Benefits Enrollment Website Registration Process

This guide will assist you with completing the required registration process to gain access to the benefits enrollment website!

You will need to register as a new user the first time you log in.

If you need assistance with registering or logging in to the enrollment website, please call (888) 867-5993.
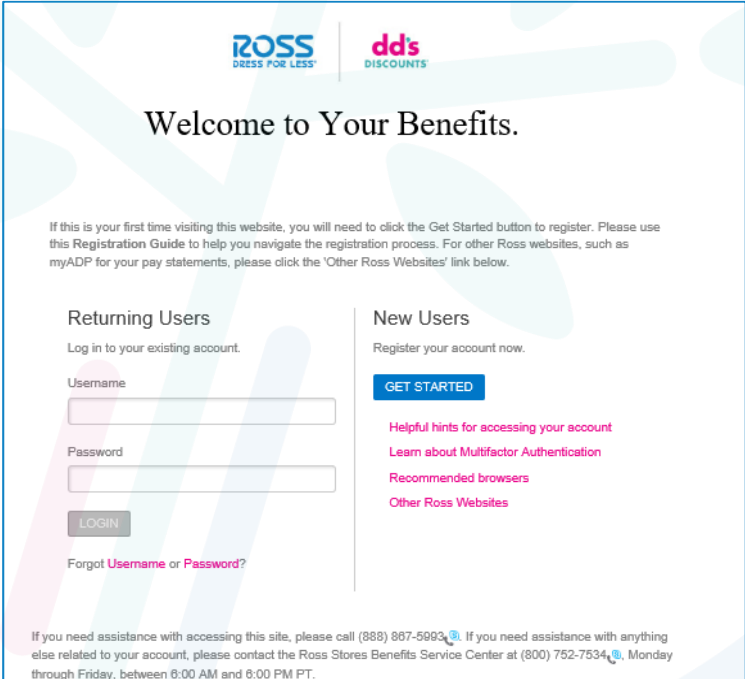
Step 1

Make sure your information is up to date in the Ross HR system. This includes your last name, date of birth, social security number, zip code, and phone number. Any outdated information will delay the registration process. If you need to update your information, please contact your manager.

Changes will be effective on the benefits enrollment website the Tuesday following the HR system update.

Step 2

Click **GET STARTED** under New Users to register on the benefits enrollment website.

Welcome to Your Benefits.

If this is your first time visiting this website, you will need to click the Get Started button to register. Please use this **Registration Guide** to help you navigate the registration process. For other Ross websites, such as myADP for your pay statements, please click the 'Other Ross Websites' link below.

Returning Users
Log in to your existing account.

Username

Password

LOGIN

Forgot Username or Password?

New Users
Register your account now.

GET STARTED

Helpful hints for accessing your account
Learn about Multifactor Authentication
Recommended browsers
Other Ross Websites

If you need assistance with accessing this site, please call (888) 867-5993. If you need assistance with anything else related to your account, please contact the Ross Stores Benefits Service Center at (800) 752-7534, Monday through Friday, between 6:00 AM and 6:00 PM PT.
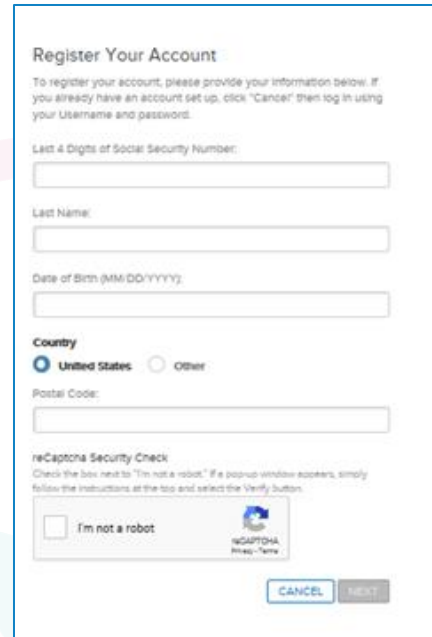
Benefits Everyday

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Step 3

Enter the last 4 digits of your Social Security Number, your Last Name, Date of Birth, and Zip Code as it currently appears in the Ross HR system. Click **NEXT**.

