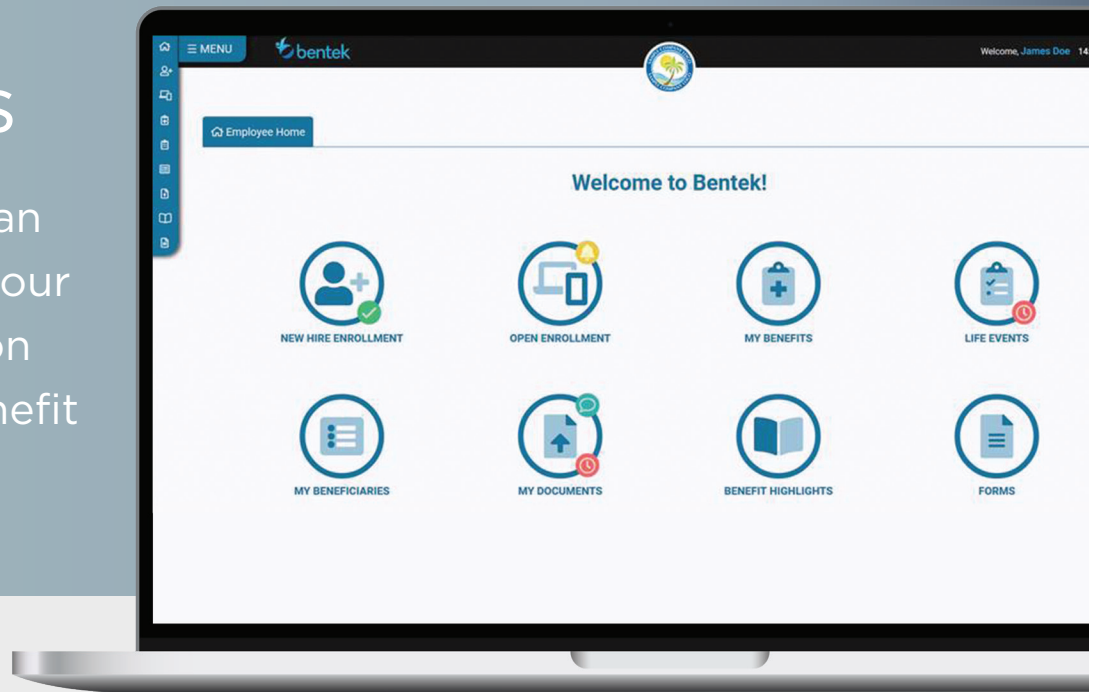


Quick Tips

Bentek is easier than ever to access all your benefits information and make your benefit elections!



The Division of Personnel provides Bentek, an internet based online benefits enrollment system, available 24 hours a day, 7 days a week.

ACCESSING BENTEK

1. Log on to www.mybentek.com/gvi
2. Click on “Don’t have an account? Create one”
3. Follow directions to create your Username* and Password

***Username must be first and last name**

Please Note: password must contain three (3) of the following:

- › Lowercase Letter
- › Capital Letter
- › Number

4. Click the “Menu” options in the upper left screen or click the navigation icons on your home page.

LAUNCHPAD

- ✓ Open Enrollment - Click to start your Open Enrollment Session
- ✓ New Hire Enrollment - Click to start your new hire session
- ✓ Life Events - Click to report a qualifying life event
- ✓ My Benefits - Click to view current elections and payroll deductions
- ✓ Benefit Highlights - Click to view plan descriptions and carrier information
- ✓ Forms - Click to view plan documents and frequently used forms
- ✓ My Beneficiaries- Click to add, change or update beneficiary information
- ✓ My Documents - Click to upload documents and submit for review

IMPORTANT NOTES

- Bentek is accessible on desktop, tablets, smartphones or anywhere internet connectivity is available
- For security purposes, Bentek will time out at 15 minutes if inactive.
- If you have trouble accessing Bentek, please contact the Bentek Support Line at: support@mybentek.com, or (888) 5-Bentek (523-6835) Monday - Friday, 8:30am - 5:00pm EST

