

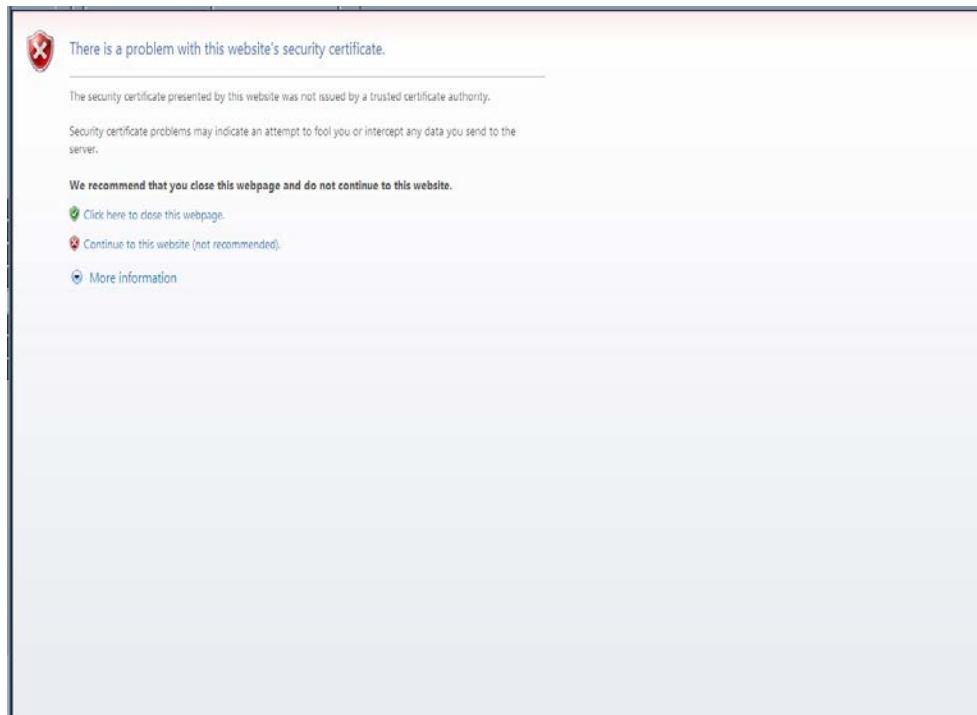
Accessing and Utilizing the Electronic Benefits Information System

The Electronic Benefits Information System (EBIS) allows you, as a Department of Defense employee to view, and or make changes to your Federal Employee Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), as well as your employee Thrift Savings Plan (TSP). Outside of initial employment however, changes and or cancellations to policies can only be made during Open Season, which runs from the second full week of November, to the second week of December, and Life Changing Events i.e.; marriage, divorce, birth of a child, etc. Below lies a step by step process for registration and access to the EBIS site, as well as some insight into the sites functionality.

To begin:

EBIS is accessible through the Army Benefits Center (ABC) homepage; <https://www.abc.army.mil/index.htm>

The following screen appears warning you of a certificate error as you try to access the ABC site, but continue to <https://www.abc.army.mil/index.htm> by clicking the hyperlink next to the red shield.



The ABC site in and of itself provides useful information on a variety of "Benefits Topics" as well as short tutorials located in the "How Do I" section, and a monthly newsletter that provides information on the latest issues affecting employee benefits. The ABC site as well can provide counselor assistance by calling the 877 number listed at the top of the page. For further counselor assistance:
<https://www.abc.army.mil/HowDoI/ArmyIVRSMenuChart.pdf>

ARMY BENEFITS CENTER-CIVILIAN (ABC-C)

303 MARSHALL AVENUE
 FORT RILEY, KS 66442-5004

(877) 276-9287

Search

Home Site Map Contact Us

Benefit Topics

- [Court Ordered Benefits](#)
- [Financial Fitness](#)
- [Forms](#)
- [Health Insurance](#)
- [Life Insurance](#)
- [Open Season](#)
- [Retirement](#)
- [Retirement Readiness NOW](#)
- [Social Security](#)
- [TSP](#)
- [Uniformed Services](#)

Announcements

The current leave year ends 31 December 2011. If you have use or lose, your retirement date should be 31 December 2011 or before. If you have use or lose and retire after that date, you will lose any unused annual leave over 240 hours. More information is available in the [October 2011 Newsletter](#).

Are you wanting to change your date of retirement or withdraw your retirement application? The [Date of Retirement \(DOR\) Change or Withdrawal Form](#) must be submitted. This form may be scanned and emailed to ABC-C.

