

Employee Benefits Information System (EBIS)

Overview

(<https://www.abc.army.mil>)

**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](#)

Login...

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.

New User

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.

To get started in EBIS, click on the EBIS link on the ABC-C homepage at <https://www.abc.army.mil>, and click the EBIS link on the right of the page.

Once you go to EBIS, you will get the following DoD Notice and Consent Banner. Click “I Agree” to proceed.

DoD NOTICE AND CONSENT BANNER

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.” By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I have read and consent to the terms of the IS User Agreement

New Users: Click on the “New User” button to set up your Personal Identification Number (PIN) to access EBIS.

Current Users: Type in your SSN and PIN. Click “Login” to access EBIS. If you have forgotten your PIN, scroll down to find out how to reset it.

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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.

New Users: Type in your Social Security Number with no dashes. Your temporary PIN is your two digit month and the last two digits of the year of your birth (MMYY). Click “Continue” to go to the next page.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

User Validation

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.

Enter Your Social Security Number (NNNNNNNN):

Enter Your Temporary PIN:

If you are a NEW USER your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). For example, if you were born April 1948, you would use 0448 as your temporary PIN. If you have FORGOTTEN your PIN, 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.

On the next page, you will type in your new PIN. It 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. Click “Set PIN” to save your new PIN.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Establish or Reestablish Login...

To establish or reestablish your login enter the information below and click the continue button.

Enter Your New PIN:

Re-enter Your New PIN:

PIN must contain a numeric (0-9) character and be 6 characters long.

Your new permanent PIN must be six number and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

New Users: You should now be able to log in using your Social Security number and newly established PIN. Click “Login” to access EBIS.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

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Help

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

Department of Army EBIS Login

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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.

Current Users: If you have forgotten your PIN, click the "Reset PIN" link to create a new PIN.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

[?](#)
Help

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

Department of Army EBIS Login

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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.

To reset your PIN, enter the requested information and click “Continue”. You can find the requested information on your most recent LES or SF50.

The screenshot shows the EBIS (Employee Benefits Information System) User Validation page. At the top left is the EBIS logo and the text "EMPLOYEE BENEFITS INFORMATION SYSTEM". Below this is a header bar. The main content area is titled "User Validation" and contains the following text: "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 text 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 area. At the bottom of the page, there is a note: "If you are a NEW USER your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). For example, if you were born April 1948, you would use 0448 as your temporary PIN. If you have FORGOTTEN your PIN, 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."

On the next page, you will type in your new PIN. It 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. Click “Set PIN” to save your new PIN.

The screenshot shows the EBIS (Employee Benefits Information System) "Establish or Reestablish Login..." page. At the top left is the EBIS logo and the text "EMPLOYEE BENEFITS INFORMATION SYSTEM". Below this is a header bar. The main content area is titled "Establish or Reestablish Login..." and contains the following text: "To establish or reestablish your login enter the information below and click the continue button." Below this text are two input fields: "Enter Your New PIN:" and "Re-enter Your New PIN:". A note between the fields 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 area. At the bottom of the page, there is a note: "Your new permanent PIN must be six number and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers."

All Users: You should now be able to log in using your Social Security number and newly established PIN. Click “Login” to access EBIS.

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)

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[Reset PIN](#)

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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.

After you log into EBIS, you will see several links that take you through the EBIS site. By clicking “My Benefits” you can view a summary of your personal benefits.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

My Benefits Calculators Transactions Forms HR Link eRetirement My Profile eSeminars Information

Session
User:
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

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

Department of Army

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

To get started - choose one of the following:

- My Benefits** Click for a comprehensive personal statement of your retirement and benefits.
- Calculators** Click to use a variety of retirement and TSP calculators.
- Transactions** Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
- Forms** Click to fill and/or print benefits related forms.
- HR Link** Click to view estimates from your Human Resources office.
- eRetirement** Click to submit a retirement request to your human resources office.
- My Profile** Click to personalize your information that is used in EBIS.
- eSeminars** Click here to view on-line seminars about your Federal benefits.
- Information** Click to view information about Federal employee benefits.

Welcome to EBIS! We hope you have a good experience on this site. If you encounter difficulties, please contact a Benefits Specialist by calling 1-877-276-9287 between 6:00 a.m. and 6:00 p.m. Central Time.

