

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.

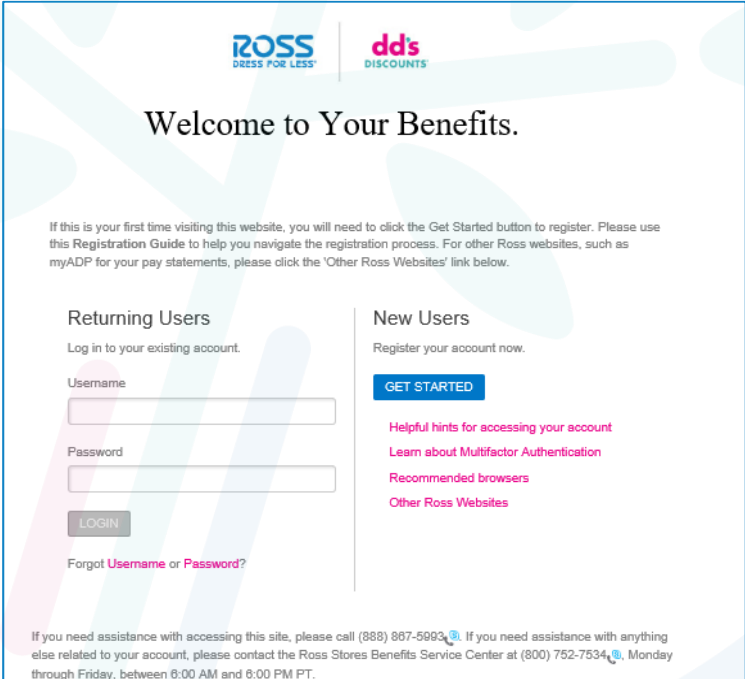
Step 1

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 Any outdated information will delay the registration process.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](#).



The screenshot shows the 'Welcome to Your Benefits.' page. At the top, there are logos for 'ROSS DRESS FOR LESS' and 'dd's DISCOUNTS'. Below the logos, the heading reads 'Welcome to Your Benefits.' A paragraph of text explains that first-time visitors need to click the 'Get Started' button to register and provides a link to the 'Registration Guide'. The page is divided into two columns: 'Returning Users' and 'New Users'. The 'Returning Users' section includes a 'Log in to your existing account.' prompt, 'Username' and 'Password' input fields, a 'LOGIN' button, and a 'Forgot Username or Password?' link. The 'New Users' section includes a 'Register your account now.' prompt, a blue 'GET STARTED' button, and three links: 'Helpful hints for accessing your account', 'Learn about Multifactor Authentication', and 'Recommended browsers'. At the bottom, a footer provides contact information for assistance: '(888) 867-5993' for general assistance and '(800) 752-7534' for the Ross Stores Benefits Service Center, available Monday through Friday, 8:00 AM to 6:00 PM PT.

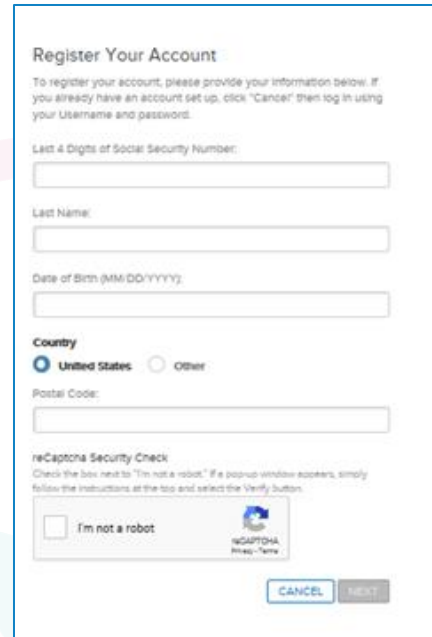


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Step 3

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.



The screenshot shows a registration form titled "Register Your Account". It includes instructions: "To register your account, please provide your information below. If you already have an account set up, click 'Cancel' then log in using your Username and password." The form contains the following fields and options:

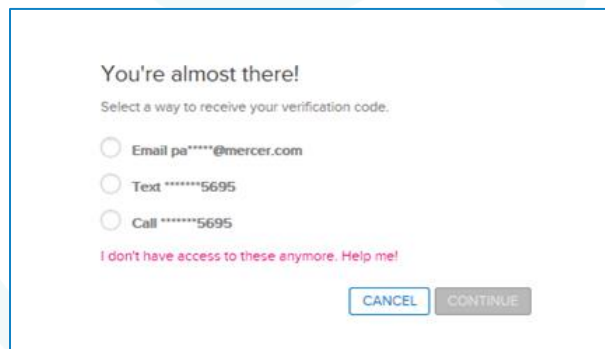
- Last 4 Digits of Social Security Number: [Text Input]
- Last Name: [Text Input]
- Date of Birth (MM/DD/YYYY): [Text Input]
- Country: United States Other
- Postal Code: [Text Input]
- reCAPTCHA Security Check: I'm not a robot

Buttons for "CANCEL" and "NEXT" are located at the bottom right of the form.

