

**Department of Defense Education Activity
(DoDEA)**

**Employee Benefits Information
System (EBIS)**

“For DoDEA Employees ONLY”

Instruction Guide

Employee Benefits Information System (EBIS) at a glance:

EBIS is a secure website that provides current civilian employees access to general and personal benefits information, the ability to receive retirement estimates, and enroll or make changes electronically for health and life insurance and the Thrift Savings Plan. It provides a flexible enrollment process that guides employees through benefit plan elections; thereby eliminating the need to complete an enrollment form for submission to your local Human Resources Office. The election is submitted electronically to your servicing payroll office thereby ensuring your benefits become effective and payroll deductions begin timely.

Accessing EBIS is easy:

EBIS secure website can be accessed from the DoDEA's Headquarters Human Resources Regional Service Center (HRRSC) website or you can access it directly by entering the following URL in your browser; <https://hq-w3.dodea.edu/> (see Figure-5).

The following step-by-step instructions are provided to assist you in accessing EBIS through our HR website.

Step-1: Accessing the HQ HRRSC website:

You can access the HQ HRRSC website (Figure-1) by placing the following URL in your browser <http://www.dodea.edu/offices/hr/default.htm>. Our website has an abundance of information that can assist both current and potential employees.

Step-2: Accessing EBIS application:

Figure-2 provides a visual of the following instructions. To access the EBIS application, place your cursor over the **RESOURCES** menu (please do not click your mouse at this time). After placing your mouse over the **RESOURCES** menu, you will see additional menu options.



Figure-1

DoDEA Employee Benefits Information System (EBIS) • Instruction Guide...
DoDEA/Benefits Unit

As you move your mouse over the menu items, the second item "Online Employee Access" provides an additional menu items list. The first item "General Information" will provide you additional information regarding all of our online application. The second item is EBIS. At this point you can click your desired option. Clicking EBIS will take you directly to the EBIS application.



Figure-2

Step-3: General Information:

The General Information area provides you an overview of all the online applications. To access the EBIS overview, click on the General Information link for EBIS (Figure-3). Once at the HRRSC website

The menu on the left side of the webpage will take you directly that particular application

The next few pages will provide you information on logging-in to EBIS and its functionality, but if you require further assistance with making your election through EBIS, **FOR DoDEA EMPLOYEES ONLY**, please

contact your local Human Resources Representative by email the DoDEA Benefits Unit at Benefits@hq.dodea.edu or the EBIS Program Administrator at EBIS@hq.dodea.edu.

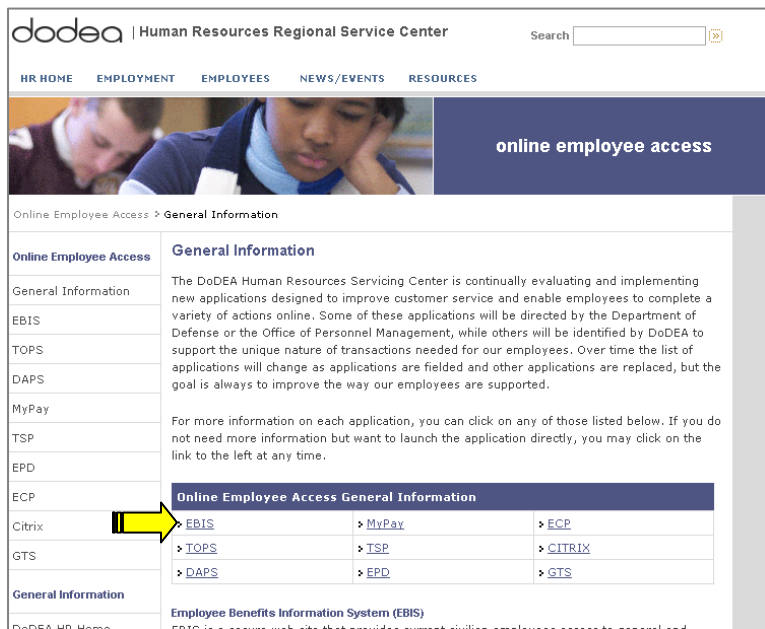


Figure-3

Step-4: Logging-on to the EBIS application:

You can access EBIS by clicking on the EBIS menu item either from the left side menu of the **Online Employee Access** - General Information page or under the **RESOURCES** menu (see Figure-4).

