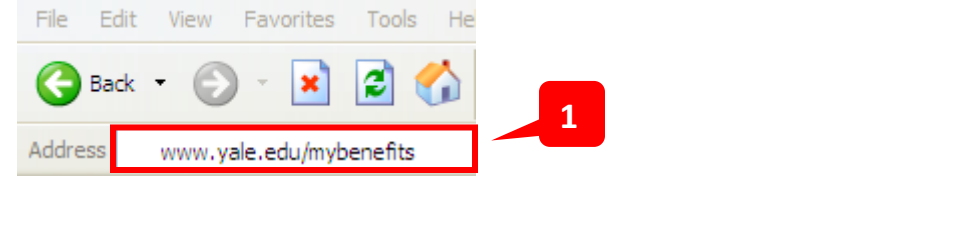
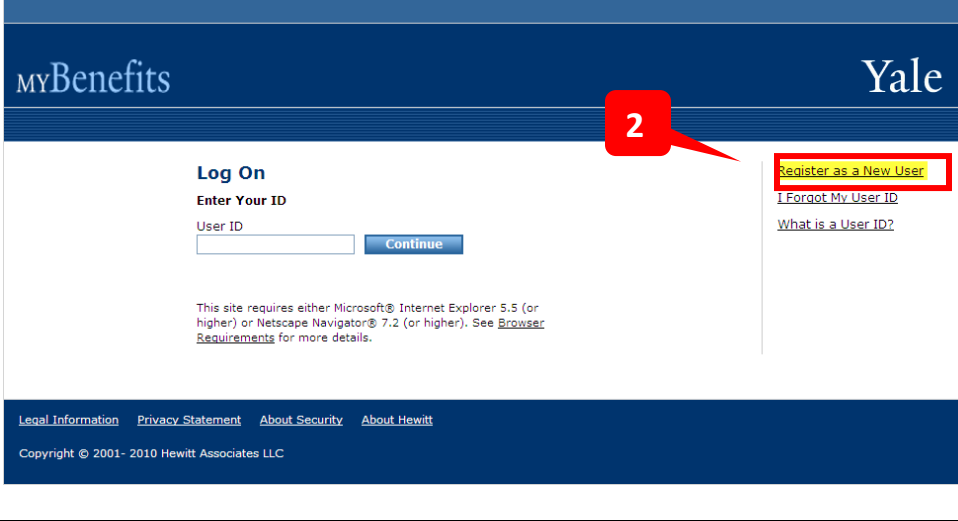
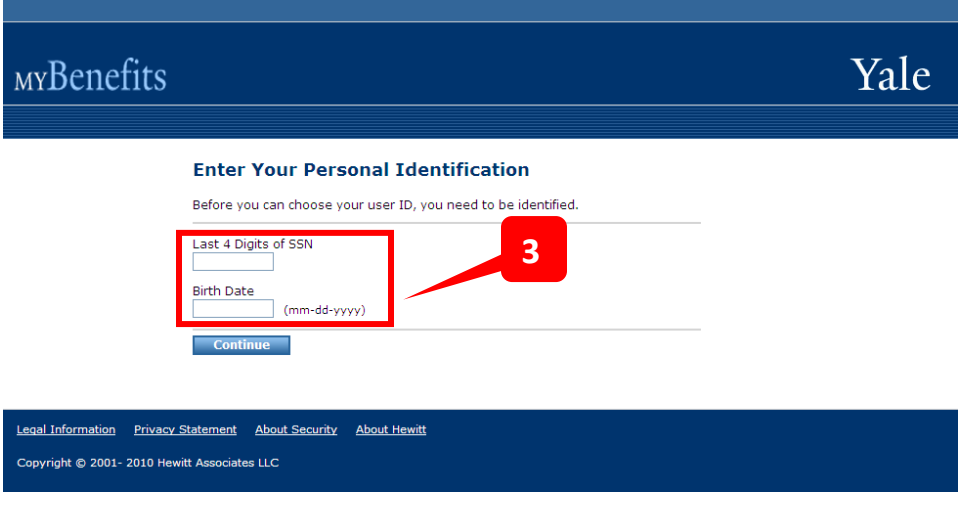


