

# 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 Any outdated information will delay the registration process.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 email:



- Dublin: [HR.Records@ros.com](mailto:HR.Records@ros.com)
- New York Buying Office: [HRConnectNYBO@ros.com](mailto:HRConnectNYBO@ros.com)
- Los Angeles Buying Office: [HRConnectLABO@ros.com](mailto:HRConnectLABO@ros.com)
- Stores and Distribution Center: Please contact your supervisor.

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](#).

As a reminder, you can go to [www.BenefitsEveryday.com](http://www.BenefitsEveryday.com) and click the 'Enrollment Site' link to access the benefits enrollment website.

 Benefits Everyday | 

## Welcome to Your Benefits.

**PLEASE READ:** We have enhanced our security with Multifactor Authentication to better protect your account. If this is the first time you are seeing this message, please click the **Get Started** button to register your account, even if you already have a registered account. As part of the registration process, you will be prompted to set up a Username and Password. Your Username must be an active email address that you are able to access and your Password will need to meet a minimum set of requirements which will be specified during the registration process.

### Returning Users

Log in to your existing account.

Username

Password

[Forgot Username or Password?](#)

### New Users

Register your account now.

- [Helpful hints for accessing your account](#)
- [Learn about Multifactor Authentication](#)
- [Recommended browsers](#)

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.

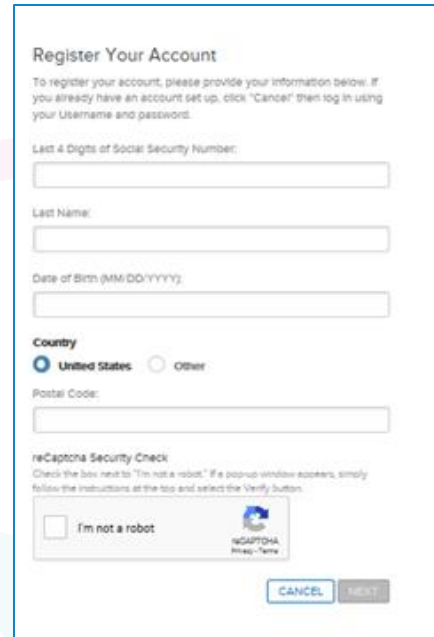


# Benefits Enrollment Website Registration Process

## 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:

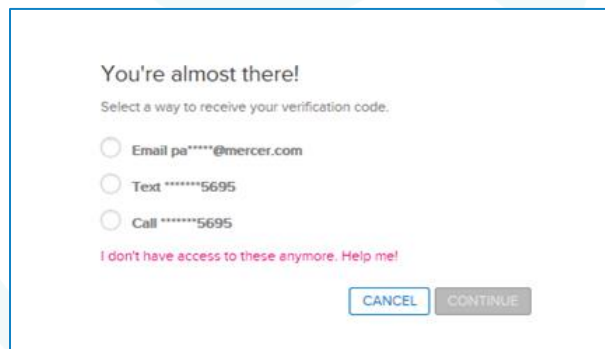
- Last 4 Digits of Social Security Number: [Text Input]
- Last Name: [Text Input]
- Date of Birth (MM/DD/YYYY): [Text Input]
- Country:  United States  Other
- Postal Code: [Text Input]
- reCAPTCHA Security Check:  I'm not a robot [reCAPTCHA logo]

At the bottom right, there are two buttons: "CANCEL" and "NEXT".

## 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 asks the user to "Select a way to receive your verification code." with three radio button options:

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

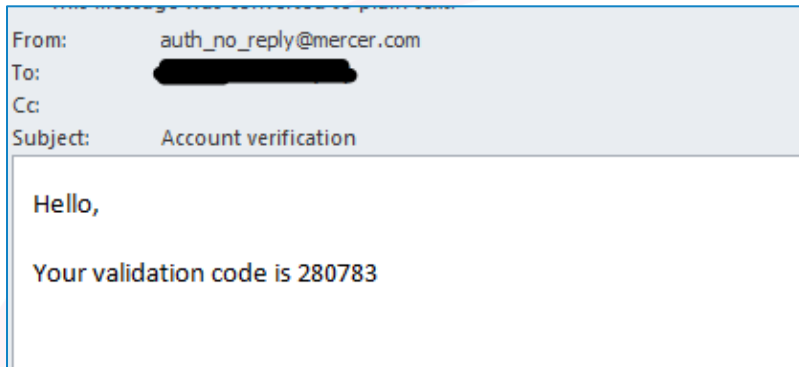
Below the options is a link: "I don't have access to these anymore. Help me!". At the bottom, there are two buttons: "CANCEL" and "CONTINUE".