After clicking the EBIS menu item, a new browser page will be opened and you will see a "Security Alert" screen.

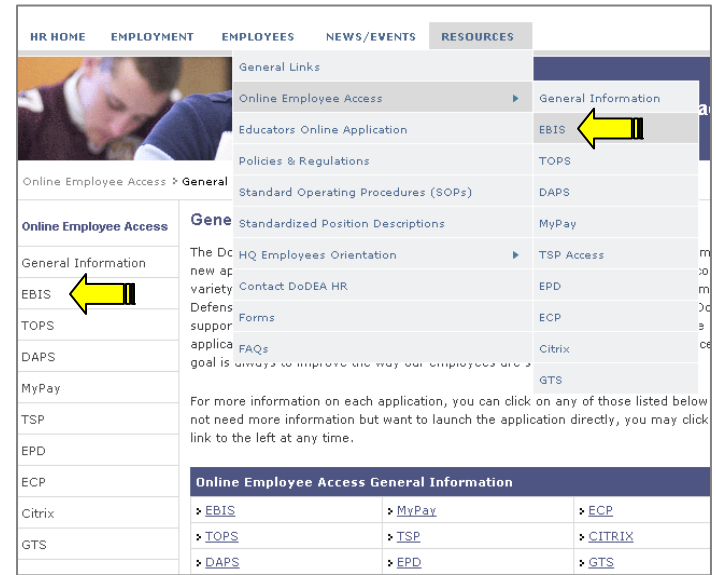


Figure-4

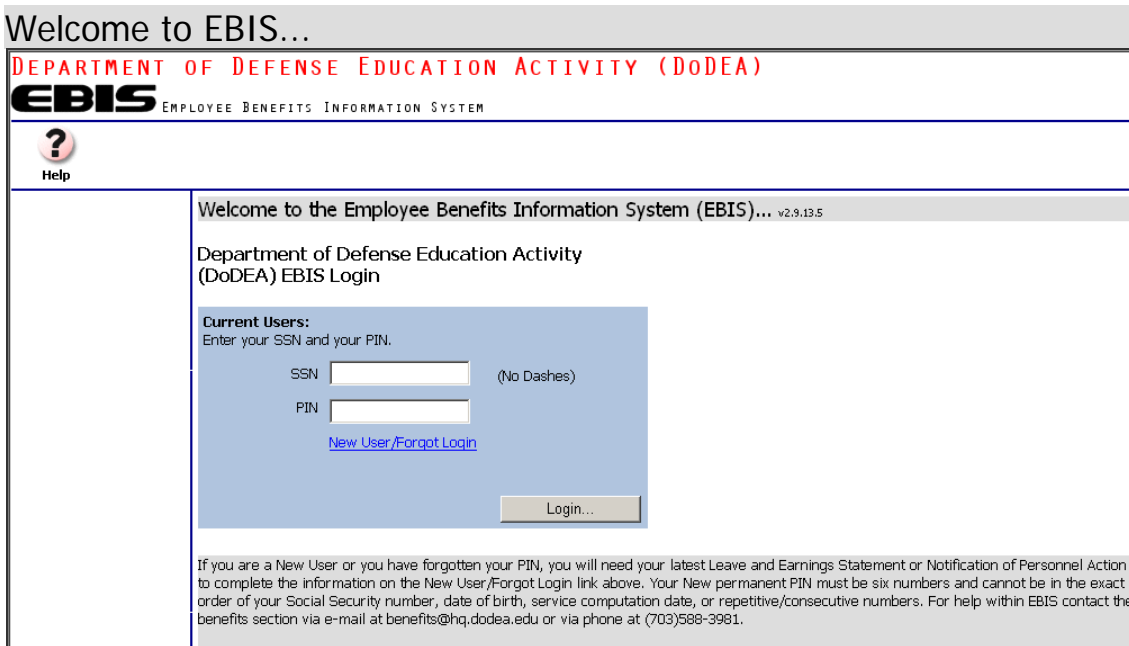
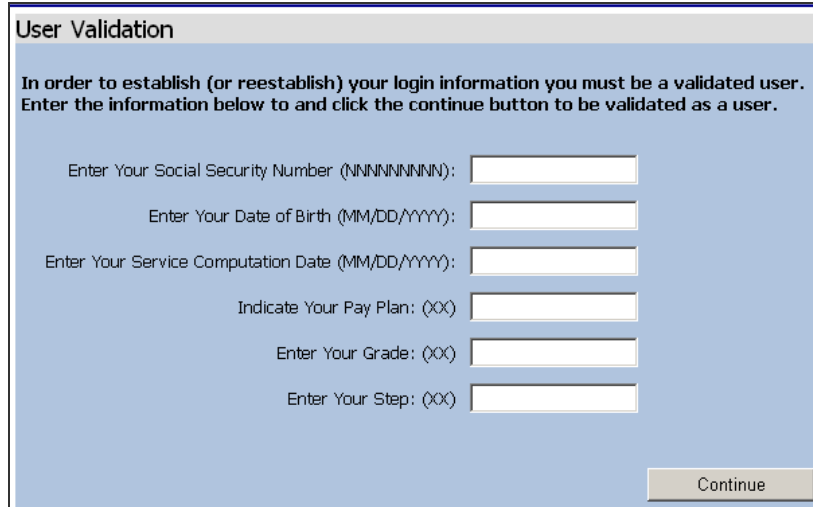


Figure-5

All users click [New User/Forgot Login](#) to establish or reset a PIN. (see Figure-5).



User Validation

In order to establish (or reestablish) your login information you must be a validated user. Enter the information below to and click the continue button to be validated as a user.