“My Benefits” gives you a snapshot look at your benefits to include health, life, TSP and retirement. Page 32 of this guide shows where you can add your FERS, Social Security, and TSP information to get a better snapshot of your retirement benefits.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help **My Benefits** Calculators Transactions Forms HR Link eRetirement My Profile eSeminars Information

Session
User: [Redacted]
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: None
FEGLI: None

Agency News
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My Personal Statement of Benefits

Printer Friendly Version

Personal Retirement Insurance Social Security TSP Death and Disability Other

Personal Data

As of Pay Period	06/15/2013
Employee Name	[Redacted]
Date of Birth	03/17/1962
Retirement System	FERS
Service Computation Date	05/23/1988
LEO/FF/ATC Service Computation Date	N/A
Tour-of-Duty	80 Hrs.
Annual Basic Pay	\$115,742.00
Annual Leave Balance	37.00 Hrs.
Sick Leave Balance	116.00 Hrs.

The Retirement System indicates which retirement system you are currently covered under.

Your Service Computation Date (total creditable service) includes all civilian and military service unless otherwise noted. For more information, click Help or Information.

The Special Service Computation Date is the date used to determine your length of service as a Law Enforcement Officer and/or Firefighter, or Air Traffic Controller.

The Tour-of-Duty is your regularly scheduled tour-of-duty with 80 hours indicating full-time status.

Your Annual Basic Pay includes locality pay and, if applicable, administratively uncontrollable overtime (AUO).

The "My Personal Statement of Benefits" tool is presented in a multiple tab style method. Click an active tab above to view a different benefit category and its associated personal data.

By clicking “Calculators” you can prepare retirement, TSP and FEGLI estimates. You can use these calculators to customize estimates to fit your situation. You can select from several calculators. In order to get an accurate retirement estimate, you must have straight service with no unpaid civilian or military deposits/redeposits. If you have complicated service or unpaid deposits, you can only get an accurate retirement estimate from the Army Benefits Center – Civilian.

EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

My Benefits

Calculators

Transactions

Forms

HR Link

Session

User:
E

Pending Transactions

FEHB:	None
TSP:	None
TSP Catch-Up:	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 Specialist.

Calculators

Retirement Calculators

	Quick Retirement Estimate	A simple 3-step tool to estimate the most common retirement benefits.
	Advanced Retirement Estimate	A comprehensive tool for estimating various types of retirement, disability, death-in-service, and survivor benefits.
	High-3 Average Salary	Use your salary history to compute the average of your highest 3 years of pay.

TSP Calculators

	TSP Annuity Estimate	A tool to estimate TSP Single and Joint Life annuities.
	TSP Projected Account Balance	Use this tool to project your TSP account balances into the future.

Other Calculators

	Severance Pay	A tool to estimate a benefit that may be payable to you due to an involuntary separation.
	FEGLI Calculator (Off-Site)	This calculator allows you to determine the value of various combinations of FEGLI coverage and calculate the premiums.

Please use the calculators to create estimates. Before you begin it is recommended that you use the High-3 calculator to calculate your High-3 salary so that your estimate is as accurate as

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If you want to make a benefits election for health insurance, life insurance, TSP or TSP Catch-up, click “Transactions”. Then click “Change” for the respective benefit you wish to change.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help My Benefits Calculators **Transactions** Forms

User: BILL B ZYSKOWSKI
 PIN Logout

Pending Transactions
 FEHB: None
 TSP: None
 TSP Catch-Up: 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 Specialist.

Transactions

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	JN5
Plan Name	Aetna Open Access
Type of Enrollment	Basic Family
Cost Per Pay Period	\$148.63

History **Change** Void

FEHB Pending Transaction
 You have no pending transactions.

TSP Current Coverage
 You are currently contributing to TSP.

Retirement Plan	FERS
Traditional Contribution Amount	\$0.00
Traditional Contribution Percent	13%
Roth Contribution Amount	\$0.00
Roth Contribution Percent	0%

History **Change** Void

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.

TSP Catch-Up Current Coverage
 You are not currently contributing to TSP Catch-Up.

History **Change** Void

TSP Catch-Up Pending Transaction
 You have no pending transactions.

