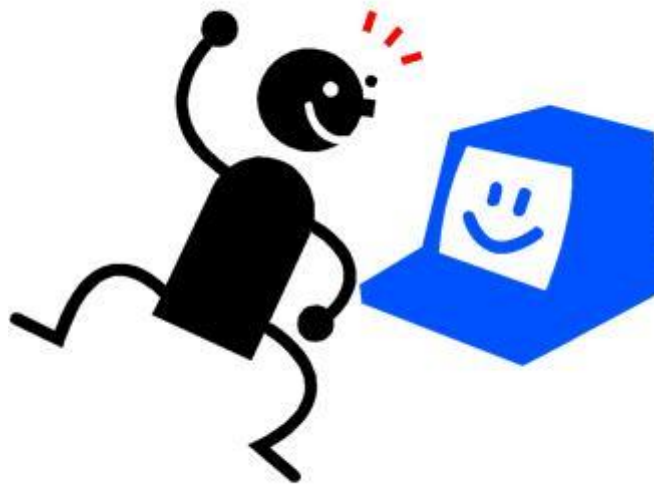


Employee Benefits Information System (EBIS)



Instructions for Accessing the Employee Benefits Information System (EBIS) (Revised July 2012)

All technicians (ARMY and AIR) must first have an AKO account. If an account is not established, you will be restricted in making benefit elections and changes. To begin, follow the instructions in Step 1 below to obtain an AKO account.

Step 1. AKO Registration (Army Knowledge Online):

- a. Go to www.us.army.mil.
- b. Click on "Register with a CAC."
- c. When prompted, enter your PIN or select your certificate.
- d. Enter your SSN. DO NOT register for a Utility Account.
- e. Enter your Date of Birth.
- f. Enter your User Information, if needed.
- g. Enter an External Email Address - your military e-mail.
- h. Enter Organization Information.
- i. Create and Confirm your Password.
- j. Complete your Password Questions.
- k. Account Registration Complete - you should see all your account information.

Step 2. Once you have your AKO account, go to the ABC-C web site:

- a. Go to www.abc.army.mil.
- b. Click on the "Employee Benefits Information System (EBIS)" link on the right side to register.
- c. Click on the "CAC Employee Login."
- d. Since this is your first time logging in, enter your "SSN" and Temporary PIN [which would be your Month and Year of birth (MMYY)].
- e. Click on "NEW USER" button.
- f. System will now ask you to enter a new pin. (Suggest using your CAC pin so it's easier for you to remember).
- g. You will now need to log on using your "New Pin".

Step 3. Once you successfully logged on, you will see a page with pictured icons. Choose the one you want to visit.

a. My Benefits: Here you can get a quick snapshot of your current benefits (only reflects health, life, TSP and retirement.....not FEDVIP, FSA and long-term care benefits).

b. Calculators: Use these calculators to give you quick estimates for Retirement, TSP and FEGLI costs. There are menu driven instructions on each of the calculators to assist you in your computations. You may also want to first update your "My Profile" for more accurate estimates.

c. Transactions: This is where you will go to make any changes to your health benefits, FEGLI coverage, and/or TSP.

d. Forms: When it comes time for retirement, here is where we will instruct you to go to download the forms you will need. The forms will auto-populate with all your required information eliminating the need for repeated inputting of information. You will then bring the forms into HRO so we can assist you with your retirement package, which will be forwarded to the ABC-C for processing.

