

# Employee Benefits Information System

## What is EBIS?

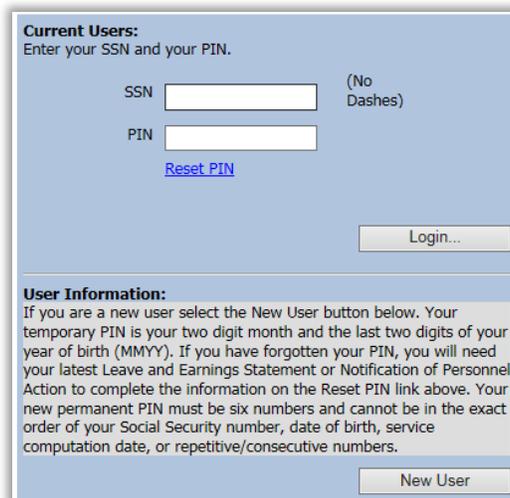
EBIS is the Employee Benefits Information System, an automated, secure, self-service web application that allows you to review your general and personal benefits information, and gives you the ability to calculate your own retirement estimates. EBIS also allows you to make benefits elections for Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), and the Thrift Savings Plan (TSP).

## How can I access EBIS?

EBIS can only be accessed if you are logged in to a computer with your Common Access Card (CAC). To access EBIS, you must first go to the Army Benefits Center – Civilian website at <https://www.abc.army.mil>. You can then access EBIS by clicking on the EBIS link in the upper right hand corner of the ABC-C website Home page under How Do I Access? or by clicking on the EBIS link in the grey bar at the top of every page.



After clicking the link to EBIS, you will receive a DoD Notice and Consent Banner. After reading the banner, click **I Agree** to acknowledge consent. On the next page, you will be prompted to enter your SSN and PIN.



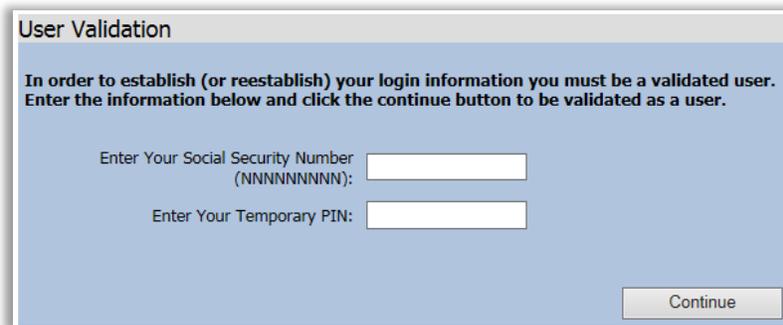
If you are a New User, follow the **New User** Information below. If you have forgotten your PIN and need to reset it, follow the **Reset PIN** information below.

## New User

If you are a new employee, or have never accessed EBIS before, then you need to set up a PIN before you can access your benefits information inside of EBIS. To set up a new PIN, follow the instructions below.

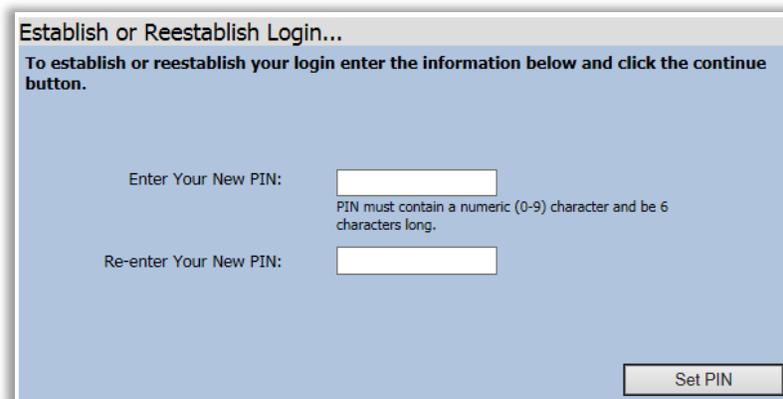
Starting on the EBIS login screen:

1. Click on the "New User" button.
2. On the next page, you will see a form asking for some information. Please make sure you follow the formats listed.
  - a. SSN - No dashes
  - b. Temporary PIN - two digit month and the last two digits of your year of birth (MMYY). For example, if you were born April 1975, you would use 0475 as your temporary PIN.



The image shows a 'User Validation' dialog box. It has a title bar that says 'User Validation'. Below the title bar, there is a message: 'In order to establish (or reestablish) your login information you must be a validated user. Enter the information below and click the continue button to be validated as a user.' There are two input fields: 'Enter Your Social Security Number (NNNNNNNN):' and 'Enter Your Temporary PIN:'. A 'Continue' button is located at the bottom right of the dialog box.

