

# DLA New Employee Benefits Orientation



How to update your benefits life insurance or Thrift Savings  
Plan through the Employee Benefits Information System  
(EBIS)

# EBIS is available from our DLA website

The screenshot shows a Windows Internet Explorer browser window displaying the DLA Human Resources website. The address bar shows <http://www.hr.dla.mil/>. The page features the DLA logo and the text "DEFENSE LOGISTICS AGENCY DLA Human Resources". The date "November 1, 2011" and navigation links "Home | Contact Us | Site Map" are visible. The main content area is divided into three columns:

- Hot Topics & Announcements:** A "NEW!" starburst graphic is above the text: "USAJOBS Technical Issues: The Federal USAJOBS website used to advertise vacant positions has been experiencing technical issues that are affecting the ability to search for vacant positions. To ensure employees have an opportunity to view and apply for vacancies, all DLA vacancy announcements have been extended to October 25th at a minimum. OPM has recently made changes to resolve the earlier problems - the Human Resources organization is closely monitoring the status to determine if further adjustments may be necessary." Below this is a link for "Health Reform".
- Image:** A woman in a blue sleeveless shirt is working at a computer desk. Below the image is the text: "The Latest on Teleworking Find Out What is new with Telework".
- Welcome to DLA Human Resources:** This section contains three buttons: "LINKS", "FORMS", and "TOOLS". A red arrow points to the "TOOLS" button. Below these buttons is a "CAREERS" section with an image of a hand holding a DLA business card and the text "Find an Exciting Career". At the bottom of this column is an "EMPLOYEE RESOURCES" section with an image of hands shaking.

At the bottom of the page, there is a row of small thumbnail images and a "YouTube" logo. In the bottom right corner, there is a small globe icon with the DLA logo overlaid on it.



## Automated Tools

### [Automated Staffing Program \(ASP\)](#)

ASP is the Defense Logistics Agency's automated staffing program. The program will allow you to create and edit your resume, apply for DLA vacancies, and check on the status of the applications you submit.

### [Customer Service Unit \(CSU\)](#)

Provides civilian personnel data to supervisors and managers of the employees in their organization only.

### [Defense Civilian Personnel Data System \(DCPDS\)](#)

Department of Defense Human Resources (HR) information system that maintains workforce data.

### [Electronic Official Personnel Folder \(EOPF\)](#)

Human Resource offices are required to maintain a file on every active civilian employee. If you are a civilian employee serviced for Human Resources at the Defense Logistics Agency, an account has been established for you and you may access it through the system.

### [Employee Benefits Information System \(EBIS\)](#)

The Employee Benefits Information System (EBIS) is the latest automated tool created to provide 24 hour access to information you need about programs such as health benefits, life insurance, retirement, and the Thrift Savings plan.

### [HR Self Service \(My Biz/My Workplace\)](#)

An exciting new web-based Oracle Self Service application within the Defense Civilian Personnel Data System (DCPDS) that allows you to access and view your personnel information 24 hours a day/7 days a week.

### [Learning Management System \(LMS\)](#)

LMS is a commercial off-the-shelf software package that provides one-stop capabilities for employees and supervisors to better manage the entire spectrum of learning from planning to learning event execution within a single environment. The LMS gives DLA the ability to create and deliver training content through e-learning within the automated system. These systems will allow users to schedule instruction, store training information, and automate Individual Development Plans (IDPs).

### [My Pay](#)

The Defense Finance and Accounting Service (DFAS) website for employee pay information. With your account you can view, print, and save leave and earnings statements, view and print tax statements, change federal and state withholdings, manage your allotments, and make address changes, and more.



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## Current Employee Resources - DLA's Employee Benefits Information System (EBIS)

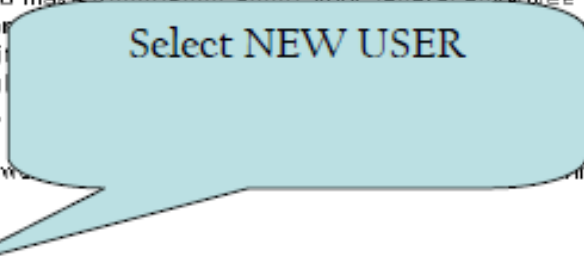
[Current Employee Resources Home Page](#)

Day-dreaming about the future and want to see a retirement estimate? Did you recently get married and now need to change your health benefits enrollment from single to family? Or did you want to see how much life insurance you are carrying?

DLA is working hard to make information about your federal employee benefits programs more accessible. The **Employee Benefits Information System (EBIS)** provides 24 hour access to information you need about programs such as health benefits, dental, vision, and life insurance. Get detailed program information and even make changes to your enrollment. Your personal information is protected and available only to you.

You may access the website through the following links. If you are a first time EBIS user, please select new user.