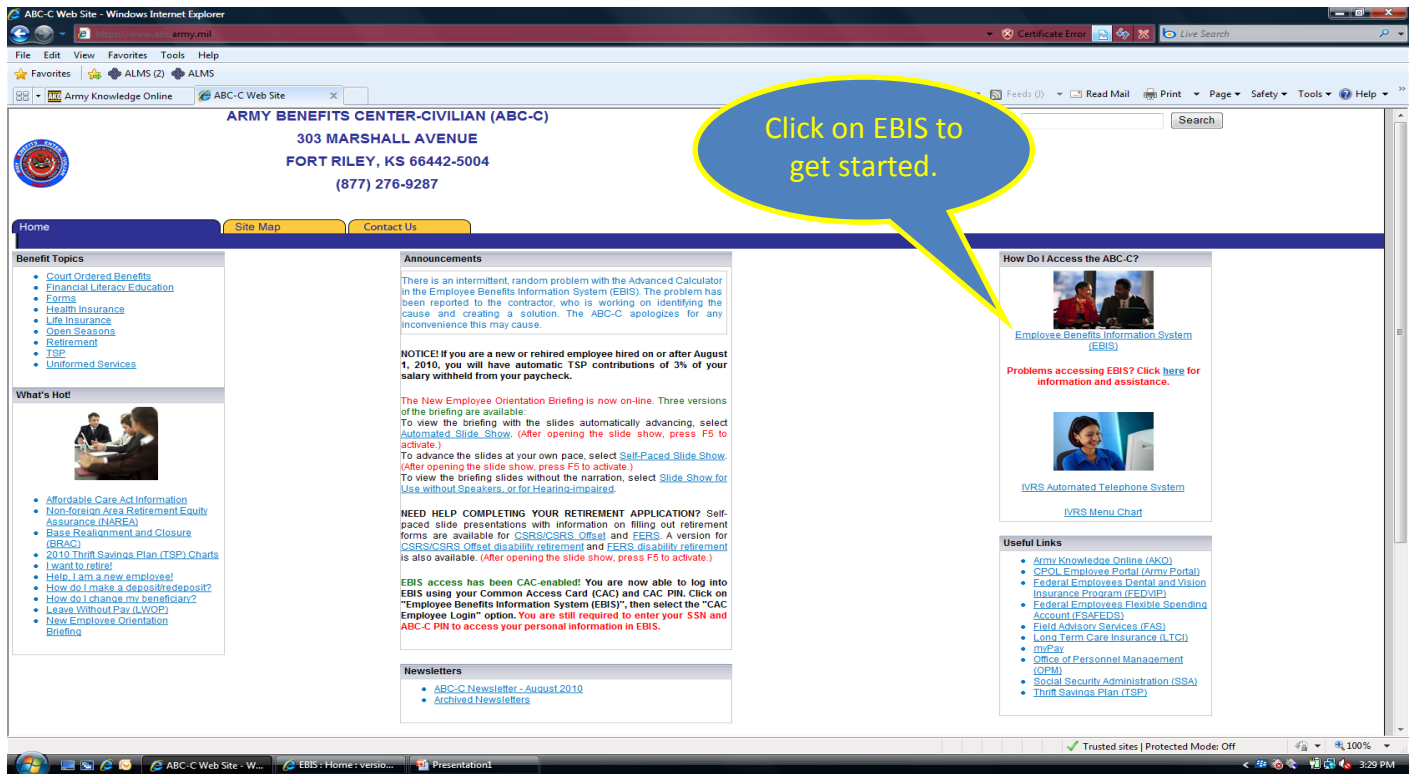
e. HR Link: If you are within 5 years of "voluntary" retirement, use this link to request a retirement estimate of ABC-C. They will notify you via email when the estimate is ready. You will log back into the EBIS/HR link to download the estimate.

f. My Profile: Here you can manually enter data such as information from your Social security statement that you receive every year, annual FERS earnings from your W-2's, and individual fund information from your quarterly TSP statements. Once this information is entered, it will assist you in your estimate calculations under the "Calculators" icon.