## Retirees: Set up Online Access to your Retirement Benefits Information Quick Guide

<p><b>1</b> Open an internet browser and type in the following address to access the portal:</p> <p><a href="http://www.yale.edu/mybenefits">www.yale.edu/mybenefits</a></p>	
<p><b>2</b> Click on <b>Register as a New User</b> to create your secure online account.</p> <p>Click <b>Continue</b></p>	
<p><b>3</b> Enter the last four digits of your social security number and your date of birth. (mm-dd-yyyy)</p> <p>Click <b>Continue</b></p>	

**4** You may be prompted to enter your 5-digit zip code.

**5** Type in a **New User ID** of your choice.

Create a **New Password** and re-enter in the box provided for verification purposes.

**Create a Hint**

Click **Log On**

**6** Choose 5 Security Questions.

This security feature saves you time if you ever forget your password. If that happens, you'll be asked to answer security questions.

Click on **Choose Security Questions**

**Choose Your Security Questions**

Before you can enter the site, you need to answer 5 security questions.

This security feature saves you time if you ever forget your password. If that happens, you'll be asked to answer security questions. Your answers must match exactly how you enter the information below. If your answers match, you'll be able to change your password and access the site immediately. You won't have to wait until you request and receive a new password.

**Choose and answer 5 different questions. (Answers aren't case sensitive.)**

1. --Choose One--  
Answer
2. --Choose One--  
Answer
3. --Choose One--  
Answer
4. --Choose One--  
Answer
5. --Choose One--  
Answer

**Choose Security Questions**

**7** Click **Continue**

**Completed Successfully!**

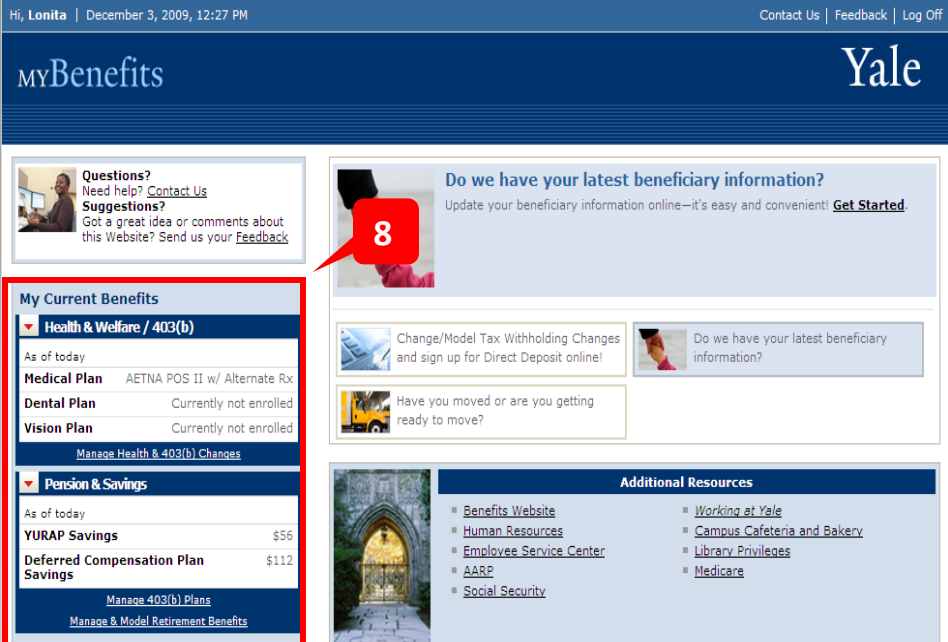
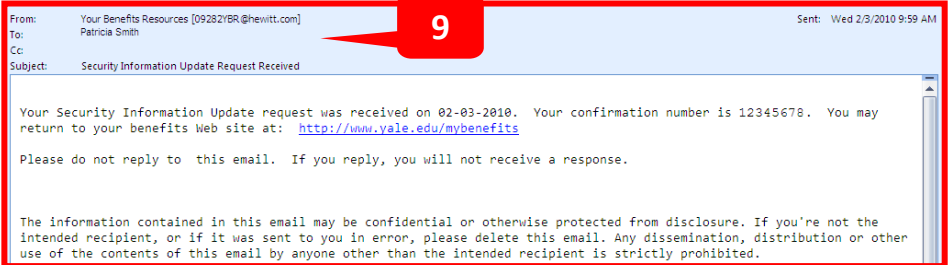
Your **security** information has been updated successfully.

