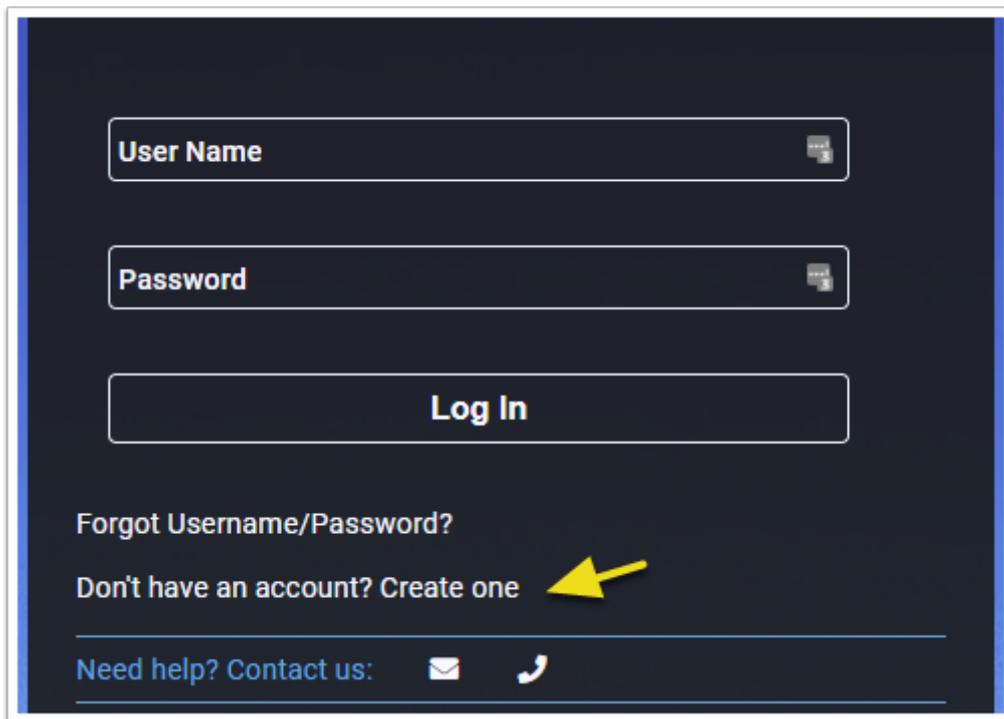


# Create an Account

Bentek requires new users to create an account. Check out the Create an Account Video or follow instructions below.

## Create an Account

If you do not have an account select the link, Don't have an account? Create one, and follow the prompts.



The screenshot shows a dark-themed login interface. At the top, there are two input fields: 'User Name' and 'Password', each with a small eye icon on the right side. Below these fields is a 'Log In' button. Underneath the button, there is a link that says 'Forgot Username/Password?'. Below that is another link: 'Don't have an account? Create one', which is highlighted with a yellow arrow. At the bottom, there is a footer area with the text 'Need help? Contact us:' followed by icons for an email and a phone.

Users must enter profile information to establish identity. Enter a Social Security Number or Employee ID and Date of Birth in the appropriate fields, and select Next.

-  Selecting the Eye icon in the Social Security Field or ID field can help confirm the value was entered correctly.