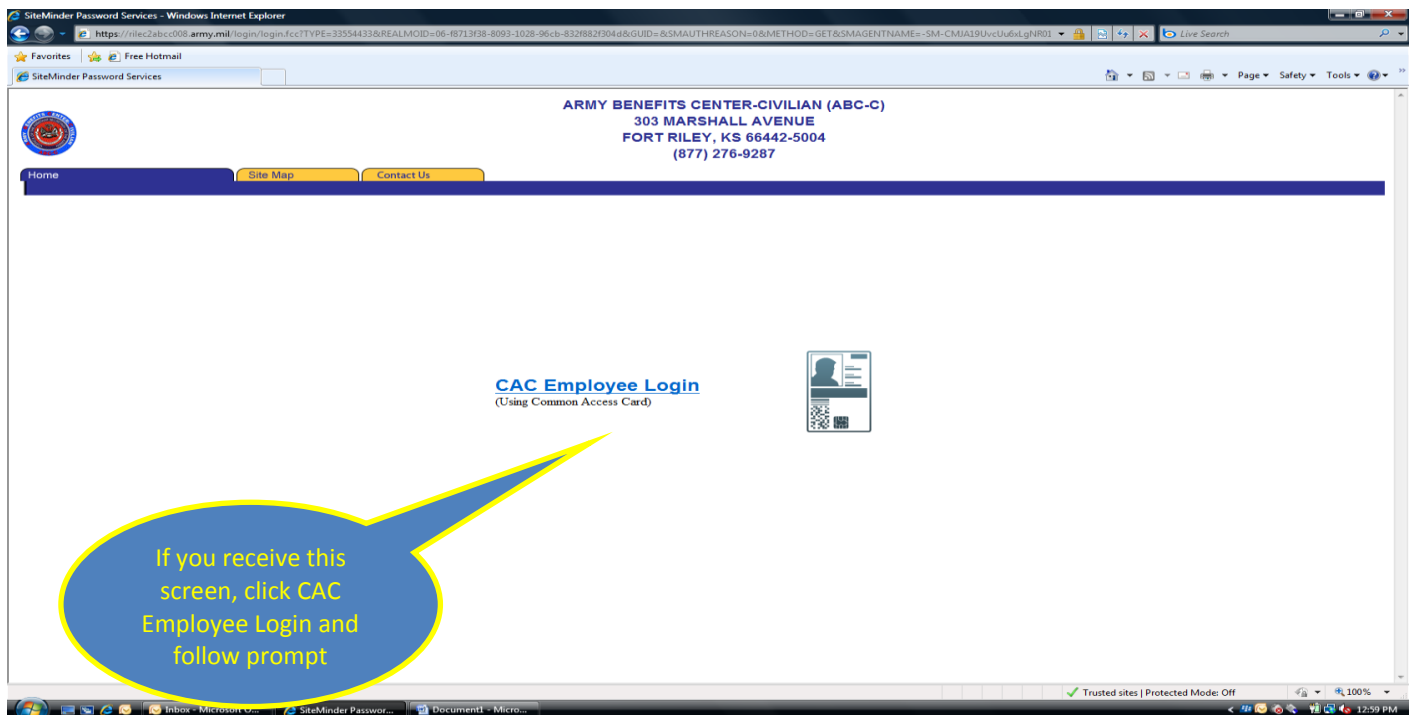
g. eSeminar: Narrative presentations to help you understand your employee benefits. These courses contain benefits-related information for early, mid-career and end of career retirement planning.

h. Information: This is basically a "menu Tree" of what is available in EBIS. A handy tool to access information regarding retirement, TSP, death benefits, health benefits, life insurance, Flexible Spending Accounts (FSA), and Long Term Care Insurance.

