

Department of Defense Education Activity

**Employee Benefits Information
System (EBIS)**

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 access 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/poe.asp>.

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

Step-1: Accessing the HQ HRRSC website:

You can access the HQ HRRSC website by placing the following URL in your browser <http://www.dodea.edu/offices/hr/default.htm>. Our new 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

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 application. To access the EBIS overview, click on the General Information link for EBIS (Figure-3). R Once at the HRRSC website

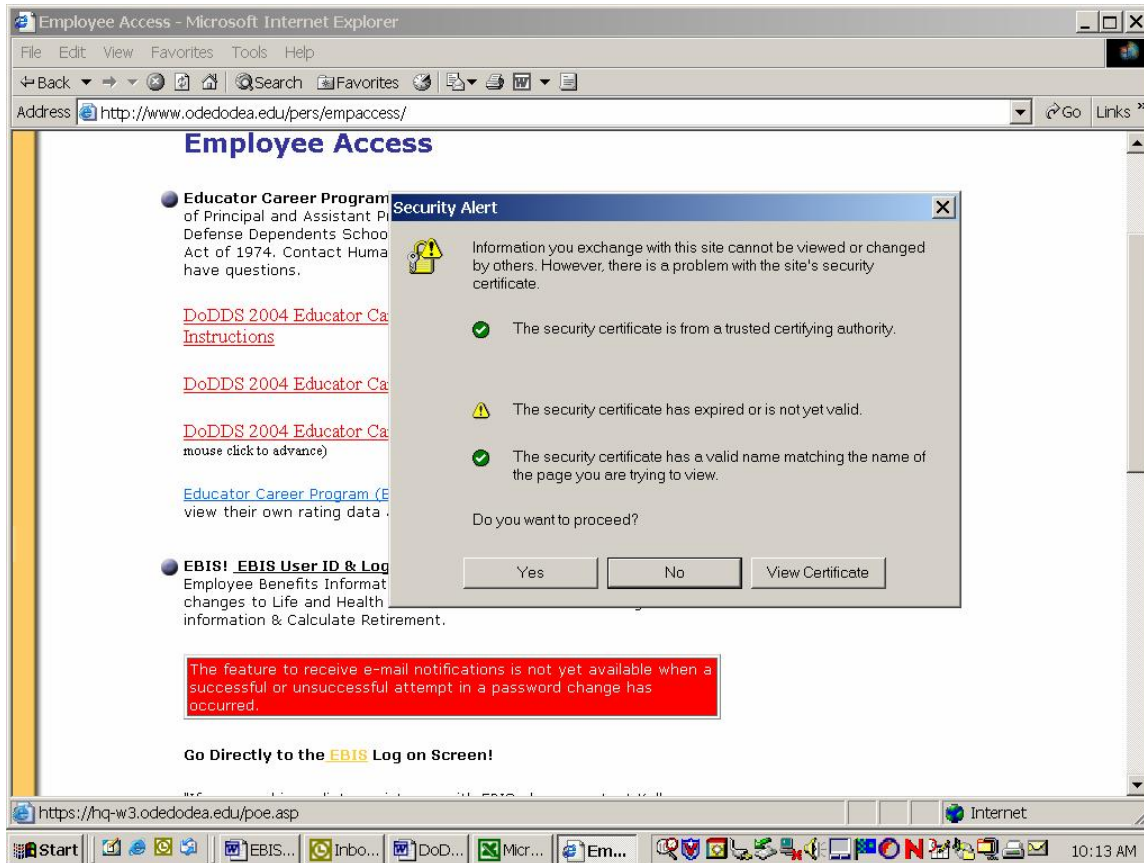
The menu on the left side of the webpage will take you directly that particular application

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, please contact your local Human Resources Representative, email the Benefits Unit at Benefits@hq.dodea.edu, call the Benefits Unit directly at (703) 588-3981 or DSN 425-3981.



Figure-3

Click on **EBIS LogOn** Go Directly to the [EBIS](#) Log on Screen!!!

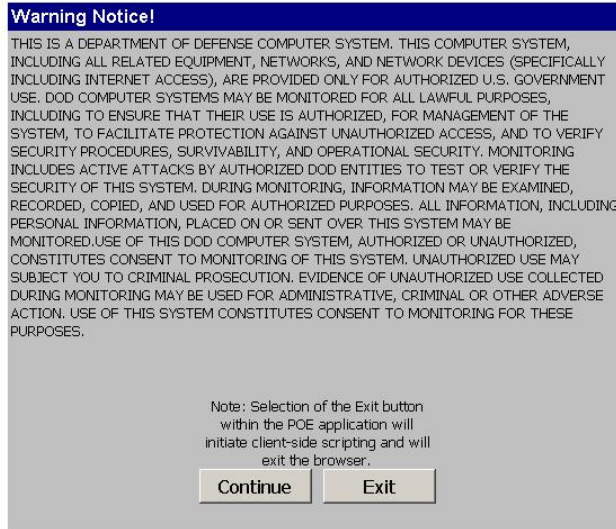


Click on **Yes**

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

<http://www.dodea.edu/pers/>

1. 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:

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.

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.

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(.)

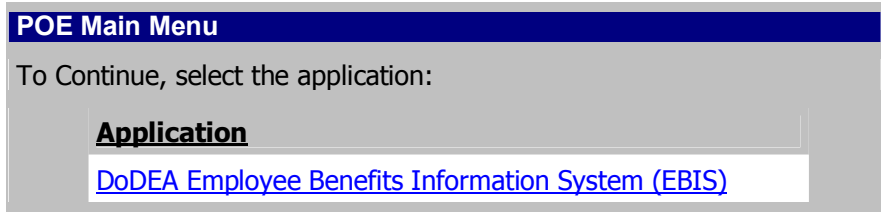
Examples of Valid Passwords:
Dd112264,October8 (uppercase/lowercase/numeric)
090971Tm (numeric/uppercase/lowercase)
adnoM@30 (lowercase/uppercase/special character)
082597Hd (numeric/uppercase/lowercase)
IuAMears! (uppercase/lowercase/special characters)

New Password:

Reenter New Password to Verify:

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.





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 

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.dodea.edu. For help within EBIS contact the benefits section via e-mail at benefits@hq.dodea.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 2005 to 30 June 2005<<<-- For help within EBIS contact the benefits section via e-mail at benefits@hq.dodea.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: 

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 2005 to 30 June 2005<<<-- For help within EBIS contact the benefits section via e-mail at benefits@hq.dodea.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.dodea.edu. For help within EBIS contact the benefits section via e-mail at benefits@hq.dodea.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

Info

Session
User:

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

[PIN](#) [Logout](#)

Pending Transactions

FEHB:	None
TSP:	None
FGLI:	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 general personal information regarding their benefits and includes capabilities for executing benefit transactions through 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 FGLI 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 (PDF) documents. It may be downloaded directly from Adobe at www.adobe.com

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