FEGLI Current Coverage
 All FEGLI amounts and costs are based on your age as of the pay period ending date: 06/15/2013.
 Enrollment Code: K0

Coverage Type	Amount of Coverage	Cost Per Pay Period	Multiple Factor
Basic	\$118,000.00	\$17.70	n/a
Option A	\$0.00	\$0.00	n/a
Option B	\$232,000.00	\$30.16	2
Option C	\$0/\$0	\$0.00	0
Total Cost Per Pay Period		\$47.86	

History **Change** Void

If you believe your benefits elections shown above are not correct, please contact the ABC-C at 1-877-276-9287 and speak to a Benefits Specialist. Specialists are available 6:00 a.m. to 6:00 p.m. Central Time on normal business days.

These next few slides will show you an example of making a FEHB non-Open Season election. FEGLI, TSP, and TSP Catch-up are all similar to FEHB in how to make an election.

To begin, click the dropdown and select the type of FEHB transaction you wish to make. Then click “Begin”

New Employees: You will have an additional option that will allow you to make an election as a new employee.

Note: During Open Season, you will have an additional option that will allow you to make an Open Season election.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

My Benefits Calculators Transactions Forms HR Link

Session
User:
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

Transactions : Change

Select the type of FEHB transaction you wish to complete:

Add a Foster Child
Add a Foster Child
Non-Open Season

Begin

Cancel

Be advised that many FEHB transactions require contact with a Benefits Specialist. If you are participating in Premium Conversion and desire to change your FEHB coverage from Self and Family to Self Specialists are available by calling 1-877-276-9287. Specialists are available from 6:00 a.m. to 6:00 p.m. Central Time.

For employees NOT making a New Employee or Open Season election: Click the **bullet** that represents YOUR Qualifying Life Event (QLE) that will allow you to make a non-Open Season election. Then click “Next >>”.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

My Benefits Calculators Transactions Forms HR Link

Session
User:

PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

Transactions : FEHB : Non-Open Season

Select the non-open season life event that entitles you to change your FEHB coverage:

- Change in family status.
- Change in employment status.
- Loss of coverage under FEHB or another group insurance plan.
- Move from comprehensive medical plan's area.
- You have become eligible for Medicare.
- Other life event not listed above.

NOTE: You may be asked to provide documentation to verify these non-open season FEHB enrollment changes.

Quit

Next >>

When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards.

Based upon your choice from the prior screen, you may have additional questions to answer. Once done, click “Next >>”.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

My Benefits Calculators Transactions Forms HR Link

Session
User:
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

Transactions : FEHB : Non-Open Season

Change in Family Status:
Select the change in your family status that applies.

Marriage
Marriage
Divorce
Death of Spouse
Birth of Child
Annulment
Addition of Child
Legal Separation

Next >>

When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards.

Enter the effective date of your QLE and click “Next >>”.

Select an option on how you would like to choose your health plan. Then click “Next >>”.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help My Benefits Calculators Transactions HR Link

Session
User:
[]
[PIN] [Logout]

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: None
FEGLI: None

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Transactions : FEHB : Non-Open Season

Select how you wish to choose your health plan:

- Allow me to enter the plan code I want.
- Show me the Nationwide Fee-for-Service plans (FFS) and allow me to choose the plan I want.
- Show me the plans by Geographical Area (HMO or FFS non-nationwide) and allow me to choose the plan I want.

[Quit]

[Next >>]

When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards.

In this example, we selected a geographic area. Choose which state you live/work in and click “Next >>”.

The screenshot displays the EBIS (Employee Benefits Information System) interface. At the top left, the logo "EBIS" is followed by "EMPLOYEE BENEFITS INFORMATION SYSTEM". On the top right, there are three navigation icons: "My Benefits", "Calculators", and "Transactions".

The main content area is titled "Transactions : FEHB : Non-Open Season". Below this title, there is a section labeled "Select the geographic area:" which contains a dropdown menu. The menu is currently open, showing a list of US states and territories. "Alabama" is selected and highlighted in blue. Other visible options include Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, and Nevada.

To the left of the dropdown menu, there is a "Quit" button. To the right of the dropdown menu, there is a "Next >>" button, which is highlighted with a green rectangular box.

