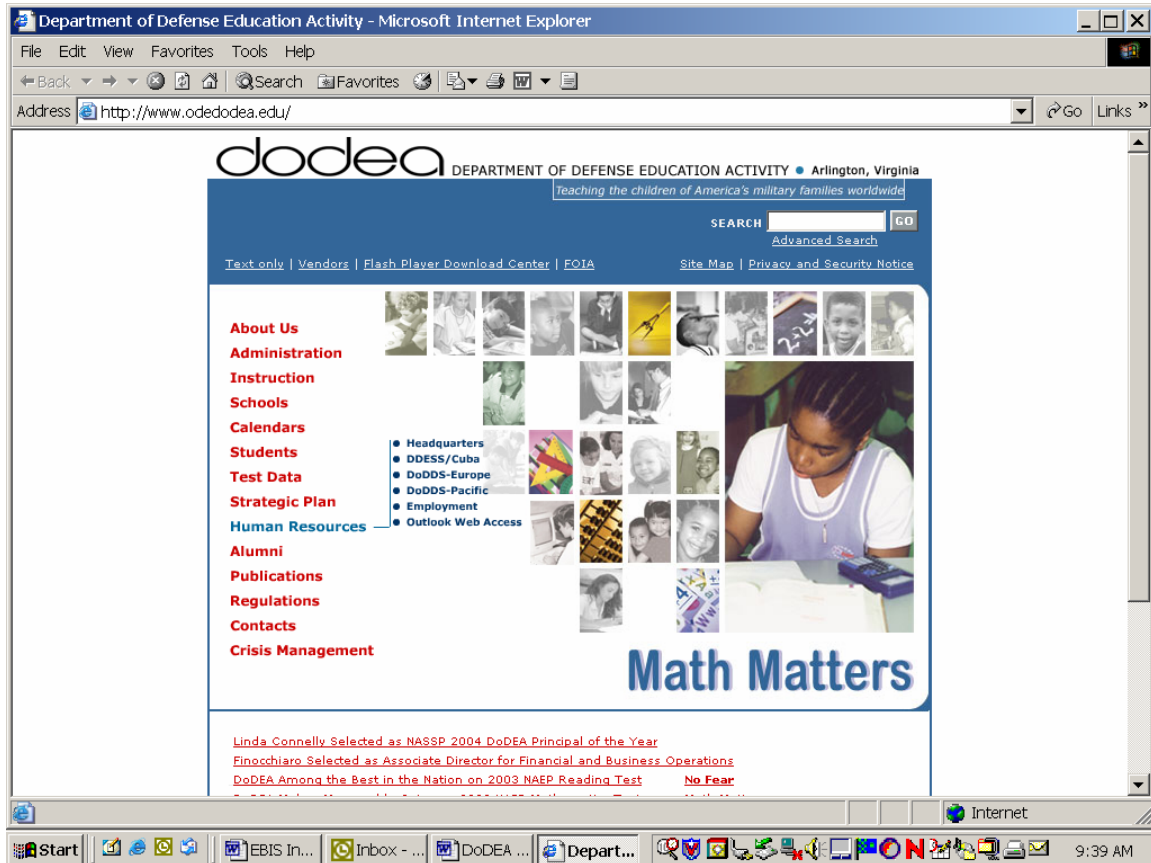
Employee Benefits Information System

(EBIS)

Accessing EBIS is easy.

1.   Go directly to the DoDEA Home Page.
### http://www.odedodea.edu/

Click on Human Resources, click on Headquarters.

You are now on the DODEA Human Resources Center's homepage. **Click on the Employee Access & Employment Verification Link** where you will see:

- **EBIS IS HERE! EBIS User ID & Logon Info!   See the Slide Show!**
  Employee Benefits Information System. Employees make selected changes to Life, Health, Thrift Savings Plan information & calculate Retirement.

  Go Directly to the EBIS Log on Screen!! !

