



Security Advisory on Electronic Transmission of Information

Using the internet to process your benefit and entitlement transaction involves the electronic transmission of personal information. When you use the EBIS you are consenting to the electronic transmission of the information you have requested. Your consent is effective during the entire time you are accessing information through the web site. Be assured that your personal information will be protected. Information is sent over a secure connection and cannot be viewed by anyone else using the web.

If you encounter problems completing a web transaction, please contact the benefits staff at your local Human Resources Service Center. Counselors are available during normal business hours.

www.civilianbenefits.hroc.navy.mil

EBIS



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EBIS

Employee Benefits Information System

WHAT IS THE EBIS?

The EBIS is a web application that allows employees to access general and personal benefits information, and conduct electronic transactions using a computer. The system contains comprehensive information and personalized benefits statements.

**“Striving to provide excellence in
Benefits Customer Service”**



What can EBIS do for me?

- View your FEHB, FEGLI and TSP benefits information
- View and/or void your projected FEHB, FEGLI and TSP actions
- Enroll, change or stop your FEHB, FEGLI and TSP benefits
- Make open season changes
- Receive retirement annuity estimates
- Find out about death benefits for your family
- Get personal benefits statements
- Make family FEHB enrollments without a benefits counselor
- Print benefits information documents

Why use the EBIS?

It's Fast. With a few clicks of your mouse you will not only be able to retrieve your own personal benefits information but you can also make transactions without the need for forms or a benefits counselor. You will also have the benefit of receiving a receipt indicating your transaction has been processed.

It's Safe. On your first visit to the EBIS you will be required to set up a user account on a Security Log-on page. You will be prompted to answer several questions about your personnel record. Once you have answered these questions you will create your own user ID and password. The user ID and password must be used each time you access the system. Before making any transaction in the system, you will be required to enter your social security number and personal ID number. We have incorporated Secure Socket Layer encryption for the protection of your information during transmission.

It's Convenient. You can access the EBIS 7 days a week, 24 hours a day. All transactions can be made without the need for a benefits counselor or the use of any forms.



How do I access the EBIS?

Go to the Department of the Navy (DON) benefits web site www.civilianbenefits.hroc.navy.mil. Click on the EBIS link. You will then be connected to the DON Security Log-on page.

What information will I need to access the EBIS?

If you are a first time user, you will need to create a user account. Your social security number, date of birth (mmddyyyy), service computation date (SCD) for leave (found on your Leave and Earnings Statement and on your SF-50), civilian pay plan, Grade and Step in Grade are all needed in order for the database to verify that you are an authorized user. Once your identity is verified then you will be asked to set up a user ID and password. Once the system accepts your user ID and password you will be able to proceed to the EBIS application.



How do I get a PIN?

Your Personal Identification Number (PIN) will be a six-digit number of your choice. Initially your PIN will be your date of birth. You can change your PIN once you are in the system. There is also a menu option that allows you to change your PIN if you have forgotten it.

How will I know what to do once I access EBIS?

Getting information or making a transaction is easy. Once you access the EBIS application, select the menu option for the desired information you are seeking. Click on the menu option and you will be provided the information you requested or additional menu options.

How will I know if my transaction was processed?

All transactions are processed overnight. At the time of your transaction you can get a receipt indicating your transaction has been completed; or check your Leave and Earnings Statement to ensure the deductions are being withheld for the transaction you made.