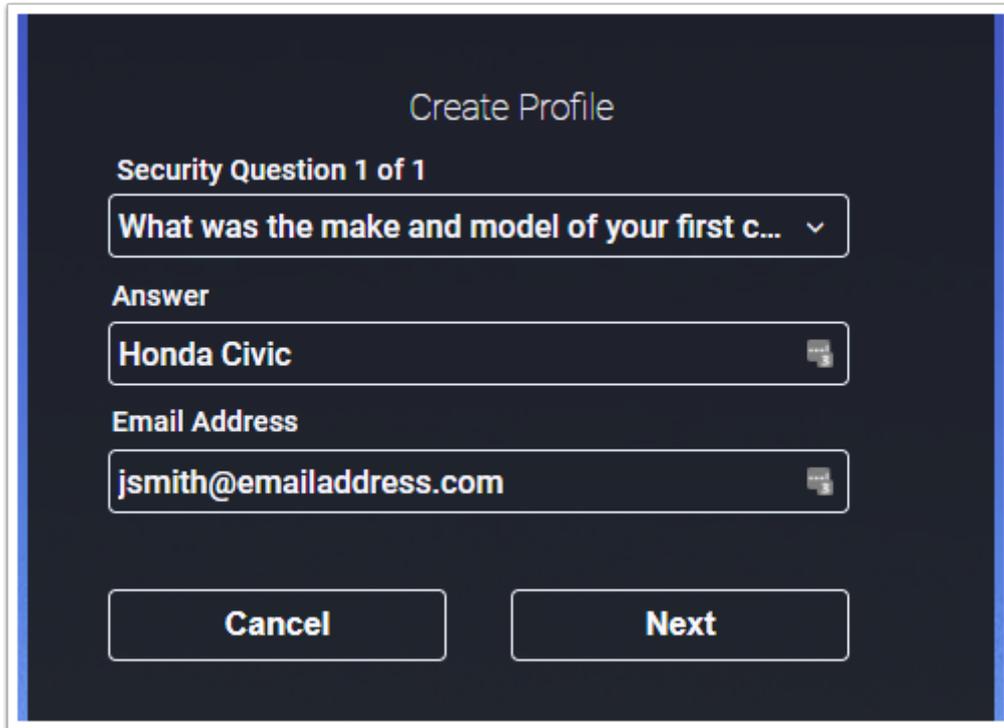
The screenshot shows a dark-themed 'Create Profile' form. At the top, the title 'Create Profile' is centered. Below it is a text input field labeled 'Social Security Number'. To the right of this field is an eye icon with a slash through it, indicating that the field is masked. A yellow arrow points to this icon. Below the Social Security Number field is a date input field labeled 'Date of Birth' with a calendar icon. At the bottom of the form are two buttons: 'Cancel' on the left and 'Next' on the right. The Bentek logo, 'BENTEK BENEFITS TECHNOLOGY', is centered below the buttons. At the very bottom, there are social media icons for a globe, LinkedIn, YouTube, and Facebook, followed by the copyright notice 'Copyright © 2005-2021 Bentek.'

Create a username and password. Password requirements are confirmed with green check marks as you complete the form. All password requirements must be met to successfully create an account.

The screenshot shows the 'Create Profile' form with the 'Username' field filled with 'jsmith70'. Below it is the 'New Password' field, which is masked with dots. To the right of this field is an eye icon with a slash through it. Below the 'New Password' field are three green checkmarks with the following text: 'Minimum of 6 characters.', 'At least one alpha character required.', and 'At least one number is required.'. Below these is the 'Confirm Password' field, also masked with dots. To the right of this field is an eye icon with a slash through it. Below the 'Confirm Password' field is a green checkmark with the text 'New Password must match Confirm Password.'. At the bottom of the form are two buttons: 'Cancel' on the left and 'Next' on the right. A yellow arrow points to the 'Next' button. The Bentek logo, 'BENTEK BENEFITS TECHNOLOGY', is centered below the buttons. At the very bottom, there are social media icons for a globe, LinkedIn, YouTube, and Facebook, followed by the copyright notice 'Copyright © 2005-2021 Bentek.'

Users will then be asked to set up one or more security questions. Scroll through the drop-down box to select a security question. Or select the last option, to write your own.

- i** Answers to security questions are not case sensitive, but be sure to use something you will be able to remember and answer correctly.



The screenshot shows a 'Create Profile' form with the following fields and options:

- Security Question 1 of 1**: A dropdown menu with the text 'What was the make and model of your first c...' and a downward arrow.
- Answer**: A text input field containing 'Honda Civic' and a small icon on the right.
- Email Address**: A text input field containing 'jsmith@emailaddress.com' and a small icon on the right.
- Buttons**: Two buttons at the bottom, 'Cancel' on the left and 'Next' on the right.

Enter your email address in the appropriate field as a means for recovering your password. Select Next to finish creating your Bentek account.

- i** You will receive an email from [no-reply@mybentek.com](mailto:no-reply@mybentek.com) with a link to verify your email address. You must verify the email in order to use it for password recovery. Navigate to your email account to verify it now or remember to do so later.