Click on EBIS Log Go Directly to the EBIS Log on Screen!!!
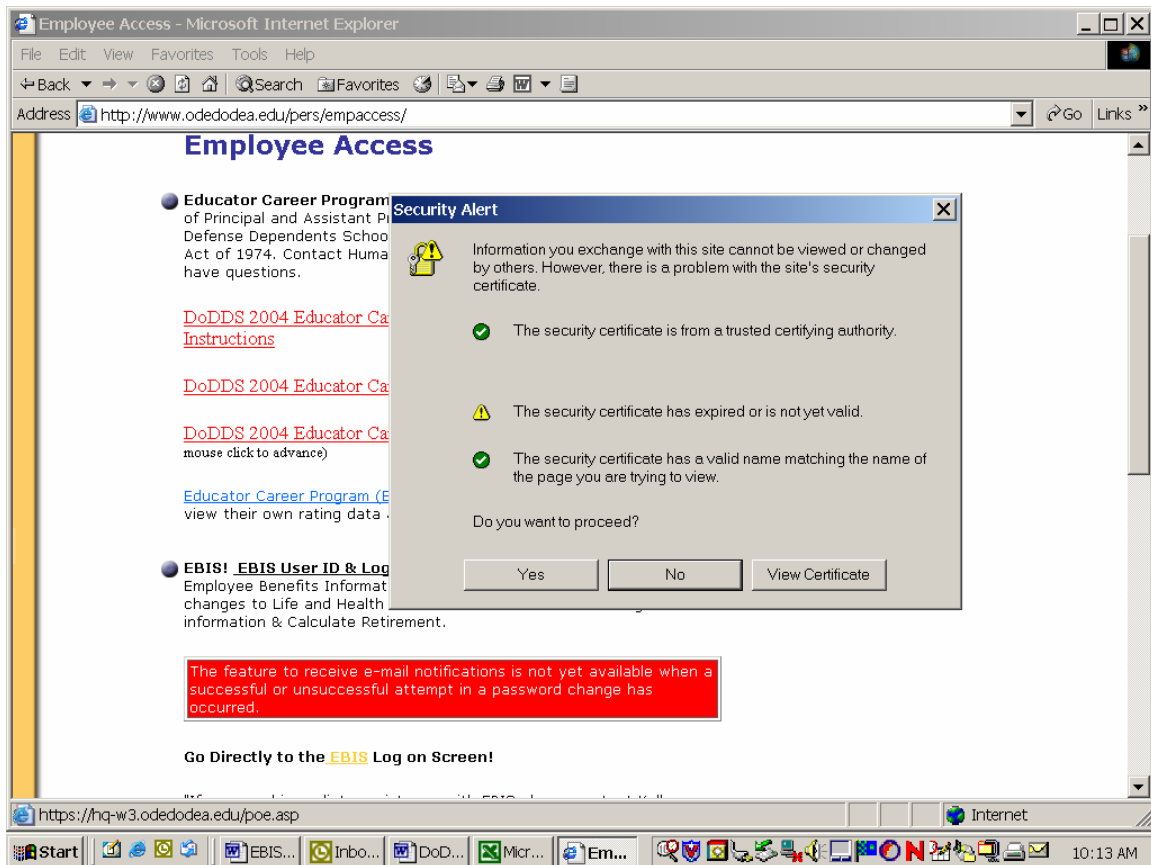
Click on Yes

2. You can also start at the following web address:

http://www.odedodea.edu/pers/

3. You can even start directly at the Point of Entry web address: https://hq-w3.odedodea.edu/poe.asp

Warning Notice!