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.



The screenshot shows a screen titled "You're almost there!". It prompts the user to "Select a way to receive your verification code." with three radio button options:

- Email pa****@mercer.com
- Text *****5695
- Call *****5695

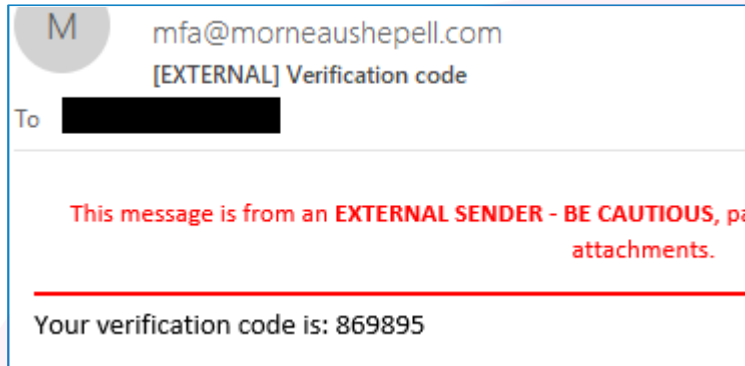
Below the options is a link: "I don't have access to these anymore. Help me!". At the bottom are "CANCEL" and "CONTINUE" buttons.



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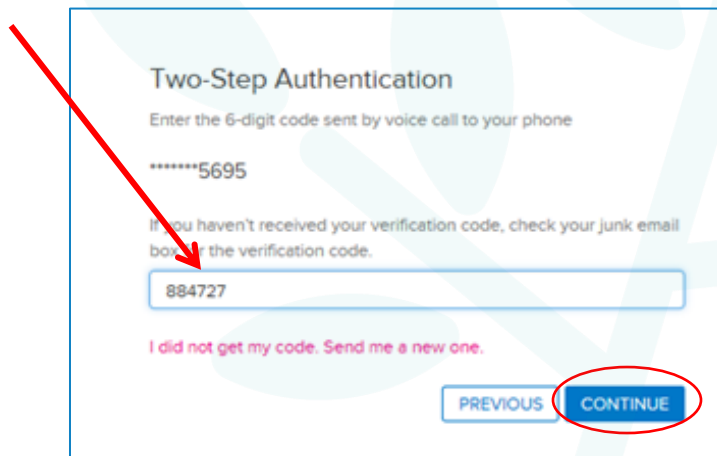
Step 5

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

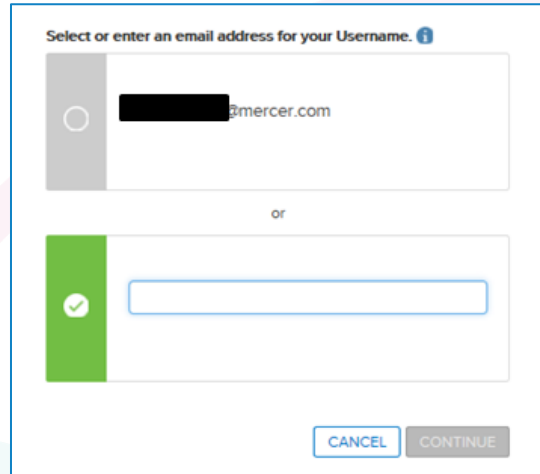
Enter the validation code on the enrollment website and click **CONTINUE**.



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Step 7

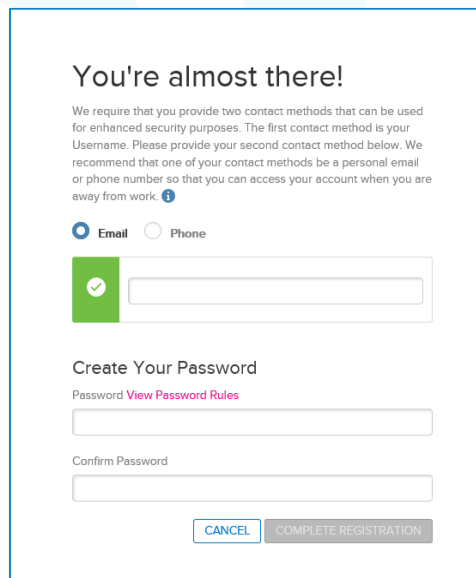
Select your email on file, or enter a new email, to serve as your username. Click **CONTINUE**.