On the far left, there is a sidebar with the following sections:

- Session**: User: [redacted]
- Pending Transactions**: FEHB: None, TSP: None, TSP Catch-Up: 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 Specialist.

At the bottom of the page, there is a footer note: "When r 10 digit to recei sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error message. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will c"

This screen shows you all of the available health plans that are available in your state for self only and family plans. Choose the health plan you want to be covered under and click "Next >>".

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help My Benefits Calculators Transactions Forms HR Link

Session
User:
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: None
FEGLI: None

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Transactions : FEHB : Non-Open Season

Choose the health plan you wish to enroll in by selecting the row and clicking the "Next" button:

Code	Name	Coverage	Type	Cost *
N61	Aetna Direct - Most of Kentucky/All of Nebraska/All of Wisconsin/Most of...	CDHP Self	HMO	\$52.51
N62	Aetna Direct - Most of Oregon/Most of Kansas/Most of Tennessee/Most...	CDHP Family	HMO	\$118.60
G51	Aetna HealthFund CDHP and Value Plan - Most of Kansas/Las Vegas Are...	CDHP Self	HMO	\$87.46
G52	Aetna HealthFund CDHP and Value Plan - Most of Kansas/Las Vegas Are...	CDHP Family	HMO	\$208.79
G54	Aetna HealthFund CDHP and Value Plan - Most of Missouri/All of Michiga...	Basic Self	HMO	\$59.77
G55	Aetna HealthFund CDHP and Value Plan - Rapid City/Sioux Falls Area/Mo...	Basic Family	HMO	\$135.74
224	Aetna HealthFund HDHP - Most of California/Rapid City/Sioux Falls Area...	HDHP Self	HMO	\$56.71
225	Aetna HealthFund HDHP - All of Washington DC/Most of Virginia/All of A...	HDHP Family	HMO	\$124.21
HA1	Coventry Health Care of Kansas - Kansas City Metro Area (KS and MO)/...	High Self	HMO	\$61.11
HA2	Coventry Health Care of Kansas - Kansas City Metro Area (KS and MO)/...	High Family	HMO	\$143.61

*Cost is per pay period

Next >>

Quit

When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards.

Next, you will see a summary of the health plan you selected. Please review it carefully before clicking “Next >>”.

The screenshot displays the EBIS (Employee Benefits Information System) interface. At the top left is the EBIS logo and the text "EMPLOYEE BENEFITS INFORMATION SYSTEM". On the top right, there are icons for "Calculators" and "HR Link".

The main content area is titled "Transactions : FEHB : Non-Open Season". Below this title, it says "Detailed information about the plan you selected above:" followed by a table of plan details:

Plan Name:	Humana Health Plan, Inc. - Kansas City/Kansas City
Plan Coverage:	Standard Family
Cost Per Pay Period:	\$164.08
Plan Type:	HMO
Plan Area:	KS;MO
Plan Code:	MSS

Below the table, a note states: "It is your responsibility to review and comply with the guidance in your plan brochure available on the OPM web site." A "Next >>" button is highlighted with a green box.

On the left side of the interface, there is a "Session" section with a "User:" field and "PIN" and "Logout" buttons. Below that is a "Pending Transactions" section with a list of transactions (FEHB, TSP, TSP Catch-Up, FEGLI) all showing "None". Underneath is an "Agency News" section with a message about weekend transactions.

At the bottom of the main content area, there is a "Quit" button and a warning message: "When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards."

Select if you are married or not. (This does NOT lock you into a family plan.) Then click “Next >>”.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

My Benefits Calculators Transactions Forms HR Link

Session
User:
[]
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

Transactions : FEHB : Non-Open Season

Are you married?
If you are separated but NOT divorced, then you are still married.

Yes, I am married.
 No, I am NOT married.

Next >>

Quit

When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards.

Complete this section if it applies to you. If it does not, leave everything blank and click “Next >>”.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help **My Benefits** **Calculators** **Transactions** **Forms** **HR Link**

Session
User:
|

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: None
FGLI: None

Agency News
Did you create a transaction for TSP, FEHB, or FGLI 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 Specialist.

