

# EMPLOYEE ONLINE ACCESS INSTRUCTIONS

## MyOnlineBenefit.com

MyOnlineBenefit.com is a secure, online benefit administration tool designed by Companion Life Insurance Company to help you access benefit information easily and more efficiently.

Use MyOnlineBenefit.com to:

- View benefits at a glance.
- View your Certificate of Coverage.
- View claim information.
- Verify dental benefits.
- View your dental ID card, if enrolled.
- Search for dental providers.

### ONLINE ACCESS INSTRUCTIONS

1. Go to [CompanionLife.com](http://CompanionLife.com).
2. Select the **Insureds** tab at the top right of the home screen.
3. Select **Login** in the My Online Benefit box.

You will see this screen:



If you have any questions, please contact Companion Life Insurance Company service at 877-676-5789 or [CompanionService@CompanionLife.net](mailto:CompanionService@CompanionLife.net).

Enter your information to access the site.

**Username:** Your username is your Companion Life Primary Identification Number.

**Password:** Your initial password is the first 5 characters of your last name (first character is capitalized) followed by your 4-digit birth year and special character ! (exclamation point). If your last name is less than 5 characters, add a 0 (zero) for any extra characters to meet the minimum 5-character requirement.

For example, John West with birthdate February 14, 1990, would log in with the initial password of **West01990!**

You will be required to change your password when you log in for the first time.



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