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM. THIS COMPUTER SYSTEM, INCLUDING ALL RELATED EQUIPMENT, NETWORKS, AND NETWORK DEVICES (SPECIFICALLY INCLUDING INTERNET ACCESS), ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, INCLUDING TO ENSURE THAT THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. MONITORING INCLUDES ACTIVE ATTACKS BY AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, COPIED, AND USED FOR AUTHORIZED PURPOSES. ALL INFORMATION, INCLUDING PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE MONITORED.USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING OF THIS SYSTEM. UNAUTHORIZED USE MAY SUBJECT YOU TO CRIMINAL PROSECUTION. EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED FOR ADMINISTRATIVE, CRIMINAL OR OTHER ADVERSE ACTION. USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING FOR THESE PURPOSES.

Note: Selection of the Exit button within the POE application will initiate client-side scripting and will exit the browser.

Continue

This is the first screen you will see once you log onto EBIS. Press continue.

Point of Entry (POE) Login

Current Users:
Enter your Social Security Number and Password.
(No dashes or spaces. Your Password **is** case sensitive.)

SSN: _____

Password: _____

[Continue]

New Users/Forgot Password

If you are a new user or have forgotten your password, you will need a copy of your most recent Leave and Earnings Statement (LES) or Notification of Personnel Action (SF-50) to continue. Click appropriate button when you are ready.

[Set Password]

Press Set Password to reset password and to establish a password for new users.

Create or Reestablish Password

Using your most recent Leave and Earnings Statement (LES) or Notification of Personnel Action (SF-50), enter the below information which is required to allow you to enter our secure web site, access your personal information and conduct business transactions over the web. All information is transmitted through secure means (Secure Sockets Layer).

You should only use this screen to establish a new password or reestablish a password.

Social Security Number: ☐ (No dashes or spaces)

Service Computation Date for Leave: ☐ - ☐ - ☐ (MM-DD-YYYY)

Date of Birth: ☐ - ☐ - ☐ (MM-DD-YYYY)

Civilian Pay Plan: ☐ (Example: GS, WG, WS)

Grade: ☐ (Example: 03, 05, 11, 13)

Step: ☐ (Example: 01, 03, 08, 10)

Email Address: ☐

☐ Click here if you want to be notified by email of successful /unsuccessful attempts to recreate or change your password.

[Continue]

You will need all the information requested here except email address. The easiest way to have this available is to print a copy of the information in EPD or obtain a copy of the employee's leave and earnings statement. Do not complete the email address and do not check the box. Press Continue.

Create Password

Instructions: Your password must contain 8 - 10 characters, cannot match any portion of your SSN forward or backwards, cannot be the same password used within the past 6 password changes or the past 6 months, and must contain at least 3 of the following 4 character types:

Uppercase letters (A, B, C,...Z)
Lowercase letters (a, b, c,...z)
Numerals (0, 1, 2,...9)
Special Characters: (exclamation point (!), at sign (@), number sign (#), etc.)
DO NOT USE apostrophes ('), commas (,), pipes (|), or periods(.)

Examples of Valid Passwords:
Dd112264,October8 (uppercase/lowercase/numeric)
090971Tm (numeric/uppercase/lowercase)
adnoM@30 (lowercase/uppercase/special character)
082597Hd (numeric/uppercase/lowercase)
IuAMears! (uppercase/lowercase/special characters)

New Password: [_____]

Reenter New Password to Verify: [_____]

[Continue]

The password must be at least 6-8 characters long and it cannot be the employee's social security number or first and last name but you can use some version of the employee's name and a number. There has to be at least one Uppercase character and one number. For example: Rubble01

Enter the Password; reenter for verification purposes. Press Continue.

POE Main Menu

To Continue, select the application:

Application

DoDEA Employee Benefits Information System (EBIS)

This is next screen you will see. Click on DoDEA Employee Benefits Information System (EBIS) to continue.

Welcome to EBIS...

Department of Defense Education Activity (DoDEA) EBIS Login

Current Users:
Enter your SSN and your PIN.

SSN [   ] ⚠

PIN [   ] ⚠

[Login...]

New Users/Forgot Login:
NOTE: Do not use the "NEW USER" button below. All employees should use the "RESET PIN" button. For help in setting your PIN contact EBIS@hq.odedodea.edu. For help within EBIS contact the benefits section via e-mail at benefits@hq.odedodea.edu or via phone at (703)588-3981.