Note: if you need to update your information in the Ross HR system, please refer to Step 1.

Step 4

Select your verification method. As part of the new MultiFactor Authentication process to ensure your personal information is secure, you will need to verify your identity through your email or phone number.

If the phone number that appears is incorrect, please refer to Step 1. Your phone number will need to be updated in Ross' system for this information to be correct in the future.

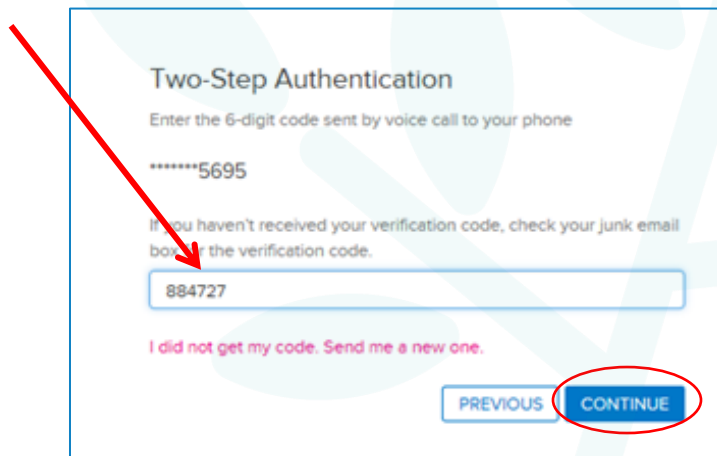# Benefits Enrollment Website Registration Process

Step 5

Check your email or phone for your verification code. If you do not see the email from mfa@morneaushepell.com in your inbox, check your junk mail.
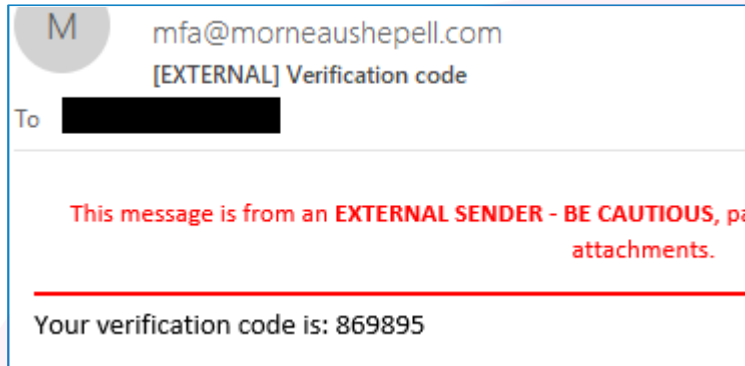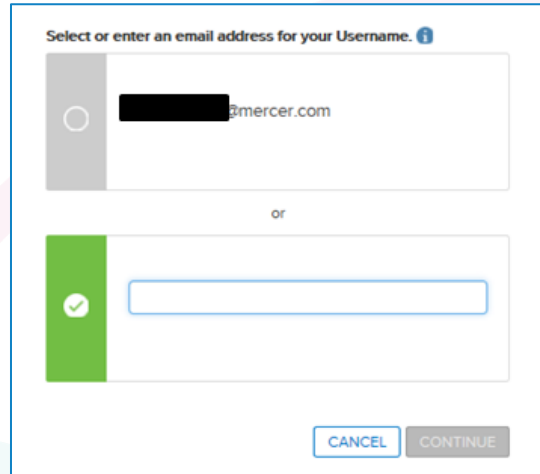

Step 6

Enter the validation code on the enrollment website and click **CONTINUE**.

Benefits Enrollment Website Registration Process
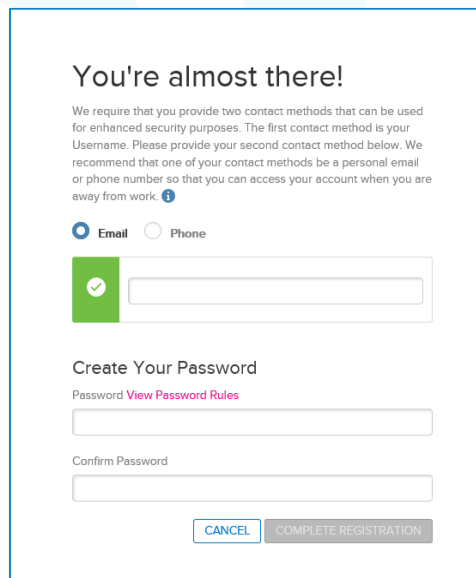
Step 7

Select your email on file, or enter a new email, to serve as your username. Click **CONTINUE**.