Enter Your Social Security Number (NNNNNNNNN):

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

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

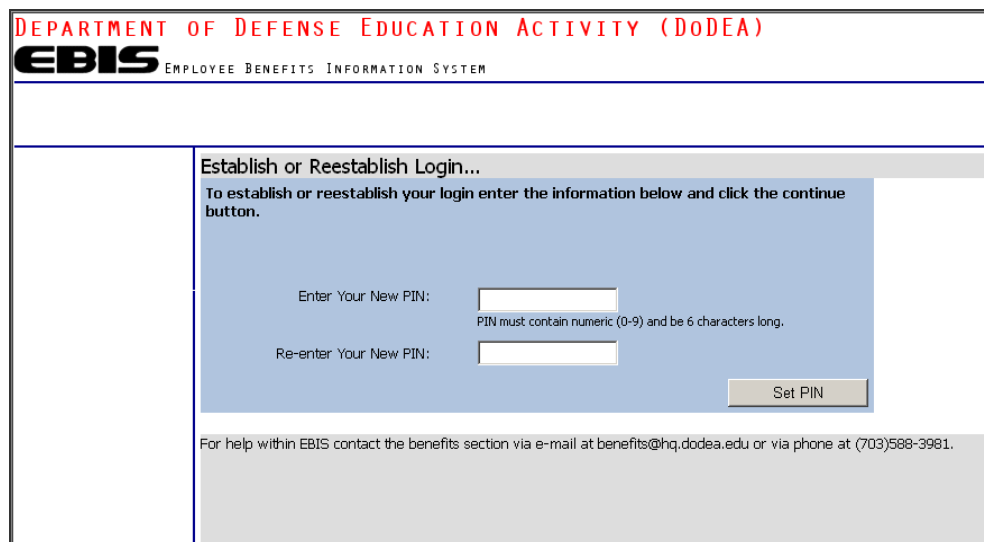
Indicate Your Pay Plan: (XX)

Enter Your Grade: (XX)

Enter Your Step: (XX)

Figure-6

Complete all of the blocks. Using the information from EPD or the employee's most recent leave and earnings statement. Use slashes when entering date of birth and service computation date. Do not use dashes. When finished entering all info click Continue (see Figure-6).



