

## EBIS ACCESS AND ASSISTANCE

### What is EBIS?

EBIS is the Employee Benefits Information System, an automated, secure, self-service web application that allows you to review your general and personal benefits information, and gives you the ability to calculate your own retirement estimates. EBIS also allows you to make benefits elections for Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), and the Thrift Savings Plan (TSP).

### How can I access EBIS?

You can only access EBIS if you are logged in with your Common Access Card (CAC). You can access the EBIS by clicking the EBIS link in the upper right hand corner of the ABC-C website Home page, by clicking the EBIS link in the grey bar at the top of every page, or directly at: [www.ebis.army.mil](http://www.ebis.army.mil). Be sure you have your Social Security Number (SSN) and EBIS PIN.

After clicking the link to EBIS, you will receive a DoD Notice and Consent Banner. After reading the banner, click **I Agree** to acknowledge consent.

**DoD NOTICE AND CONSENT BANNER**

**YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY." By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.**

**I have read and consent to the terms of the IS User Agreement**

On the next page, you will be prompted to enter your SSN and PIN. If you are a New User, follow the **User Information** at the bottom of the page to set up your PIN. If you have forgotten

your PIN, click the **Reset PIN** to create a new PIN. If you need additional information about resetting your EBIS PIN, refer to the next section on this page.

**EBIS** EMPLOYEE BENEFITS INFORMATION SYSTEM

[?](#)  
Help

Welcome to the Employee Benefits Information System (EBIS)...

**Department of Army EBIS Login**

**Current Users:**  
Enter your SSN and your PIN.

SSN  (No Dashes)

PIN

[Reset PIN](#)

Login...

**User Information:**  
If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

New User

## How do I reset my EBIS PIN?

Your EBIS PIN consists of 6 numbers. It cannot be in the exact order of your SSN, date of birth, service computation date, or repetitive/consecutive numbers and it does NOT expire. If you do not remember your PIN, you can follow these instructions to reset your PIN.

From the EBIS Login Screen, click on the **Reset PIN** link located just below the SSN/PIN input boxes. On the next page, enter the information requested, using your latest Leave and Earnings Statement (LES) or Notification of Personnel Action (SF50). After entering your information, click on the **Continue** button.

**NOTE:** Ensure you use the format shown when inputting your information. This includes NO dashes in your SSN, forward slashes in the dates, and placing a zero (0) in front of your Grade/Step if your Grade and/or Step is a single digit.

User Validation

In order to establish (or reestablish) your login information you must be a validated user. Enter the information below and click the continue button to be validated as a user.

Enter Your Social Security Number (NNNNNNNN):

Enter Your Date of Birth (MM/DD/YYYY):

Enter Your Service Computation Date (MM/DD/YYYY):

Indicate Your Pay Plan: (XX)

Enter Your Grade: (XX)

Enter Your Step: (XX)

Continue

On the next screen, enter your new PIN. Your PIN cannot be your date of birth, Service Computation Date (SCD) for leave, any portion of your SSN, consecutive or repetitive numbers. Once you have typed in your new PIN and confirmed it, click on the **Set PIN** button to finish. You will then receive a "You have successfully established (or reestablished) your login information" screen. Click **Continue** to return to the login page. Once you are back on the Login page, you should be able to log into EBIS with your new PIN.

Establish or Reestablish Login...

You have successfully established (or reestablished) your login information.

You must now login with your new information. Click the continue button to return to the login page.

Continue

EBIS : Home : version 2.9.20.28 - Windows Internet Explorer

https://www.ebis.army.mil/home.aspx

File Edit View Favorites Tools Help

EBIS : Home : version 2.9.20.28

**EMPLOYEE BENEFITS INFORMATION SYSTEM**

Help My Benefits Calculators Transactions Forms My Profile Information

**Session**  
User: DEBORAH S TANKESELEY

PIN Logout

**Pending Transactions**  
FEHB: None  
TSP: None  
TSP Catch-Up: None  
FEGLI: None

**Agency News**  
Did you create a transaction for TSP, FEHB or FEGLI that is effective this weekend? If you did and you don't see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please contact a Benefits Counselor.

Welcome to the Employee Benefits Information System (EBIS)...

**Department of Army**

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

To get started - choose one of the following:

- My Benefits**  
Click for a comprehensive personal statement of your retirement and benefits.
- Calculators**  
Click to use a variety of retirement and TSP calculators.
- Transactions**  
Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
- Forms**  
Click to fill and/or print benefits related forms.
- My Profile**  
Click to personalize your information that is used in EBIS.
- Information**  
Click to view information about Federal employee benefits.

Information Page.  
"Transactions" is the section to change health insurance, TSP and FEGLI coverage  
"Logout" on Left Side

Trusted sites | Belarc Monitor - last upload: 9/30/2010 10:08:55 AM

If you are unable to complete your transaction online you may do so by contacting Army Benefits Center-Civilian (ABC) at 1-877-276-9287, Option 3. DSN: 520-ABCC (2222)