Transactions : FEHB : Non-Open Season

Other insurance information.
Do you have any group health insurance coverage other than the FEHB plan in which you are now enrolled? If so, click to enable the check box below and enter the requested information and click the 'Next >>' button.

If you do not wish to make a change because no other family member has group health insurance, then click the 'Next >>' button to proceed.

Medicare (you) Medicare Part D
Medicare Claim Number

Are you covered by insurance other than Medicare?
 TriCare/CHAMPUS
 Other (specify name)
Insurance Policy Number

FEHB

When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards.

If you selected a self only plan, you will not see this screen and can move on to page 25.

If you selected a family plan, this is where you input your family's information. To add or edit a family member, click the appropriate bullet and click "Next >>". When done adding your family members, click "I am done managing family members" and then "Next >>".

EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM

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Help

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My Benefits Calculators Transactions Forms HR Link

Session

User:

Pending Transactions

FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

Transactions : FEHB : Non-Open Season

Family Member Management:
Since you indicated that you wish to enroll in a non-self-only FEHB plan, you must add at least one family member to this plan. Use the following options to help you manage the family members subject to this plan.

What would you like to do?

- Add a family member to the FEHB plan I have selected.
- Edit a family member in the FEHB plan I have selected.
- Remove a family member from the FEHB plan I have selected.
- I am done managing family members.

Members you have entered already:

FIRST NAME	MI	LAST NAME	SUFFIX
SSN	DOB	SEX	RELATIONSHIP
ADDRESS ONE			
ADDRESS TWO			
ADDRESS THREE			
CITY	STATE	ZIP CODE	ZIP PLUS FOUR
EMAIL ADDRESS			
PREFERRED TELEPHONE NUMBER			
MEDICARE A	MEDICARE B	MEDICARE D	MEDICARE CLAIM NUMBER
OTHER INS	TRICARE/CHAMPUS	FEHB	OTHER PROVIDER
OTHER POLICY HOLDER			
OTHER POLICY NUMBER			
OTHER POLICY NAME			

When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards.

When entering your family member's information, make sure you use their correct name, Social Security number and date of birth. You are also required to include an e-mail address. This e-mail address can be the same for everyone in your family. When you are done adding your family member's information, click "Add Member".


EMPLOYEE BENEFITS INFORMATION SYSTEM








Session

User:

Pending Transactions

FEHB: None
TSP: None
TSP Catch-Up: None
FGLI: None

Agency News

Did you create a transaction for TSP, FEHB, or FGLI 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 Specialist.

Transactions : FEHB : Non-Open Season

Family Member Management:
Please enter the requested information about the family member.

First Name

Middle Initial

Last Name

Suffix

SSN (NNNNNNNN)

DOB (MM/DD/YYYY)

Sex

Relationship

Enter the current address of the family member.
The home address will be used by the FEHB carrier to mail any correspondence relating to their health insurance.

Address 1

Address 2

Address 3

City

State

Zip Code - +4

Telephone Number: - -

Email Address:

Other insurance information.
Does the family member have any group health insurance coverage other than the FEHB plan in which you are now enrolled? If so, click to enable the check box below and enter the requested information and click the 'Add Member' or 'Update Member' button.

If you do not wish to make a change because this family member does not have group health insurance, then click the 'Add Member' or 'Update Member' button to proceed.

Medicare (member) Medicare Part D
Medicare Claim Number

Are you covered by insurance other than Medicare?
 TriCare/CHAMPUS

This screen is used to verify YOUR information. You are required to include an e-mail address. If you elected a family plan, this can be the same e-mail address you used for your family. Once you are done, click “Next >>”.

Please know that changing your mailing address here will only change it with your health insurance carrier. MyPay will still have your old mailing address on file.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

My Benefits Calculators Transactions Forms HR Link

Session
User:
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

Transactions : FEHB : Non-Open Season

Enter your current address.
Your home address will be used by the FEHB carrier to mail any correspondence relating to your health insurance. If you are satisfied with the address shown below, click the 'Next >>' button. If you would like to enter a different address to be used by your FEHB carrier, just edit the information below and click the 'Next >>' button.

This will not affect the address you have on file with your payroll office. You are still responsible for notifying your agency payroll office of any address change.