Step 8

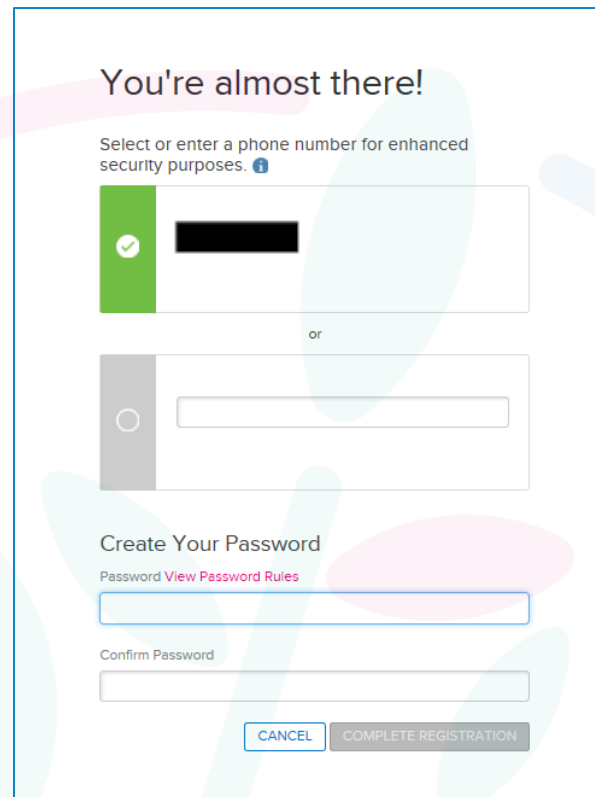Select or enter a phone number to be used for future log in verification.

Benefits Enrollment Website Registration Process

Step 9

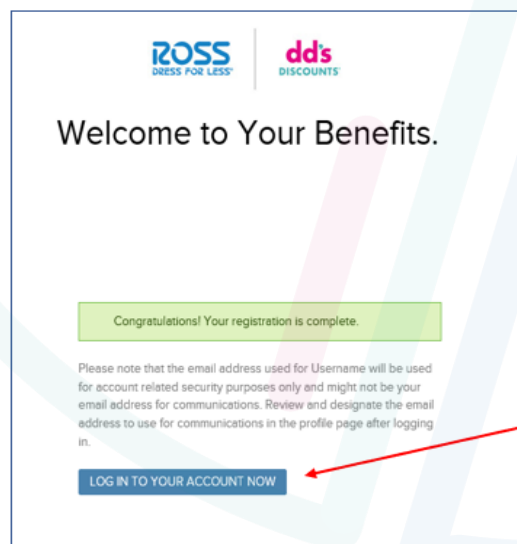Create a password and click **COMPLETE REGISTRATION**.

Your password needs to be:

- Minimum of 8 characters
- Maximum of 20 characters
- At least one numeric character 0-9
- At least one punctuation mark/symbol, or an alternate case (i.e. upper/lower)
- It cannot contain three or more repeating letters, numbers, or special characters
- It cannot contain three or more sequential numbers (i.e. 123)
- It must not be in email format

Step 10

You will receive a message confirming you have completed your registration. Click **LOG IN TO YOUR ACCOUNT NOW** to be sent back to the home page to login as a returning user.

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Step 11

Enter your user name and password in Returning Users and click **LOGIN**.

Step 12

Select if you would like to receive your verification code via phone or email and click **CONTINUE**.

Benefits Enrollment Website Registration Process

Step 13

Enter the verification code you've received and click **CONTINUE**.

Step 14

After accepting the terms and conditions you will be taken to the home page.