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EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Establish or Reestablish Login...

To establish or reestablish your login enter the information below and click the continue button.

Enter Your New PIN:

PIN must contain numeric (0-9) and be 6 characters long.

Re-enter Your New PIN:

For help within EBIS contact the benefits section via e-mail at benefits@hq.dodea.edu or via phone at (703)588-3981.

Figure-7

Then you will get this Establish or Reestablish Login Screen. The PIN must be at least 6 numeric characters and it cannot be the employee's social security number or date of birth. Suggest to the employee to keep it simple and one that they will remember (see Figure-7).

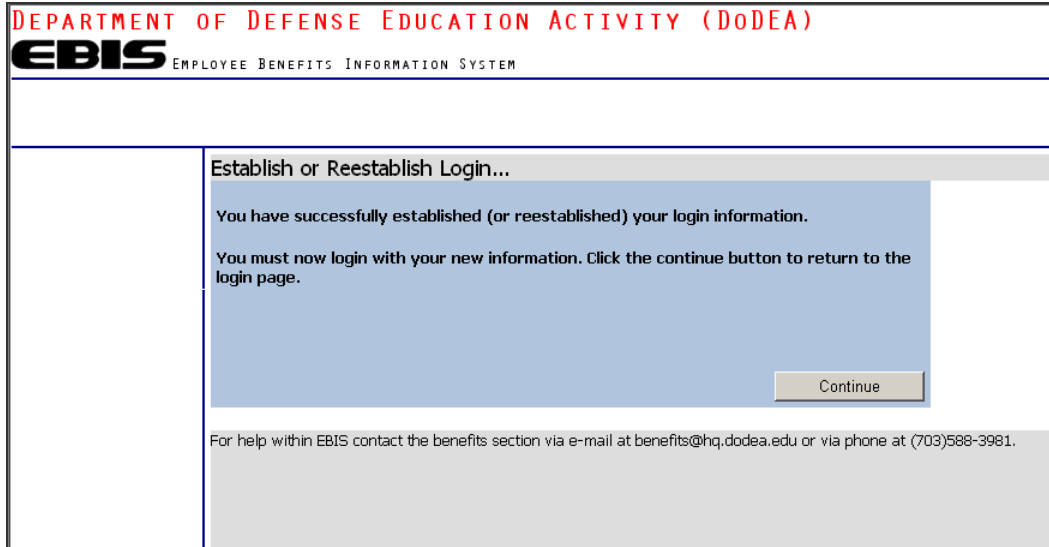


Figure-8

This screen provides confirmation of the Account establishment or re-establishment. Press close to continue (see Figure-8).