- [New User](#)
- [Returning User / Forgot Password](#)  - Go directly to EBIS
- [Separated or Retired Employees](#)



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## Current Employee Resources - EBIS New User

[Current Employee Resources Home Page](#)

### Before Proceeding Read Log-On Procedures

#### IF YOU ARE A NEW USER:

The first time you access the EBIS system you must create a unique username and password. To begin this process, click on the New User button toward the bottom of the page. You will be taken to another page to enter information to verify your identify. Enter the requested information and click on the Continue button. At the next screen enter the requested username and password information and click on the OK button. If you were successful in setting up your account, you will receive a message indicating your success. At the login screen, enter your new username and password and click the Login button.

Click EBIS now

Go to [EBIS Now](#).



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

### Department of Defense EBIS Login

**Current Users:**

Enter your Username and your Password.

Username

Password

[Forgot Login](#)

Login...

**New Users:**

**ATTENTION!**

If you already have an established EBIS account and this is the first time you have logged in since 12/15/2007, please click on the [Forgot Username/Password](#) link.

At the next screen, enter your identifying information and click the [Continue](#) button. At the next screen you will be prompted to create a new unique username and secure password.

If you have never created an EBIS account, you will need to scroll down the page and click on the [New User](#) button. Input the requested information and click on the [Continue](#) button. Upon clicking the [Continue](#) button, you will be prompted to create a unique user name and secure password.

Read text and scroll down.



Enter your Username and your Password.

Username

Password

[Forgot Login](#)

Login...

**New Users:  
ATTENTION!**

If you already have an established EBIS account and this is the first time you have logged in since 12/15/2007, please click on the Forgot Username/Password link.

At the next screen, enter your identifying information and click the Continue button. At the next screen you will be prompted to create a new unique username and secure password.

If you **have never** created an **EBIS** account, you will need to scroll down the page and click on the New User button. Input the requested information and click on the Continue button. Upon clicking the Continue button, you will be prompted to create a unique user name and secure password.

If you have login or other technical questions, email the EBIS administrator at [ebis@dla.mil](mailto:ebis@dla.mil).

For benefits questions (Retirement, TSP, Life Insurance, Health Benefits, etc) please contact your [DLA Human Resources Center](#)

New User

Click New User

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### 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: (Y)

Enter Your Grade: (XX)

Enter Your Step: (XX)

If you are an employee covered by the NSPS, please enter the following:

Pay Plan: Enter your Pay Schedule

Grade: Enter your Pay Band

Step: Enter 00

Enter information as shown:

- SSN w/o slashes or dashes.
- DOB as two digit month, two digit day and four digit year.
- Service Comp Date (SCD) is your date of hire\*.
  - Pay Plan may be GS, WG or YA.
  - Grade is dependent on your position.
  - Step is most often 01 (00 for YA).

\*may differ if you have prior military and or federal civilian service.



# BIS EMPLOYEE BENEFITS INFORMATION SYSTEM

## Establish or Reestablish Login...

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

Username:

MUSTB7210

You can set your Username. It must be 8 characters long.

Enter Your New Password:

Password must contain at least 2 character(s) from at least 4 of these 4 categories: uppercase alphabetical (A-Z), lowercase alphabetical (a-z), numeric (0-9) or special characters (~!@#\$%^&\*()[]\|), and be between 9 and 15 characters long.

Example: ABcd@#12z

Re-enter Your New Password:

Email:

Worker.bee@dla.mil

Set Password



My Benefits



Calculators



Transactions



Forms



HR Link



My Profile



Information

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

### Department of Defense

The Employee Benefits Information System (EBIS) is designed to provide Federal employees with information on retirement & benefits.

To get started - choose one of the following:



#### My Benefits

Click for a comprehensive personal statement of your retirement and benefits.



#### Calculators

Click to use a variety of retirement and TSP calculators.



#### Transactions

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



#### Forms

Click to fill and/or print benefits related forms.



#### HR Link

Click to view estimates from your Human Resources office.



#### My Profile

Click to personalize your information that is used in EBIS.



Click to view information about Federal employee benefits.

Click on the transaction icon to complete your health & life insurance and TSP elections.

EBIS

Logout

#### Transactions

None  
None  
None

#### Messages

0  
0

#### News

login or other questions, email administrator at [mailto:admin@doebis.dod.mil](#). For benefits (Retirement, insurance, benefits, etc) contact your [DLA sources Center](#)

# Employee Benefits Overview

My Benefits   Calculators   Transactions   Forms   HR Link   My Profile   eSeminars   Information

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Department of Defense

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- Click for a comprehensive personal statement of your retirement and benefits.
- Click to use a variety of retirement and TSP calculators.
- Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
- Click to fill and/or print benefits related forms.
- Click to view estimates from your Human Resources office.

Click on eSeminars tab

\*The presentation you are about to view can be accessed at any time through the eSeminars tab in EBIS.