



Claiborne County Schools is pleased to announce that you now have secure online access to your company benefits information and much more!

We'll be using MyBenefitsChannel.com to send out information of interest and importance to you. Very soon you'll begin receiving messages in the Secure Communications Center of MyBenefitsChannel about benefits and more. Each time you receive a secure message, you'll be notified at this email address that a message has arrived. You can then click the link in the email to login and read your secure message. Messages may include some combination of text, attached documents, and even recorded video.

Where Do I Start?

Your first step is to visit www.MyBenefitsChannel.com and register to create your personal username and password to securely access your personal portal. Simply [click here](#) to go to the website, then click the "Register Here" button, and follow the instructions on the screen. Step-by-step instructions for how to register can be found in the attached flyer. The entire process should take less than 2 minutes. You'll be glad you did!

Need Help?

Need help registering or have questions about MyBenefitsChannel.com? Do not hesitate to contact Five Points, your benefits broker and administrator of MyBenefitsChannel.com. They can be reached at help@fivepointsict.com, or 615.791.0404 or 800.435.5023.

We hope that you will be as excited as we are about improving communication and providing another valuable benefit to you!

Sincerely,

Zeka Brooks & Kelly Harvey

Finance Department

Claiborne County Schools

Accessing Your MyBenefitsChannel Account



Step 1: Go to MyBenefitsChannel.com

- From any computer, visit <https://www.mybenefitschannel.com>
- Click the "Register Here" button to get started
- Follow the instructions to successfully register
- Your user name, password, and pass phase are secure and are not shared with anyone, even your employer.

A screenshot of the MyBenefitsChannel login page. On the left, there is a stylized illustration of a woman holding a smartphone. The main content area is titled 'New to MyBenefitsChannel?' and features a 'Register Here' button. Below this is a section for logging in, with fields for 'USERNAME' and 'PASSWORD', and a 'Log In' button. There is also a 'Forgot Login?' link.

Step 2: Register

- Enter your last name, birth date, and last 4 digits of your SSN
- Click "Continue"
- On the next screen, you will need to review the Terms & Conditions: check the box indicating your agreement, and click "Submit Agreement"

A screenshot of the Account Registration page. On the left, there is a stylized illustration of a woman holding a smartphone. The main content area is titled 'Account Registration' and asks the user to 'Please fill out the data below so we can locate your account.' It includes input fields for 'LAST NAME', 'DATE OF BIRTH', and 'LAST 4 DIGITS OF YOUR SOCIAL SECURITY NUMBER'. There are 'Cancel' and 'Continue' buttons at the bottom. A note at the bottom provides contact information for help: 'Having Trouble? For help, call 1-800-435-5023 between the hours of 8:00 a.m. and 5:00 p.m. Central or email us.'

Step 3: Create your username and password

- **Important!** Be sure to enter the email address you use most frequently. When you have secure messages or employer-sponsored things to do you will receive a notification to the email address you enter on this page. Your email address is **secure and will not be shared** or sold, and will only be used for employer-related business.
- Your username and password must be at least 8 characters and your password must include 1 or more numbers
- Choose a security question and answer to use if you need to recover your username and password
- Be sure to choose things that will be easy for you to remember, but difficult for others to guess
- You will use the same username and password to log-in to MyBenefitsChannel and the My Wellness Station biometric data upload application (if applicable)
- Click "Continue"

Congratulations, you've logged in!

- Please explore all that MyBenefitsChannel has to offer!

Need help or have questions?

Contact Five Points at 800.435.5023. We will be glad to help.