New User...   **Reset PIN**

All users click Reset PIN to establish or reset a PIN.

SET YOUR PIN

You can set your PIN. It must be numeric and be 6 characters long.

-->>>Next TSP Open Season: 15 April 2004 to 30 June 2004<<<-- For help within EBIS contact the benefits section via e-mail at benefits@hq.odedodea.edu or via phone at (703)588-3981.

Enter Your Social Security Number (NNNNNNNNN): ⚠

Enter Your Date of Birth (MM/DD/YYYY): ⚠

Enter Your Service Computation Date (MM/DD/YYYY): ⚠

Indicate Your Pay Plan: (XX) ⚠

Enter Your Grade: (XX) ⚠

Enter Your Step: (XX) ⚠

Enter Your New PIN: ⚠

Re-enter Your New PIN: ⚠

Set PIN

Complete all of the blocks. Again, using the information from EPD or the employee's most recent leave and earnings statement. The PIN must be at least 6 numeric characters and it cannot be the employee's social security number. Suggest to the employee to keep it simple and one that they will remember.

SET YOUR PIN

You can set your PIN. It must be numeric and be 6 characters long.

-->>>Next TSP Open Season: 15 April 2004 to 30 June 2004<<<-- For help within EBIS contact the benefits section via e-mail at benefits@hq.odedodea.edu or via phone at (703)588-3981.

Your PIN has been successfully set.
You may close this window.

Enter Your Social Security Number (NNNNNNNNN): [   ] ⚠

Enter Your Date of Birth (MM/DD/YYYY): [   ] ⚠

Enter Your Service Computation Date (MM/DD/YYYY): [   ] ⚠

Indicate Your Pay Plan: (XX) [   ] ⚠

Enter Your Grade: (XX) [   ] ⚠

Enter Your Step: (XX) [   ] ⚠

Enter Your New PIN: [   ] ⚠

Re-enter Your New PIN: [   ] ⚠

Close   Set PIN

This screen provides confirmation of the PIN reset or establishment. Press close to continue.

Welcome to EBIS…

Department of Defense Education Activity (DoDEA) EBIS Login

Current Users:
Enter your SSN and your PIN.

SSN [   ] ⚠️

PIN [   ] ⚠️

[Login…]

New Users/Forgot Login:
NOTE: Do not use the "NEW USER" button below. All employees should use the "RESET PIN" button. For help in setting your PIN contact EBIS@hq.odedodea.edu. For help within EBIS contact the benefits section via e-mail at benefits@hq.odedodea.edu or via phone at (703)588-3981.

New User…   **Reset PIN**

Now enter the employee's social security number and their newly established PIN. Press Login to continue.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

| Help | My Benefits | Calculators | Transactions | Forms | My Profile | Informa|

Session

User:

Last Login:
Date: 04/12/2004
Time: 02:03:22 PM

PIN   **Logout**

Pending Transactions
FEHB: None
TSP: None
FEGLI: None

Agency News
Next TSP Open Season:
15 April 2004 to 30
June 2004

Welcome to the Employee Benefits Information System (EBIS)...

Department of Defense Education Activity (DoDEA)

The Employee Information Benefits System (EBIS) is designed to provide Federal employees gener
and personal information regarding their benefits and includes capabilities for executing benefit
transactions using a Web browser.

To get started - choose one of the following:

My Benefits   Click for a comprehensive personal statement of your benefits.

Calculators   Click to perform a variety of "what-if" calculations.

Transactions   Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.

Forms   Click to fill and/or print forms.

My Profile   Click to personalize your information that can be used in EBIS.

Information   Click to view information about Federal employee benefits.

The Adobe Acrobat Reader plugin must be installed in order to view Portable Document Format (PD
files.
It may be downloaded directly from Adobe at www.adobe.com

From here the employee can access and/or make benefit transactions.