You have also changed your password and/or hint for Yale University Employee Service Center sites and systems

**Continue**

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<p><b>8</b></p> <p>You now have access to your personal <b>My Benefits</b> portal: <a href="http://www.yale.edu/mybenefits">www.yale.edu/mybenefits</a></p> <p>Login anytime using the User ID and password that you just created to manage your retirement benefits.</p>	 <p>Hi, Lonita   December 3, 2009, 12:27 PM <span style="float: right;">Contact Us   Feedback   Log Off</span></p> <p><b>myBenefits</b> <span style="float: right;">Yale</span></p> <p>Questions? Need help? <a href="#">Contact Us</a> Suggestions? Got a great idea or comments about this Website? Send us your <a href="#">Feedback</a></p> <p><b>Do we have your latest beneficiary information?</b> Update your beneficiary information online—it's easy and convenient! <a href="#">Get Started.</a></p> <p><b>My Current Benefits</b></p> <p><b>Health &amp; Welfare / 403(b)</b> As of today  <b>Medical Plan</b> AETNA POS II w/ Alternate Rx  <b>Dental Plan</b> Currently not enrolled  <b>Vision Plan</b> Currently not enrolled  <a href="#">Manage Health &amp; 403(b) Changes</a></p> <p><b>Pension &amp; Savings</b> As of today  <b>YURAP Savings</b> \$56  <b>Deferred Compensation Plan Savings</b> \$112  <a href="#">Manage 403(b) Plans</a>  <a href="#">Manage &amp; Model Retirement Benefits</a></p> <p><b>Additional Resources</b></p> <ul style="list-style-type: none"> <li>■ <a href="#">Benefits Website</a></li> <li>■ <a href="#">Human Resources</a></li> <li>■ <a href="#">Employee Service Center</a></li> <li>■ <a href="#">AARP</a></li> <li>■ <a href="#">Social Security</a></li> <li>■ <a href="#">Working at Yale</a></li> <li>■ <a href="#">Campus Cafeteria and Bakery</a></li> <li>■ <a href="#">Library Privileges</a></li> <li>■ <a href="#">Medicare</a></li> </ul>
<p><b>9</b></p> <p>If your e-mail address is on file with us, you will receive an e-mail from <b>Your Benefits Resources</b>, confirming that your secure account setup is complete.</p>	 <p><b>9</b></p> <p>From: Your Benefits Resources [09282@BR@hevvitt.com]      To: Patricia Smith      Cc:      Subject: Security Information Update Request Received</p> <p>Sent: Wed 2/3/2010 9:59 AM</p> <p>Your Security Information Update request was received on 02-03-2010. Your confirmation number is 12345678. You may return to your benefits Web site at: <a href="http://www.yale.edu/mybenefits">http://www.yale.edu/mybenefits</a></p> <p>Please do not reply to this email. If you reply, you will not receive a response.</p> <p>The information contained in this email may be confidential or otherwise protected from disclosure. If you're not the intended recipient, or if it was sent to you in error, please delete this email. Any dissemination, distribution or other use of the contents of this email by anyone other than the intended recipient is strictly prohibited.</p>

**Support:**

Please contact the **Employee Service Center at 203-432-5552, option 5**, if you have any questions regarding your retirement benefits.