



QUICK TIPS FOR CURRENT USERS

The City will continue to use an online benefits enrollment system called BenTek, which is an easy to use online benefits enrollment system that will streamline the City's Annual Open Enrollment process by delivering a 100% paperless enrollment. Each employee will easily access and update your plan enrollment.

BenTek is an internet based benefits enrollment system that allows you to do the following 24 hours a day, 7 days a week during the Open Enrollment Period:

- View all benefit elections and payroll deductions
- Make new elections or changes online
- View plan summaries and link to carrier websites
- Designate life insurance beneficiaries

ACCESSING BENTEK

- Log on to **www.mybentek.com/oaklandpark**
- Enter your Username and Password (Created last year at Open Enrollment)
 - Forgot Your Username?
 - Click on "Forgot Username"
 - Enter your Social Security Number and Date of Birth
 - Once entered, BenTek will provide you with your Username
 - Forgot Your Password?
 - Enter your Username
 - BenTek will then ask you to answer a Security Question, which you selected last year at Open Enrollment
 - Once you correctly answer the Security Question, BenTek will require you to reset your password
- Go back to the Home Page and enter in your Username and Password
- Click on "Blue Menu Bubble", then Open Enrollment
- Review Open Enrollment Highlights and click "Start"
- Review each screen and click "Next" to continue to the next screen. Be sure to confirm or make your benefit elections.
- Be sure to click "Submit" to confirm elections
- Your enrollment is complete!

- » BenTek is accessible anywhere you can obtain Internet connectivity
- » For security purposes, BenTek times out at 15 minutes if there is no activity. Click 'refresh' for 15 more minutes
- » If you have trouble accessing BenTek, please contact the BenTek Support Line at support@mybentek.com or (888) 5-BenTek (523-6835) Monday through Friday, during business hours