3. Click "Continue".
4. If everything was entered correctly, you will be prompted to type in a new EBIS PIN. (Your new PIN should NOT be any part of your SSN, birthday, repetitive or consecutive numbers.)



The image shows an 'Establish or Reestablish Login...' dialog box. It has a title bar that says 'Establish or Reestablish Login...'. Below the title bar, there is a message: 'To establish or reestablish your login enter the information below and click the continue button.' There are two input fields: 'Enter Your New PIN:' and 'Re-enter Your New PIN:'. A note between the fields says: 'PIN must contain a numeric (0-9) character and be 6 characters long.' A 'Set PIN' button is located at the bottom right of the dialog box.

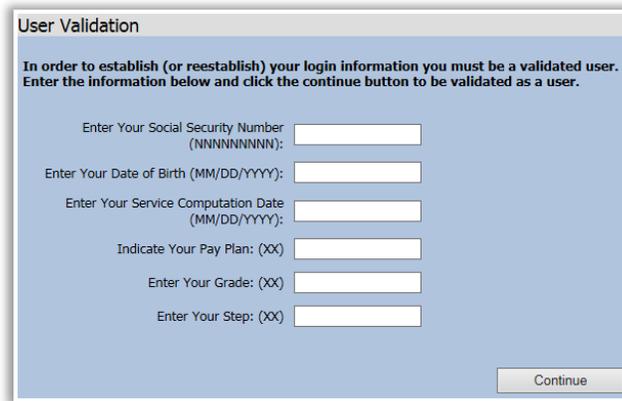
5. Click "Set PIN".
6. You should be routed back to the login screen where you can type in your SSN (no dashes) and your new EBIS PIN.

## Reset PIN

If you have accessed EBIS before, but cannot remember your 6 digit numeric PIN, then you will need to reset your PIN to gain access to EBIS. To reset your PIN, follow the instructions below.

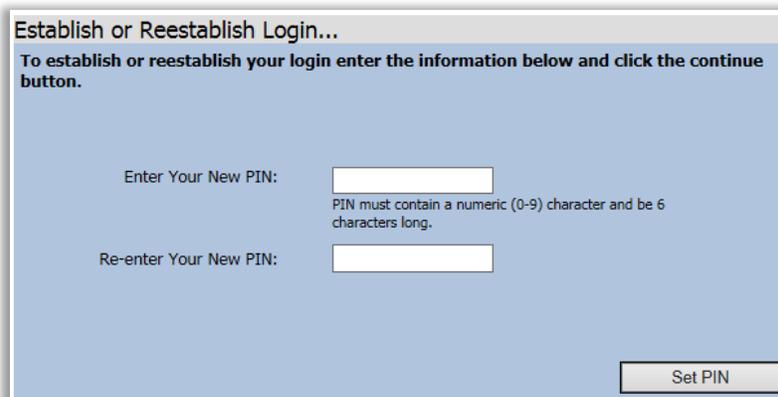
Starting on the EBIS login screen:

1. Click on the "Reset PIN" link.
2. On the next page, you will see a form asking for some information. You can find this information on your most recent Leave and Earnings Statement (LES) or SF 50. Please make sure you follow the formats listed.
  - a. SSN - No dashes
  - b. Date of Birth - use slashes (/) between MM/DD/YYYY
  - c. SCD - use slashes (/) between MM/DD/YYYY
  - d. Pay Plan - Should be 2 digits (i.e. GS)
  - e. Grade - Should be 2 digits (i.e. 06)
  - f. Step - Should be 2 digits (i.e. 01)



The image shows a 'User Validation' form with a blue background. At the top, it says 'User Validation' and 'In order to establish (or reestablish) your login information you must be a validated user. Enter the information below and click the continue button to be validated as a user.' Below this are six input fields: 'Enter Your Social Security Number (NNNNNNNN):', '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)', and 'Enter Your Step: (XX)'. A 'Continue' button is located at the bottom right of the form.

3. Click "Continue". **Please Note:** If any of the fields had an error or wrong information, you will be taken back to the User Validation screen without any pop-up or explanation.
4. If everything was entered correctly, you will be prompted to type in a new EBIS PIN. (Your new PIN should NOT be any part of your SSN, birthday, repetitive or consecutive numbers.)



The image shows an 'Establish or Reestablish Login...' form with a blue background. At the top, it says 'Establish or Reestablish Login...' and 'To establish or reestablish your login enter the information below and click the continue button.' Below this are two input fields: 'Enter Your New PIN:' and 'Re-enter Your New PIN:'. A note states 'PIN must contain a numeric (0-9) character and be 6 characters long.' A 'Set PIN' button is located at the bottom right of the form.

5. Click "Set PIN".
6. You should be routed back to the login screen where you can type in your SSN (no dashes) and new EBIS PIN.