

FIRST: ACCESS the INTERNET and CONNECT to your BenefitBridge WEBSITE

From a computer (with an Internet connection) OPEN **Internet Explorer**



Microsoft Internet Explorer version 6 SP2 or higher required.
Version 7 is recommended.

(Apple users: You must use the FireFox web browser. Apple Safari web browser will not work. If you don't have the FireFox web browser installed, open the Apple Safari web browser and [follow instructions to download the FireFox web browser.](#))

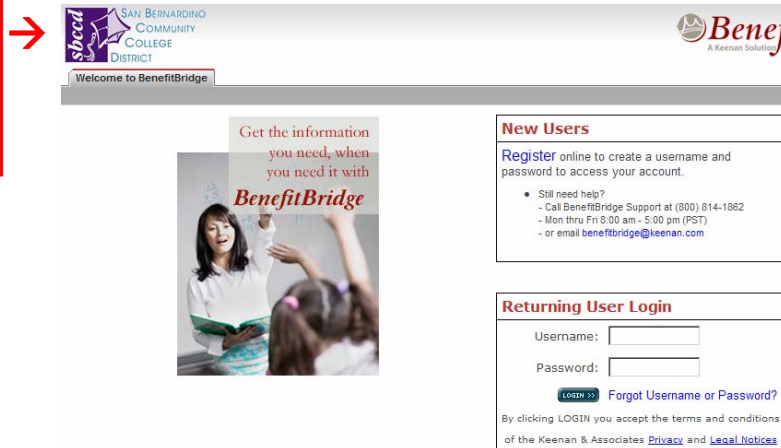
In the **ADDRESS** field (not Google or Yahoo), **TYPE** in the **CORRECT** web address:

<https://www.benefitbridge.com/sbccd> then click on search arrow



IMPORTANT! - If you do not see your employer logo, you have not entered the correct web address. Re-enter the correct web address.

You should see your employer's logo here.



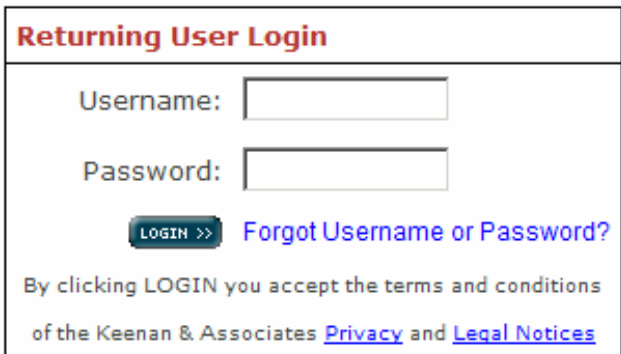
NEXT: LOG IN OR REGISTER

RETURNING USER?

Login to BenefitBridge by typing your username and password.

Then click 

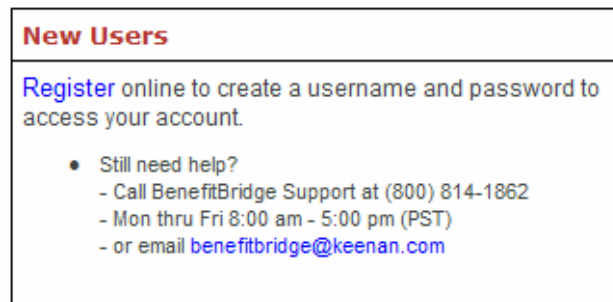
Note: If you forgot your username or password, **re-register** as if you are a **NEW USER**. ↓



NEW USER?

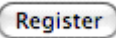
Click [Register](#) to create a user account.

Follow the *BenefitBridge Registration Steps* that follow to register and create a user account.



BenefitBridge Registration Steps . . .

STEP 1 - Register

- Enter your **First Name** and **Last Name**
(Use first and last name as it appears on your paycheck.)
- Enter the **Last 4 Digits of your Social Security Number**.
- Enter the **6-digit code** in the shaded box.
(Upper or lower case doesn't matter.)
- Click the **Register** button. 

Register

Step 1 To view your personal benefits and health information you will need to create an account. Complete the information below and then click **Register** to begin the process.

Step 2 Create Username and Password

Step 3 Confirmation

* First Name:

* Last Name:


* Last 4 Digits of Social Security Number:

2732N5
 4732N5

* 6-Digit Code:

(Please enter the 6 digit code above, no spaces, upper or lower case doesn't matter)

* = Required fields



STEP 2 - Create Username and Password

(Recommended: Use lower case for both your username and password. Letter and number combination is acceptable.)

- Enter a **USERNAME**
- Enter a **PASSWORD**
- Retype your **PASSWORD** to **VERIFY PASSWORD**
- Enter your **EMAIL** address (optional)

If you provide an email address, your username and password will be emailed to this email address. If you do not provide an email address, you can use the print feature to print the screen showing your username and password.

- Click the **Save** button. 

Register

✓ **Step 1** Complete.

Step 2 Create a username and password which you will use every time you log into BenefitBridge. Your email and personal information will be kept private.

Step 3 Confirmation

* Username:


* Password:

* Verify Password:


Note: Although not required, if you provide an email address your username and password will be emailed to you. All information will be kept private.

Email address:

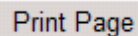
* = Required fields

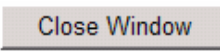


STEP 3 - Registration Complete!

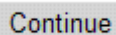
 **Print View**

Click **Print View** to open the print view window; then, click **Print Page** to print a copy of the screen with your username and password.

 **Print Page**

 **Close Window**

Click **Close Window** to close the Print Page screen.

 **Continue**

Click **Continue** to access your **HOME** page of BenefitBridge!

Register

✓ **Step 1** Complete.

✓ **Step 2** Complete.

✓ **Step 3** Congratulations! You have successfully completed the online registration process for your personal BenefitBridge account. Here is your username and password. You will use this each time you log into the portal to view your personal information. Please keep it in a safe place. Welcome to BenefitBridge!

Username: **You will see your username and password printed here.**

Password: **here.**