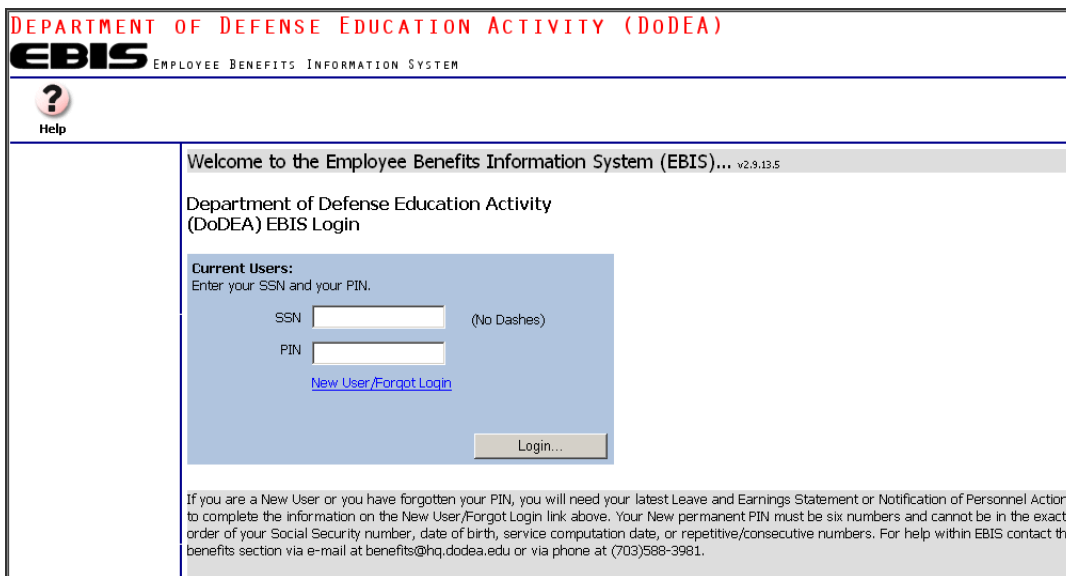


Figure-9

Now enter the employee's social security number and their newly established PIN. Press Login to continue (see Figure-9).

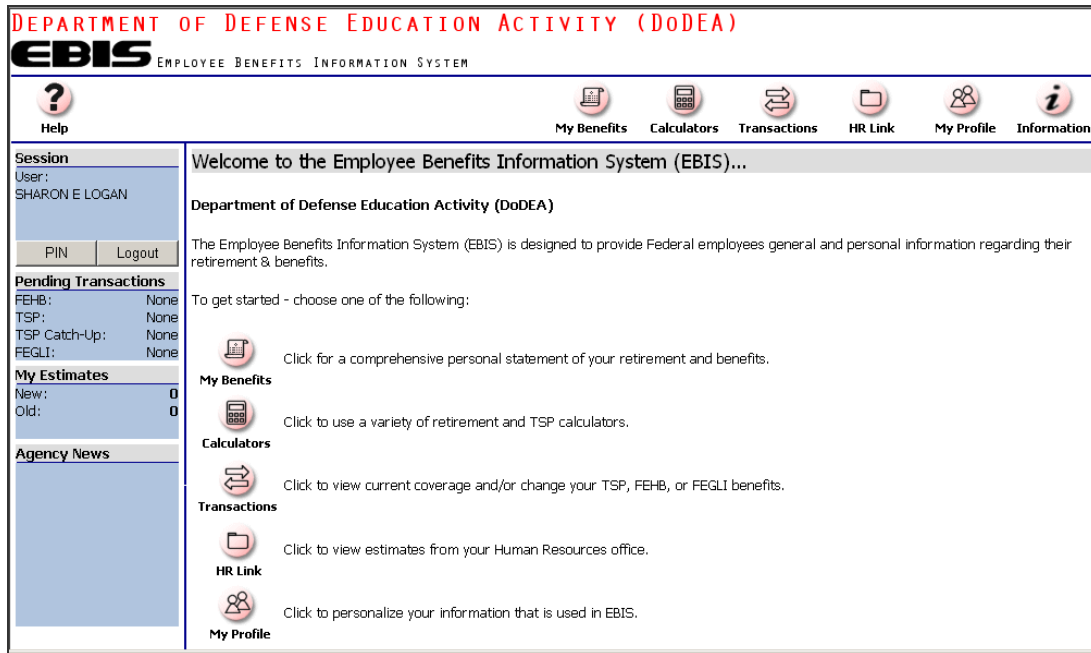


Figure-10

From here the employee can access and/or make benefit transactions (see Figure-10).