Address 1 0319 Westmoreland Ave
Address 2
City Parkville
State MD
Zip Code - +4 21234-5419
Telephone Number: - -
Email Address:

Next >>

Quit

When making a FEHB election, please be sure to include phone numbers for ALL family members. If the phone numbers are not included, your election will NOT process and you will receive an error 10 digit DSN for your phone number. When entering address information, family member information, and other policy information, DO NOT INCLUDE any commas in these fields. This will cause you to receive your insurance cards.

This screen gives you a summary of your election. After you verify the information, make sure you click “Process Transaction” at the bottom of the screen. If you do not click “Process Transaction”, your election will not process.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help My Benefits Calculators Transactions Forms HR Link

Session
User: [redacted]
E [redacted]
[PIN] [Logout]

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

Transactions : Summary & Signature (FEHB)

FEHB Transaction Information

Premium cost for temporary employees will be higher than the cost reflected below. Please refer to the Guide to FEHB Plans, RI 70-B, for the correct premium.

Based on the transaction information you entered, your projected FEHB enrollment is:

FEHB Pending Transaction
Effective Date: 04/19/2015

Transaction: Non-Open Season Enrollment
Plan Code M55
Plan Name Humana Health Plan, Inc. - Kansa
Type of Enrollment Standard Family
Cost Per Pay Period \$164.08

IMPACT OF ACA ON FEHB CANCELLATION OR SELF ONLY ELECTIONS

Beginning January 1, 2014, the Affordable Care Act's individual shared responsibility provision requires each individual (including children) to maintain minimum essential health coverage (known as "minimum essential coverage" or "MEC") for each month, qualify for an exemption, or make a payment when filing his or her Federal Income tax return beginning in 2015.

All FEHB plans meet minimum essential coverage and satisfy the Affordable Care Act's individual shared responsibility requirement. If you are considering cancelling your FEHB enrollment, then you should review the information on the IRS website at www.irs.gov/uac/Questions-and-Answers-on-the-Individual-Shared-Responsibility-Provision regarding the individual shared responsibility requirements.

***** ELECTRONIC SIGNATURE *****

I understand that this election will overwrite my current election on file of the same type.
WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my EBIS web site login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION.

I do not acknowledge and wish to STOP this transaction.

At this point, your new election has been made. You can click “[Printer Friendly Version](#)” to get a copy of your election form for your records. You will see that you have a [Pending Transaction](#) on the left of your screen.

The screenshot displays the EBIS (Employee Benefits Information System) interface. At the top left is the EBIS logo and the text "EMPLOYEE BENEFITS INFORMATION SYSTEM". A navigation bar contains icons for Help, My Benefits, Calculators, Transactions, Forms, and HR Link. The main content area is titled "Transactions : Receipt (FEHB)". A red-bordered box contains the text: "This page contains information subject to the Privacy Act of 1974 as amended." Below this, a green-bordered box highlights a "Printer Friendly Version" link. The main content area displays the following information:

[*** YOUR TRANSACTION HAS BEEN SUCCESSFULLY COMPLETED ***]

- Transaction Receipt -
Employee Name: [REDACTED]
Date of Transaction: **04/17/2015**
Time of Transaction: **03:54:51 PM**
Transaction Effective Date: **04/19/2015**
Transaction Description: **FEHB Non-Open Season Enrollment**
Other Information: **n/a**

FEHB Transaction Information

Premium cost for temporary employees will be higher than the cost reflected below. Please refer to the Guide to FEHB Plans, RI 70-B, for the correct premium.

Based on the transaction information you entered, your projected FEHB enrollment is:

FEHB Pending Transaction
Effective Date: 04/19/2015

Transaction: Non-Open Season Enrollment	
Plan Code	MS5
Plan Name	Humana Health Plan, Inc. - Kans
Type of Enrollment	Standard Family
Cost Per Pay Period	\$164.08

You should receive your insurance cards within 4-6 weeks. They will be sent to the address you provided in the transaction.

On the left side of the screen, there is a "Pending Transactions" section with a "View" link for the FEHB transaction. Below it is an "Agency News" section with text regarding weekend transactions.