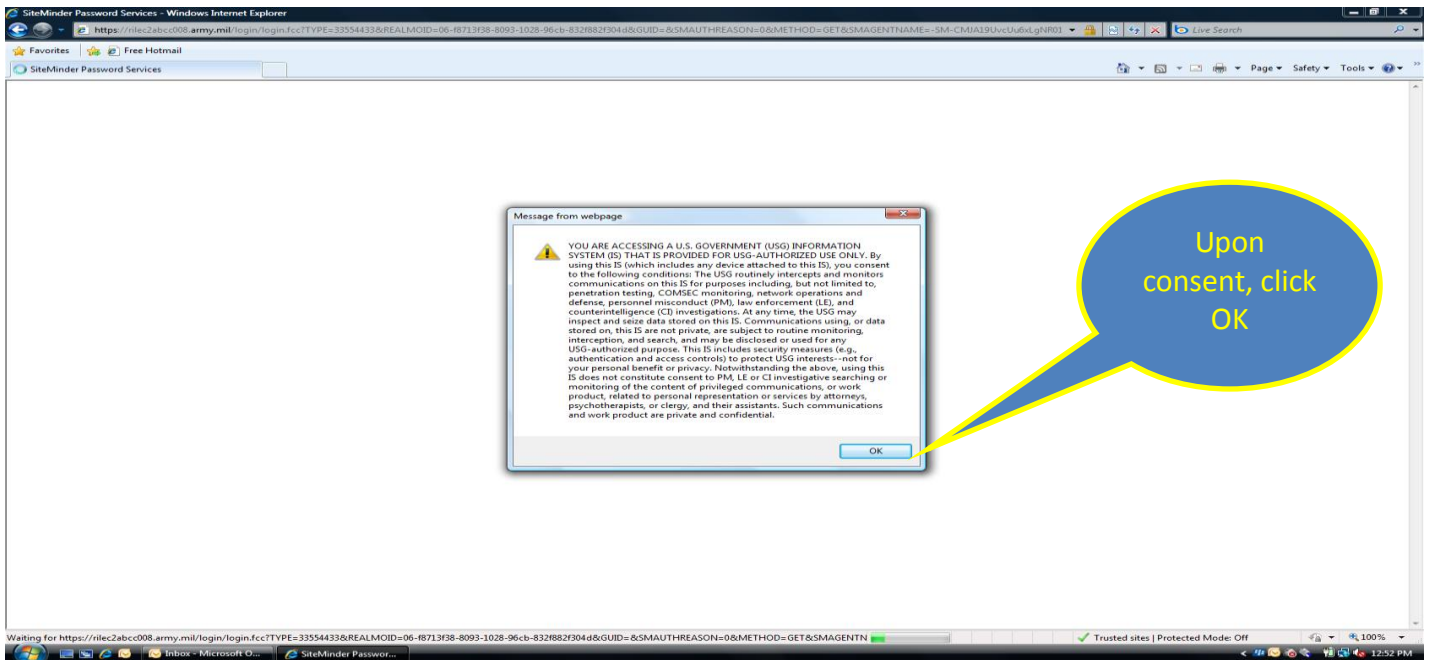
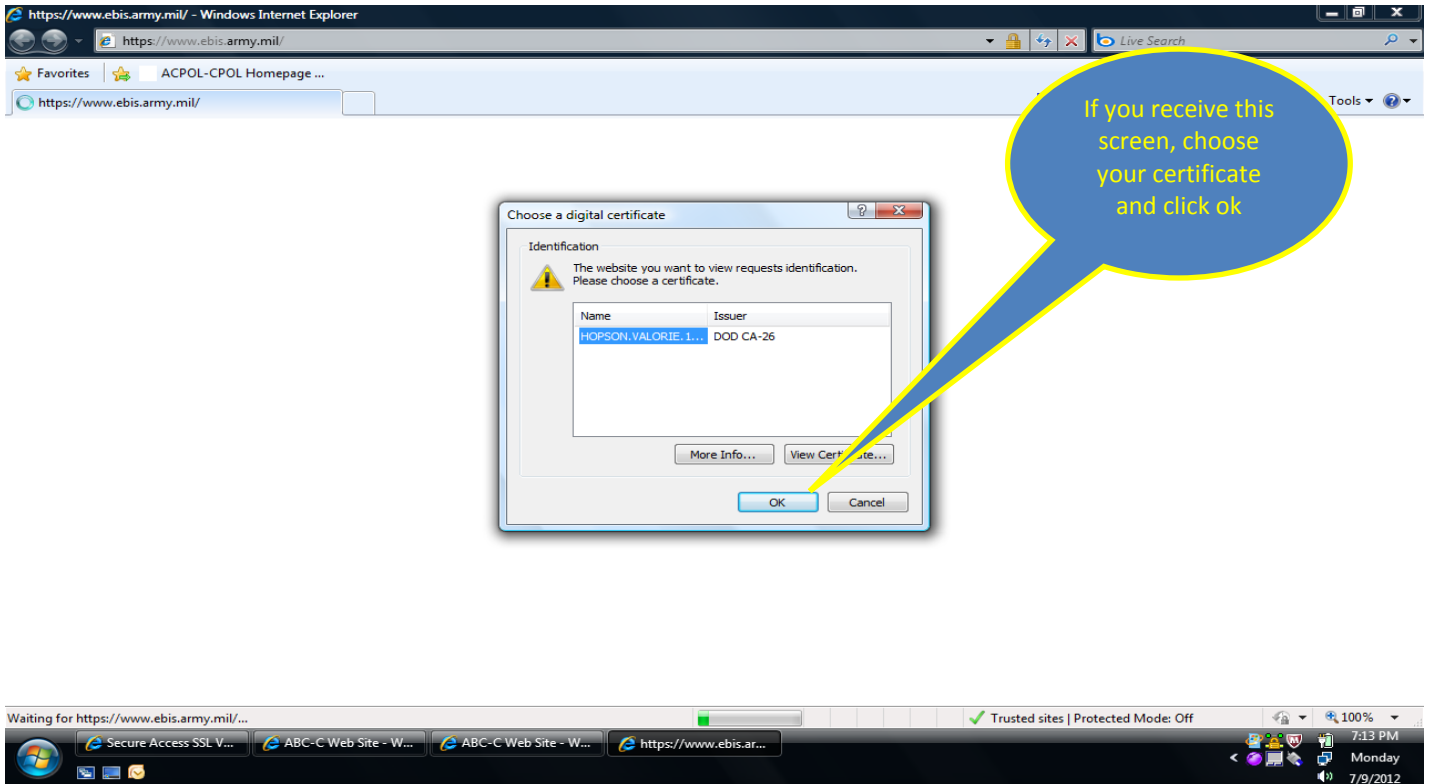
ACCESSING THE EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS) WITH YOUR COMMON ACCESS CARD (CAC)



