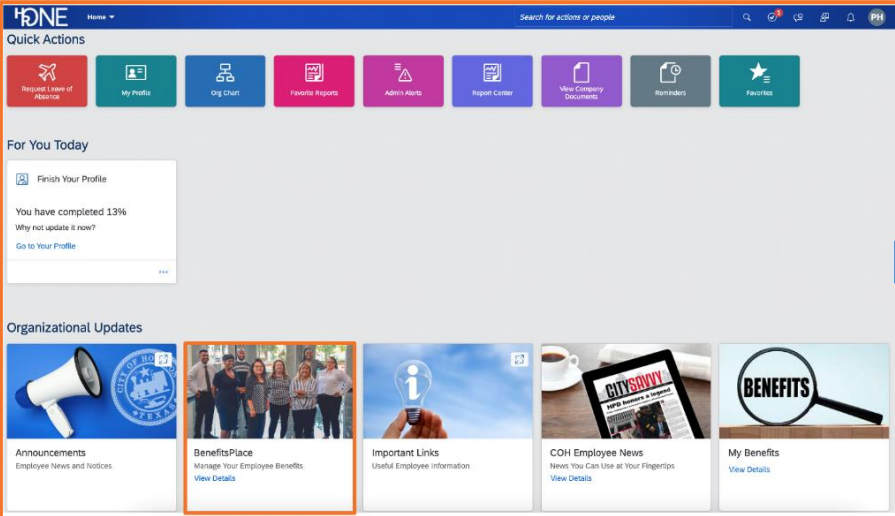
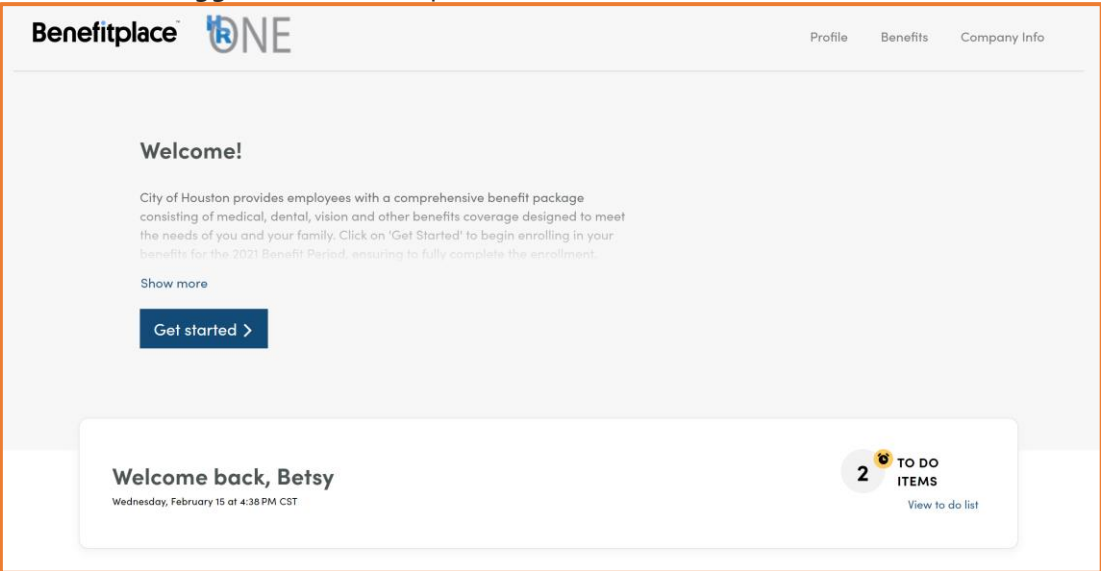


How to Login to Benefitplace as an Employee

Please follow the steps outlined below to login to Benefitplace.

Step #	Steps
1	<p>The Benefitplace system can be accessed from the SuccessFactors Employee Central (SFEC) system, by using single sign on. From the SFEC landing page, scroll down to the Organizational Updates section. Then click on the Benefitplace tile to access the Benefitplace system.</p>  <p>The screenshot shows the SFEC interface with a search bar at the top. Below it is a 'Quick Actions' row with icons for 'Request Leave of Absence', 'My Profile', 'Org Chart', 'Favorite Reports', 'Admin Alerts', 'Report Center', 'View Company Documents', 'Reminders', and 'Favorites'. The 'For You Today' section contains a 'Finish Your Profile' card. The 'Organizational Updates' section features five tiles: 'Announcements', 'BenefitsPlace' (highlighted with an orange border), 'Important Links', 'COH Employee News', and 'My Benefits'.</p>
2	<p>You are now logged in to Benefitplace.</p>  <p>The screenshot shows the Benefitplace user interface. At the top, there are logos for 'Benefitplace' and 'HONE', and navigation links for 'Profile', 'Benefits', and 'Company Info'. A 'Welcome!' message is displayed, followed by a paragraph about the City of Houston's benefit package. Below this is a 'Show more' link and a blue 'Get started >' button. At the bottom, a 'Welcome back, Betsy' message shows the date and time, and a '2 TO DO ITEMS' notification with a 'View to do list' link.</p>