If you return to the Transactions page, you will see that your new transaction is listed under the Pending Transaction column on the right. If you did not print your election form on the previous screen, you can get a copy on this screen by clicking “Printer Friendly Version”. If you need to cancel your pending election, you can click on “Void” and follow the prompts.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help My Benefits Calculators Transactions Forms HR Link

Session
User: B
PIN Logout

Pending Transactions
FEHB: View
TSP: None
TSP Catch-Up: 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 Specialist.

Transactions

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	JN5
Plan Name	Aetna Open Access
Type of Enrollment	Basic Family
Cost Per Pay Period	\$148.63

History Change

FEHB Pending Transaction
Effective Date: 04/19/2015

Plan Code	MS5
Plan Name	Humana Health Plan, Inc.
Type of Enrollment	Standard Family
Cost Per Pay Period	\$164.08

Printer Friendly Version Void

TSP Current Coverage
You are currently contributing to TSP.

Retirement Plan	FERS
Traditional Contribution Amount	\$0.00
Traditional Contribution Percent	13%
Roth Contribution Amount	\$0.00
Roth Contribution Percent	0%

History Change Void

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.

TSP Catch-Up Current Coverage
You are not currently contributing to TSP Catch-Up.

History Change

TSP Catch-Up Pending Transaction
You have no pending transactions.

Void

FEGLI Current Coverage
All FEGLI amounts and costs are based on your age as of the pay period ending date: 06/15/2013.
Enrollment Code: K0

Coverage Type	Amount of Coverage	Cost Per Pay Period	Multiple Factor
Basic	\$118,000.00	\$17.70	n/a
Option A	\$0.00	\$0.00	n/a
Option B	\$232,000.00	\$30.16	2
Option C	\$0/\$0	\$0.00	0
Total Cost Per Pay Period		\$47.86	

History Change

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

Void

If you click “Forms”, you will have access to benefits related forms. These forms will auto-populate with your information, making them easier to complete.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help My Benefits Calculators Transactions **Forms** HR Link

Session
User:
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: 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 Specialist.

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

Department of Army

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

To get started - choose one of the following:

- My Benefits**
Click for a comprehensive personal statement of your retirement and benefits.
- Calculators**
Click to use a variety of retirement and TSP calculators.
- Transactions**
Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
- Forms**
Click to fill and/or print benefits related forms.
- HR Link**
Click to view estimates from your Human Resources office.
- eRetirement**
Click to submit a retirement request to your human resources office.

“eRetirement” is an application tool that assists you in completing your retirement application. If you click “Begin”, you will be asked several questions that pertain to your service and benefits going into retirement. Once everything is complete, you can print the forms, sign, and mail them to the Army Benefits Center – Civilian to start the retirement process.

DVEE BENEFITS INFORMATION SYSTEM

My Benefits Calculators Transactions Forms HR Link Retirement

eRetirement

eRetirement is a retirement application tool that you can use to fill out, sign, and submit your application for retirement. To begin using the eRetirement tool you must be within 360 days of your first date of eligibility for a voluntary retirement. If you would like to fill out a disability retirement application you will need to contact your HR department. Once you begin using the eRetirement tool you will be walked through each section of the retirement application. The tool will make sure that you complete all of application's sections, as well as provide accurate information. Any information the system has on record will be automatically populated. You can take as much time as you need filling out your retirement application. All information entered into the eRetirement tool is saved automatically for you. When you have completed the application you will be able to sign and submit the application for processing.

[Begin](#) To begin filling out your retirement application click the "Begin" button, to the left.

By clicking on “My Profile”, you will have access to enter your FERS/FSPS covered earnings, Social Security covered earnings, and your TSP account balance information. This information will be reflected on your “My Benefits” page.

Employee Benefits Information System

My Benefits Calculators Transactions Forms HR Link eRetirement **My Profile**

My Profile

Personal Data

-  My FERS/FSPS Covered Earnings
-  My Social Security Covered Earnings
-  My TSP Account Balance

The screenshot shows a web application interface for an Employee Benefits Information System. At the top, there is a navigation bar with several menu items: My Benefits, Calculators, Transactions, Forms, HR Link, eRetirement, and My Profile. The 'My Profile' item is highlighted with a green circle. Below the navigation bar, the 'My Profile' section is displayed, featuring a sub-section titled 'Personal Data'. Under this section, there are three items, each with a person icon: 'My FERS/FSPS Covered Earnings', 'My Social Security Covered Earnings', and 'My TSP Account Balance'. The bottom of the page is a solid grey bar.