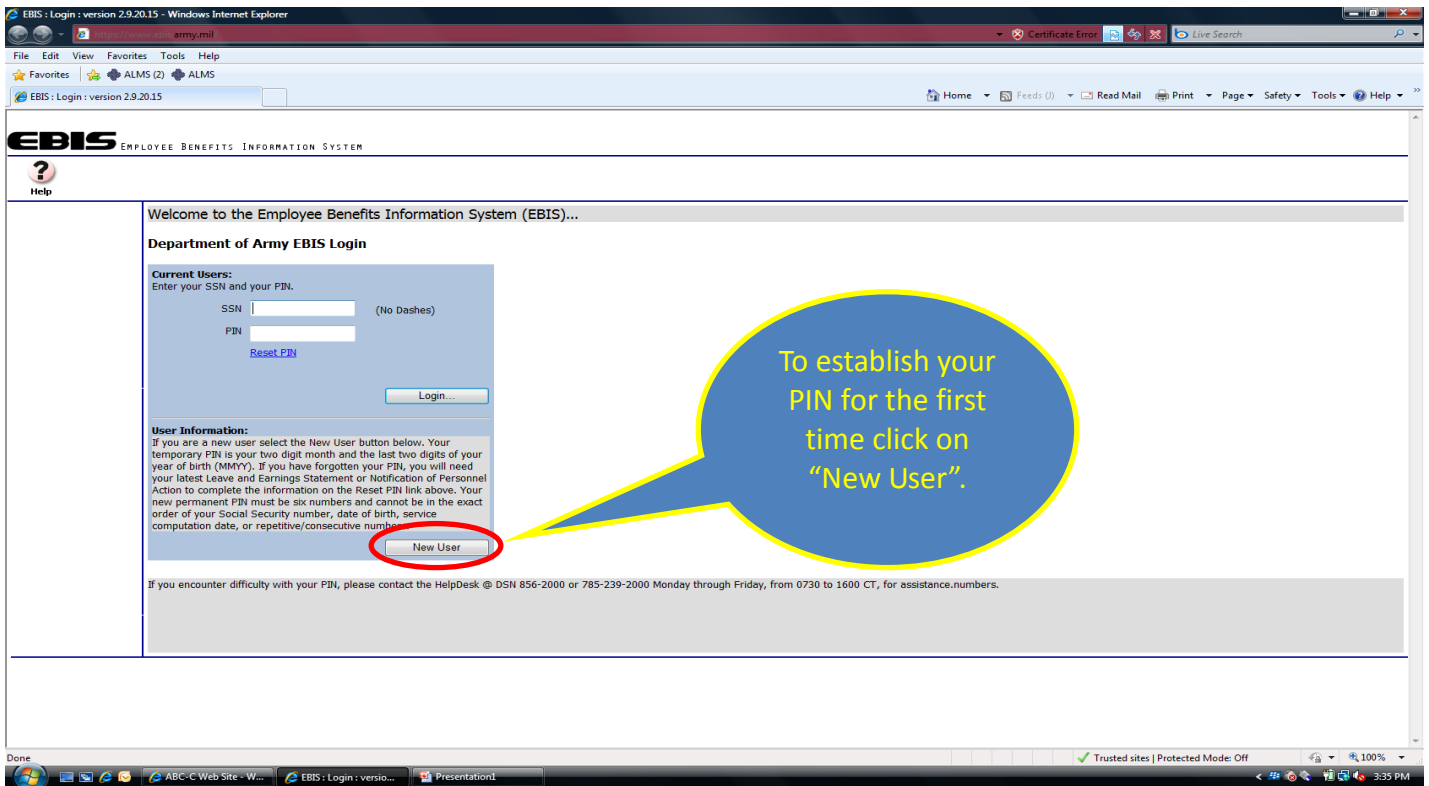
Click on "Employee Benefits Information System (EBIS)" on upper right-hand side of page.