Effective 3 October 2011, the Army Benefits Center - Civilian (ABC-C) Employee Benefits Information System (EBIS) will be accessible only by Common Access Card (CAC). Users are still required to enter their Social Security Number (SSN) and ABC-C Personal Identification Number (PIN) to access their personal information in EBIS. [Click here for more information.](#)

The Federal Benefits Open Season begins Monday, 14 November 2011 and runs through midnight on Monday, 12 December 2011. [Click here for more information.](#)


Newsletters

- [ABC-C Newsletter - October 2011](#)
- [Archived Newsletters](#)

HR Professionals


- [CPAC/HR Representative Information](#)
- [Death Reporting](#)

How Do I Access the ABC-C?



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

Problems accessing EBIS? [Click here](#) for information and assistance.



[IVRS Automated Telephone System](#)

[IVRS Menu Chart](#)

Useful Links

- [Army Knowledge Online \(AKO\)](#)
- [CPOL Employee Portal \(Army Portal\)](#)
- [Federal Employees Dental and Vision Insurance Program \(FEDVIP\)](#)
- [Federal Employees Flexible Spending Account \(FSAFEDS\)](#)
- [Field Advisory Services \(FAS\)](#)
- [Long Term Care Insurance \(LTCI\)](#)
- [myPay](#)
- [Office of Personnel Management \(OPM\)](#)
- [Social Security Administration \(SSA\)](#)

The ABC "How Do I"s can also provide assistance for accessing the EBIS site if you forget your password.

The EBIS site is located in the right corner of the ABC page.

EBIS: <https://www.ebis.army.mil/> ****NOTE**** EBIS is accessible through CAC only.

Once again, you will receive a Certificate error upon arrival to the EBIS site, but you are encouraged to continue, where you will come to the below screen. As a new employee, or an employee new to the Army EBIS page, you will need to register as a "New User". Follow the directions as provided

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

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

Department of Army EBIS Login

Current Users:
Enter your SSN and your PIN.

SSN (No Dashes)

PIN

[Reset PIN](#)

User Information:
If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

If you encounter difficulty with your PIN, please contact the HelpDesk @ DSN 856-2000 or 785-239-2000 Monday through Friday, from 0730 to 1600 CT, for assistance.numbers.

As a new user, you will be prompted to provide the following:

- Social Security number
- Date of birth
- Service Computation Date for leave (SCD)*
- Pay Plan or Pay Schedule*
- Pay Grade or Pay Band*
- Step*

*This information is available on your latest SF 50, payroll Leave and Earnings Statement, CPOL, or MyBiz.





Create a unique username that is 9 characters (letters, numbers or special characters) and is not your Social Security number.

Create a password that is 9-15 characters and contains at least 2 characters from each of the following categories:

- Uppercase alphabetical (A-Z)
- Lowercase alphabetical (a-z)
- Numeric (0-9)
- Special characters (~ { } : ; , . ? - = + | < > ! @ # \$ % ^ & * ()] [\ /)

Once you have established access, entrance will depend on your SSN and user created PIN.
****NOTE**** EBIS is accessible through CAC only.

Helpful Icons

 <p>My Benefits</p>	<p>The “My Benefits icon allows for employees to see their current benefits information. Important tabs under the “My Benefits” icon.</p> <ul style="list-style-type: none"> • Personal: Provides current information on your pay, annual and sick leave, as well as explanations for each field. • Retirement: Presents Retirement benefit estimates. • Insurance: Provides current FEHB, as well as the individual’s health insurance plan and employee cost per pay period. • Social Security: Provides social security information.
 <p>Transactions</p>	<p>Under the “Transactions” tab, you can make changes to your benefits during the appropriate times, such as; add family members to insurance policies, add or retract beneficiaries, sign up for your initial health insurance policy or make changes during Open Season. You can also increase the percentage of your TSP or sign up for single contributions to your plan.</p> <p>See the following page for directions on making transactions.</p>
 <p>Information</p>	<p>The information icon provides helpful fact sheets on numerous benefits subjects. The fact sheets are broken down by subject matter, and each provides a pop up window in which the information is distributed.</p>
 <p>Calculators</p>	<p>The EBIS “Calculators” icon provides helpful calculation tools for projecting estimated earnings in different forms of benefits. The tool is helpful for planning future transactions, such as changes to your TSP.</p>

Making changes through the "Transactions" page.