“eSeminars” provides you with videos that cover different benefit and retirement topics that you may be eligible for.

EMPLOYEE BENEFITS INFORMATION SYSTEM

My Benefits Calculators Transactions Forms HR Link eRetirement My Profile **eSeminars**

eSeminars

The following catalog covers benefits seminars available to you as a Federal employee. These seminars are designed for employees at any stage of their career.

Requirements:
 Your computer must have speakers to listen to the audio portion of the seminars.
 These presentations make use of the Macromedia® Flash™ browser plug-in.

To get started - choose one of the following:

Course	Description	Duration	
Retirement	This segment covers retirement for FERS employees. Topics include eligibility, computation of annuity, survivor benefits, creditable service, withholdings, and processing.	66m15s	Launch...
Retirement: Special Group	This segment covers retirement for FERS Special Group employees such as Law Enforcement, Firefighters, and Air Traffic Controllers. Topics include eligibility, computation of annuity, survivor benefits, creditable service, withholdings, and processing.	60m29s	Launch...
TSP	This segment covers the Thrift Savings Plan for FERS employees. Topics include contributions, investment funds, interfund transfers, loans, withdrawals, and death benefits.	35m16s	Launch...
Social Security	This segment covers Social Security for FERS employees. Topics include eligibility, benefit descriptions, benefit computations, and applying for benefits.	17m02s	Launch...
Insurance	This segment covers FEHB, FEGLI, LTC, and Medicare for Federal employees.	42m55s	Launch...
Flexible Spending Accounts	This segment covers Flexible Spending Accounts for Federal employees. Topics include types, benefits, enrollment, and administration.	7m19s	Launch...
Financial Planning	This segment covers Financial Planning for Federal employees. Topics include reason for planning, steps in planning, insurance, taxes, investment options, and estate planning.	107m34s	Launch...
New Employee Benefits Orientation	This course focuses on the benefit programs that Federal employees receive by explaining how each program works and how to maximize the benefits of each program. Benefits covered are Leave, Health Insurance, Dental and Vision Insurance, Life Insurance, Long Term Care Insurance, Flexible Spending Accounts, Retirement, Thrift Savings Plan, and Social Security.	110m08s	Launch...

The “Information” library provides you with brief descriptions of different benefit and retirement references.

GOVEM BENEFITS INFORMATION SYSTEM

My Benefits Calculators Transactions Forms HR Link eRetirement My Profile eSeminars **Information**

Information

Search the Library by retirement system (CSRS, FERS, FSRDS, or FSPS) or Keyword

Search...

Directory: The Information Library is organized by topic.

Retirement

- Civil Service Retirement System (CSRS)**
 - CSRS Types of Retirement
 - Voluntary Retirement
 - Early Retirement
 - Discontinued Service Retirement
 - Disability Retirement
 - Deferred Retirement
 - Special Group Retirement--Law Enforcement Officers, Firefighters, and Air Traffic Controllers
 - CSRS Creditable Civilian Service
 - Overview
 - Leave Without Pay (LWOP)
 - Receipt of Workers' Compensation Benefits
 - Part-Time Service
 - Intermittent Service
 - Deposit Service
 - Redeposit Service
 - CSRS Creditable Military Service
 - Overview
 - Military Retirees
 - Members of the Military Reserves
 - Members of the National Guard
 - Post-1956 Military Service Deposit
 - CSRS Retirement Contributions and Refunds
 - CSRS Retirement Contributions
 - CSRS Offset Retirement Contributions
 - Voluntary Contributions
 - Refund of CSRS Contributions
 - CSRS Survivor Benefits
 - Eligibility Requirements
 - Death In Service--Benefits To A Surviving Spouse
 - Children's Benefits
 - After Retirement
 - Lump-Sum Payments
 - Death of a Former Employee
 - Computation of CSRS Retirement Benefits
 - Computation of CSRS Annuity
 - Computation of CSRS Congressional Annuity
 - Unused Sick Leave
 - 2080 Hour (260-day) Work Year Chart

If you have any questions about EBIS, please call the
Army Benefits Center – Civilian
at (877) 276-9287.

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.