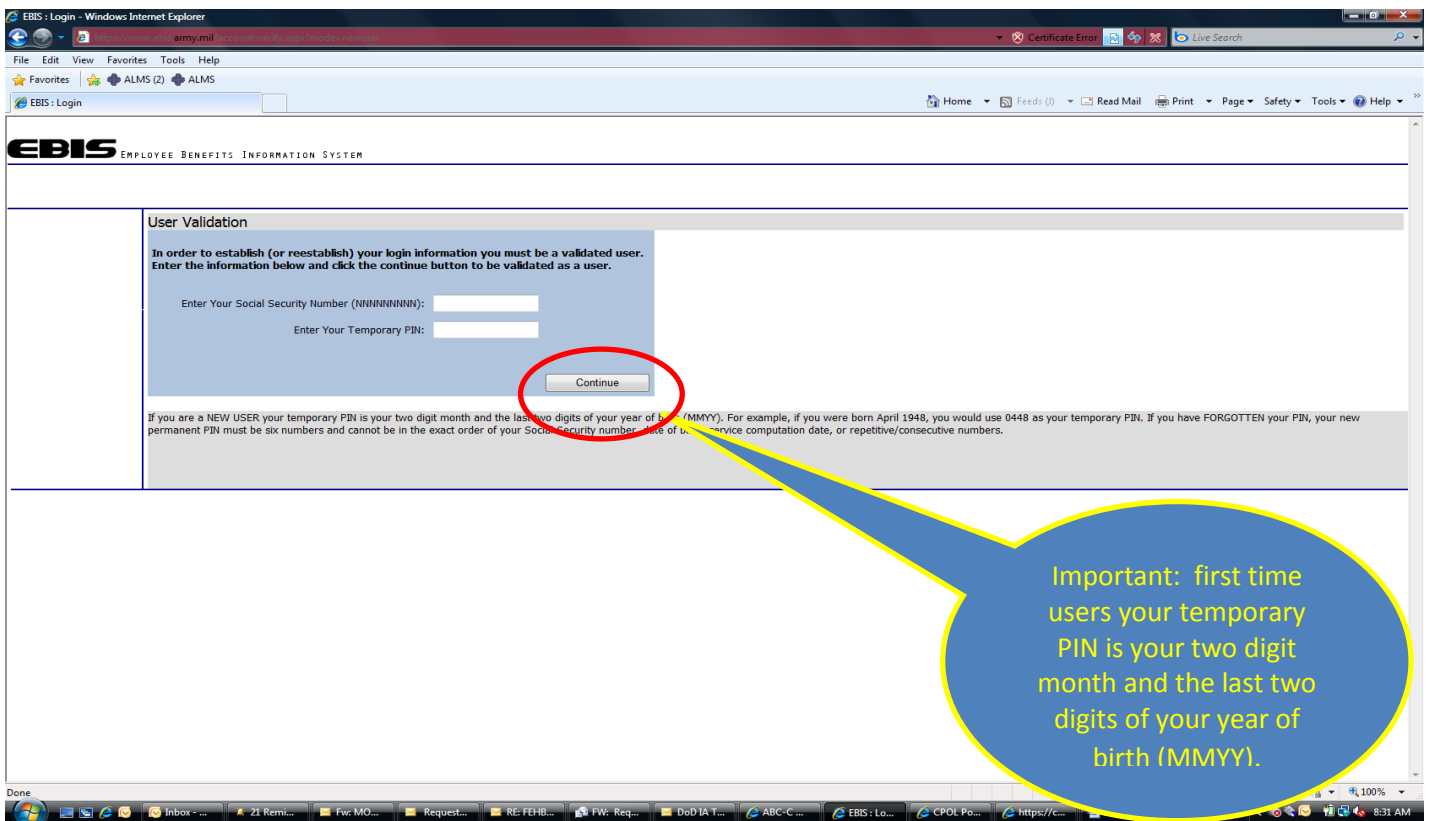
Effective 3 October 2011, EBIS is only accessible using a Common Access Card (CAC).



Click "I Agree" to acknowledge the information in the DoD Notice and Consent Banner.



First time users, click on the "New User" button at the bottom.



Enter your SSN and temporary PIN (your 2-digit birth month & last 2 digits of your birth year).

You will now be able to set a new PIN (six digits). Cannot be birth date or leave SCD. It should be a PIN you can easily remember. (Suggest using your CAC PIN)

EBIS : Login - Windows Internet Explorer
army.mil

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

Re-enter Your New PIN:

The email address must be in the correct format (i.e. abc@abc.gov)

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.

Done
Trusted sites | Protected Mode: Off
8:29 AM

You should now be able to log in using your SSN and newly established PIN. (NOTE: Be careful your ABC-C PIN might not be the same as your CAC PIN.)

EBIS : Login : version 2.9.18.43 - Windows Internet Explorer
https://mlec2abcc008.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](#)

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 Forgot 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, 1000-1600 EST.

Done
Trusted sites | Protected Mode: Off
3:31 PM