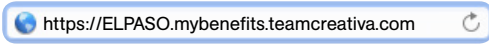


# Instructions for Accessing Your Personalized Information and Making New Hire Enrollment Elections or Qualifying Event Changes

1. Open your internet browser and in the navigation bar, type in:

<https://ELPASO.mybenefits.teamcreativa.com>



2. Click on **Enter Here**



3. Click on the 2015 New Hire Enrollment & Qualifying Event Changes box/image that will take you to our online benefit system.



4. For New Hire Employees enter your Enrollment ID, which is the first initial of your first name, followed by your last name and the last four digits of your Social Security Number. For Example: Joe Practice, SSN 123-45-6789 would enter: jpractice6789

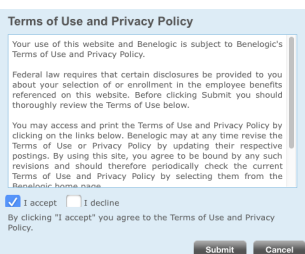
5. Enter your Password, which is your date of birth formatted as MMDDYY.

*For employees making Qualifying Event Changes, use your Enrollment ID and password that you created during your Annual Enrollment elections.*

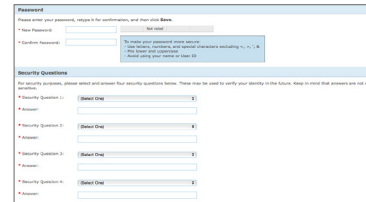
If you have any login difficulties contact:

**Benelogic HR Service Center**  
800.303.5981  
Email: [info@med3000.benelogic.com](mailto:info@med3000.benelogic.com)

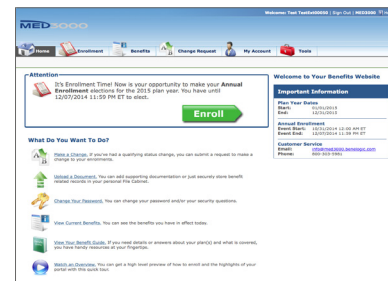
6. Click the **I Accept** box after reading the Terms of Use and Privacy Policy disclaimer. *This step is automatically skipped for employees making Qualifying Event Changes.*



7. The next screen will instruct you to change your password. You will also answer four security questions. *This step is automatically skipped for employees making Qualifying Event Changes.*

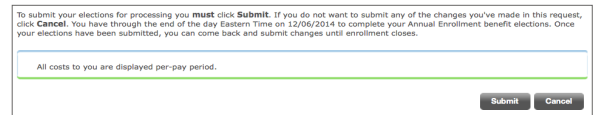


8. Once reaching the Home screen you have the option to Enroll, Make a Change, Upload a Document, Change Your Password, View Current Benefits, View Your Benefit Guide or Watch an Overview.



9. Click **Enroll** to begin making your New Hire elections or click **Make a Change** to start your Qualifying Event Benefit elections.

10. When completed and satisfied with your benefit elections, click **Submit** at the bottom of the Review page to save your elections and submit them for processing.



11. You can View/Print a Benefits Statement or View/Print Summary of Changes.

12. Click on **Logout** and then close your internet browser.

13. Congratulations, you have now completed the New Hire or Qualifying Event Changes Enrollment process.



**HR/Benefits Website**  
<https://ELPASO.mybenefits.teamcreativa.com>  
**HR/Benefits Phone**  
412.228.4794  
**HR/Benefits Email**  
[practicebenefits@mckesson.com](mailto:practicebenefits@mckesson.com)