The screenshot shows a registration form titled "Select or enter an email address for your Username." It features two input fields. The first field is disabled and contains a redacted email address ending in "@mercer.com". The second field is active, has a green checkmark icon to its left, and is currently empty. Below the fields are "CANCEL" and "CONTINUE" buttons.

Step 8

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



The screenshot shows a registration form titled "You're almost there!". It includes a paragraph of text explaining the requirement for two contact methods. Below this, there are radio buttons for "Email" (selected) and "Phone". A text input field with a green checkmark icon is present. The "Create Your Password" section contains two input fields: "Password" (with a link to "View Password Rules") and "Confirm Password". "CANCEL" and "COMPLETE REGISTRATION" buttons are at the bottom.



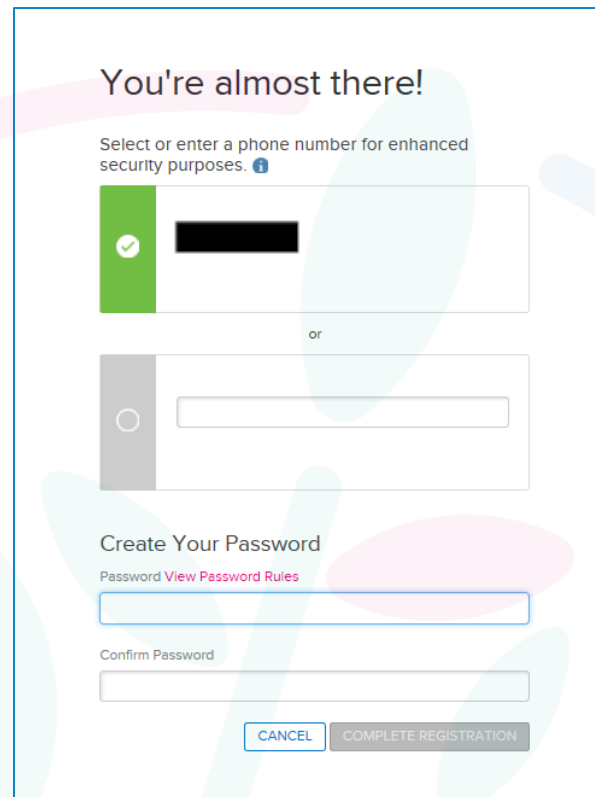
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Step 9

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

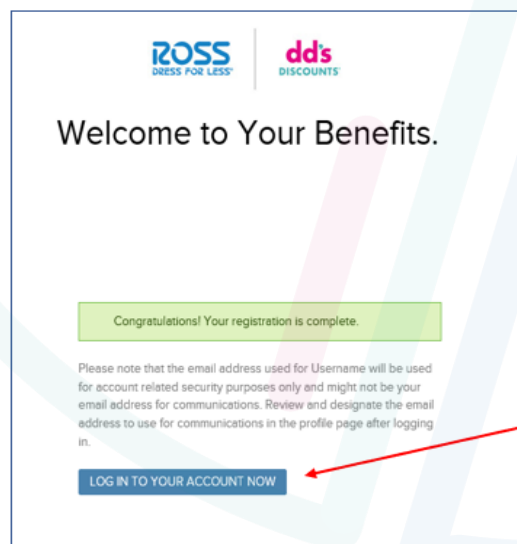
Your password needs to be:

- 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**.

ROSS
DRESS FOR LESS

dd's
DISCOUNTS

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) 867-5903. 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.

Step 12

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

You're almost there!

Select a way to receive your verification code.

Email br*****@mercer.com

Text *****5695

Call *****5695

[I don't have access to these anymore. Help me!](#)

CANCEL **CONTINUE**



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Step 13

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

Two-Step Authentication

Enter the 6-digit code sent to your email account. Don't see the email? Check your junk/spam folder.

br*****@mercer.com

If you haven't received your verification code, check your junk email box for the verification code.

[I did not get my code. Send me a new one.](#)

[PREVIOUS](#) [CONTINUE](#)

Step 14

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

The screenshot shows the 'Benefits Everyday' website home page. The navigation bar includes 'Home', 'Health & Benefits', 'Resources', 'Forms & Documents', and 'My Account'. A 'Welcome back,' message is displayed on the left. A prominent blue box contains a COVID-19 relief notice. The main content area is divided into three columns: 'Your Health' (Anthem Blue Cross PPO Preferred Plan), 'Enhanced Leave Program' (PACING EASER), and 'More Benefits Information' (Associate Perks Guide). A large red 'Sample' watermark is overlaid on the page.

