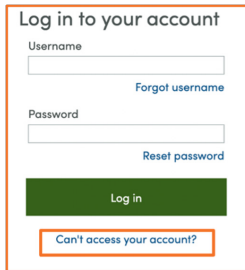


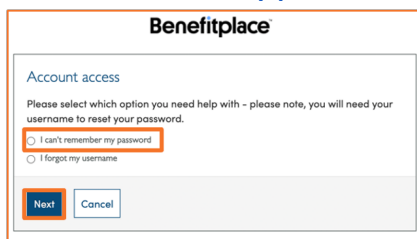
HOW TO LOG ON TO BENEFITPLACE

Retirees and survivors will need to set up your account when you log in for the first time.

1. Go to: <https://benefitplace.houstontx.gov>
2. Choose the **Can't access your account** link.

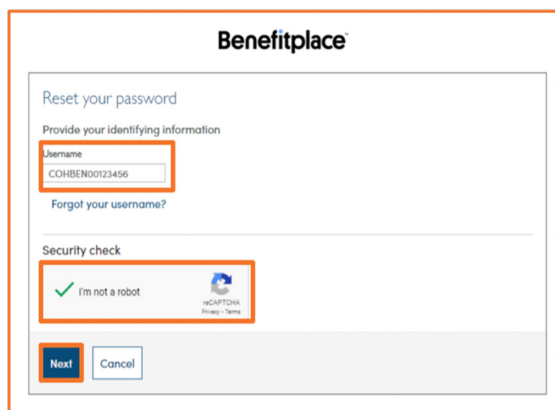


3. Select **I can't remember my password**, then **Next**.

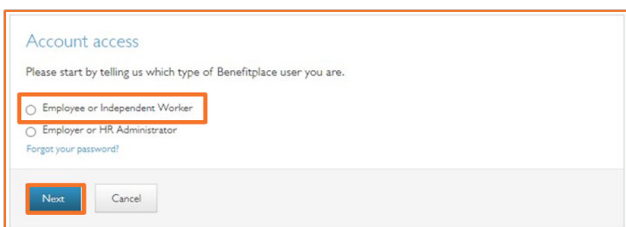


4. Enter your username (COHBEN + Your 8-Digit Employee ID) into the **Username** field. Check the box next to **I'm not a robot**. Select **Next** to continue.

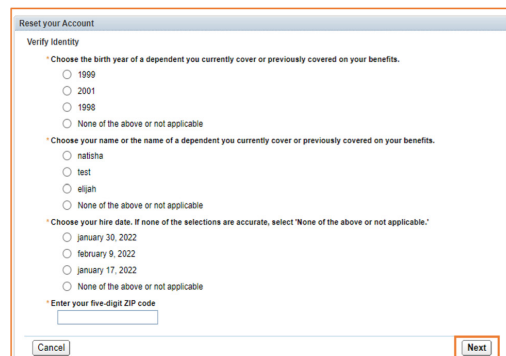
Note: The Employee ID you enter must be 8 digits. **Add enough zeros in front of your Employee ID to make it 8 digits.** E.g. 00123456 or 00012345. If you cannot remember your Employee ID, contact your benefits administrator.



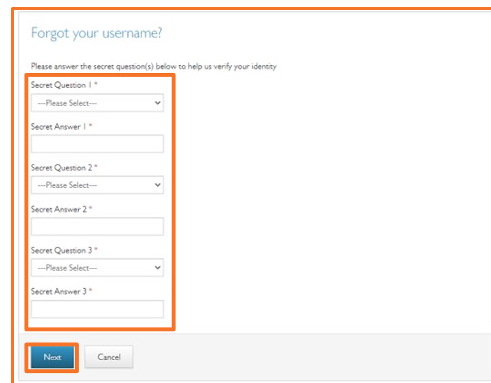
5. Select the box next to which type of Benefitplace user you are. As retirees/survivors, you will choose **Employee or Independent Worker**. Choose **Next** to continue.



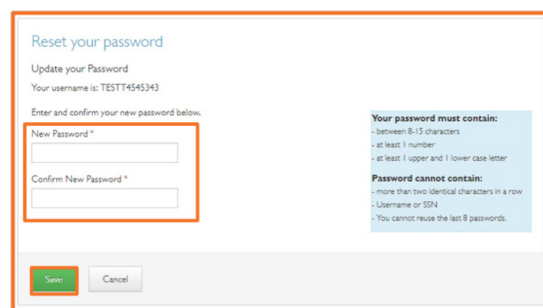
6. Answer the computer-generated questions that are displayed, then enter your five-digit ZIP code. Complete all the required fields and select **Next** to continue.



7. The system will then prompt you to select and answer security questions. Click on the drop-down menu for each question and enter your responses. Choose **Next** to continue.



8. Enter and confirm your new password in the required fields. To continue to the next step, your password must meet the criteria outlined. Choose **Save** to continue.



9. On the login screen, enter your username and your new password.
10. You are now logged in to Benefitplace.