Session
User: [REDACTED]

Pending Transactions
FEHB: None
TSP: None
FEGLI: None

Agency News
Did you create a transaction for TSP, FEHB or FEGLI that is effective this weekend? If you did and you don't see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please contact a Benefits Counselor.

FEHB Current Coverage
Premium cost for temporary employees will be higher than the cost reflected below. Please refer to the Guide to FEHB Plans.
Plan Code: [REDACTED]
Plan Name: Blue Cross and Blue Shield Serv
Type of Enrollment: Basic self
Cost Per Pay Period: [REDACTED]

FEHB Pending Transaction
You have no pending transactions.

TSP Current Coverage
You are currently contributing to TSP.
Retirement Plan: FERS
Contribution Amount: \$0.00
Contribution Percent: [REDACTED]

TSP Pending Transaction
You have no pending transactions. If you completed a TSP Stop Automatic Enrollment Transaction, it will be retro-actively effective to your start date and there will be no pending transactions.

FEGLI Current Coverage
All FEGLI amounts and costs are based on your age as of the pay period ending date: 10/22/2011.
Enrollment Code: C0

Coverage Type	Amount of Coverage	Cost Per Pay Period	Multiple Factor
Basic	[REDACTED]	[REDACTED]	n/a
Option A	\$0.00	\$0.00	n/a
Option B	\$0.00	\$0.00	0
Option C	\$0/\$0	\$0.00	0
Total Cost Per Pay Period		[REDACTED]	

FEGLI Pending Transaction
You have no pending transactions. If you completed a FEGLI transaction that is effective today there will be no pending transaction.

- 1) On the left column, locate the item you would like to make changes to, and select "Change".
- 2) Click on the drop down arrow under "Select the Type" to choose the type of transaction you would like to make.
- 3) Follow the prompts to make the necessary changes ensuring you select the "Process Transaction" button to complete the transaction.
- 4) Returning to the "Transaction" window, ensure the changes were complete by locating the transaction in the "Pending" column. An effective date of the action should accompany the change.
- 5) Your transaction will show as pending until the effective date provided. After the effective date, it will show in current enrollment information. (Transactions will electronically transfer to the servicing payroll office on the effective date.)
- 6) In order to cancel actions you must select the "Void" button in the pending transactions window, before the effective date.
- 7) Print a copy of your transaction by selecting the "Printer Friendly Version" button in the pending transaction window, this option is only available during the "Pending" changes period. (Until your proof of insurance card is received by mail, this printed copy will serve as proof of your elected insurance.)
- 8) Ensure your biweekly Leave and Earnings Statement (LES) has the correct deductions being made in order to avoid errors which may cause indebtedness or negatively affect your health coverage.
- 9) The ABC center is available for your assistance; follow the instructions provided in the following link for counselor assistance: <https://www.abc.army.mil/HowDoI/ArmyIVRSMMenuChart.pdf>

More Helpful Websites



<http://www.opm.gov/insure/>

For all things pertaining to Federal Benefits the Official Personnel Management site for Benefits is comprehensive and detailed. Research insurance plans by State, webcasts on Open Season, fast facts, and a glossary.

For direct access to State health insurance plans:

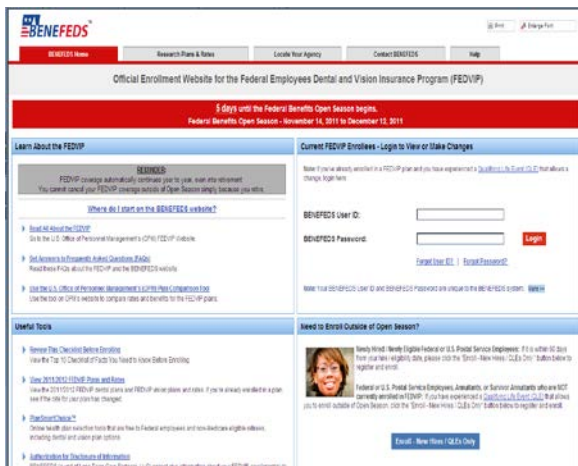
<http://www.opm.gov/insure/health/planinfo/index.asp>

Follow the below link to see what constitutes a "Life Event"

<http://www.opm.gov/insure/lifeevents/index.asp>

For direct access to OPM's Fast Facts:

<http://www.opm.gov/insure/fastfacts/index.asp>



<https://www.benefeds.com/Portal/FwdLogin.do>

The Federal Employees Dental and Vision Insurance Plans (FEDVIP) must be accessed through the BENEFEDS website.