# Benefits Enrollment Website Registration Process

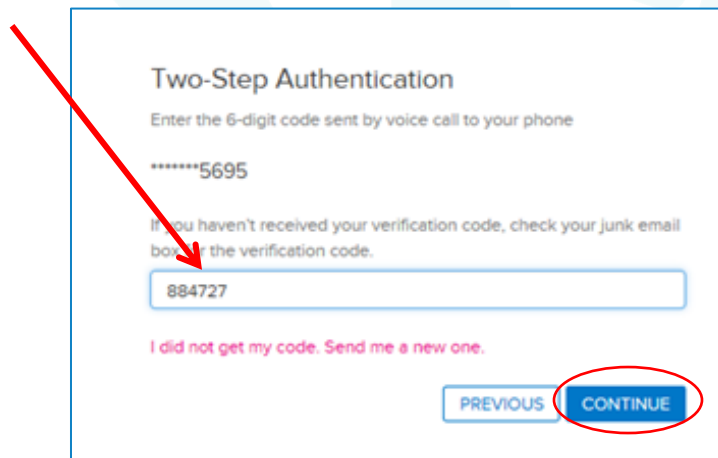
## Step 5

Check your email or phone for your verification code. If you do not see the email from [auth\\_no\\_reply@mercer.com](mailto:auth_no_reply@mercer.com) in your inbox, check your junk mail.



## Step 6

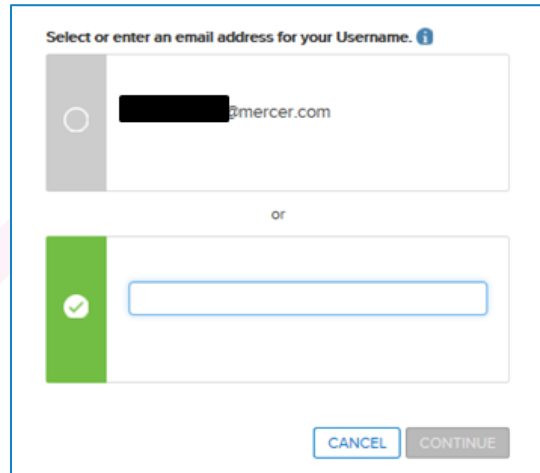
Enter the validation code on the enrollment website and click **CONTINUE**.



# Benefits Enrollment Website Registration Process

## Step 7

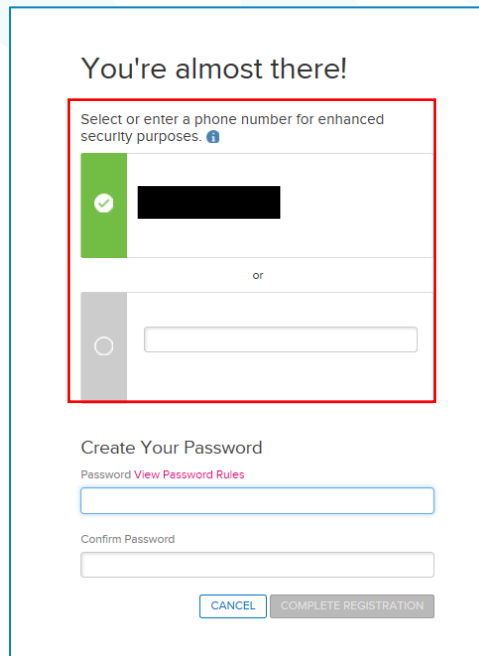
Select your email on file, or enter a new email, to serve as your username. Click **CONTINUE**.



The screenshot shows a registration form titled "Select or enter an email address for your Username." It features two input fields. The first field has a radio button and contains a redacted email address ending in "@mercer.com". The second field has a checked radio button and is empty. Below the fields is the word "or". At the bottom right 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 has a sub-header "Select or enter a phone number for enhanced security purposes." Below this are two input fields. The first field has a checked radio button and contains a redacted phone number. The second field has an unchecked radio button and is empty. Below the fields is the word "or". Underneath is a "Create Your Password" section with two input fields: "Password" and "Confirm Password", with a "View Password Rules" link. At the bottom right are "CANCEL" and "COMPLETE REGISTRATION" buttons.



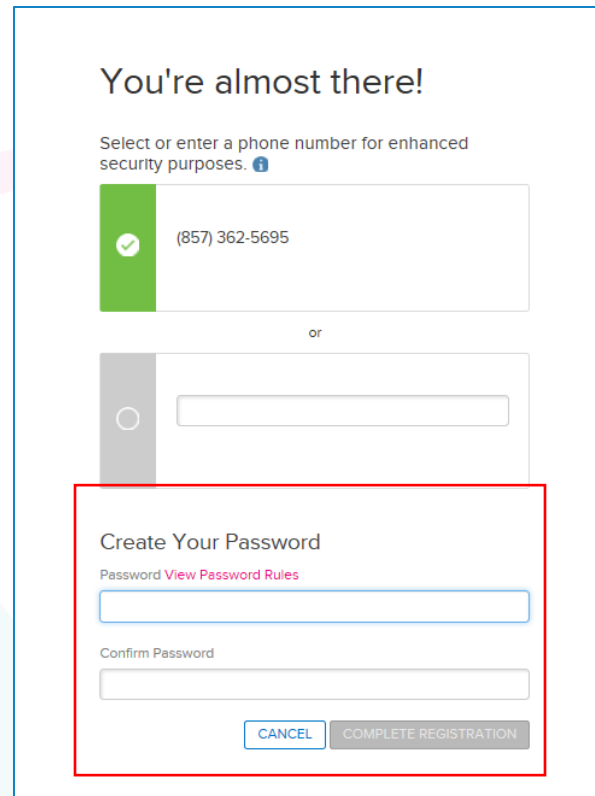
# Benefits Enrollment Website Registration Process

## 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



You're almost there!

Select or enter a phone number for enhanced security purposes. ⓘ

(857) 362-5695

or

Create Your Password

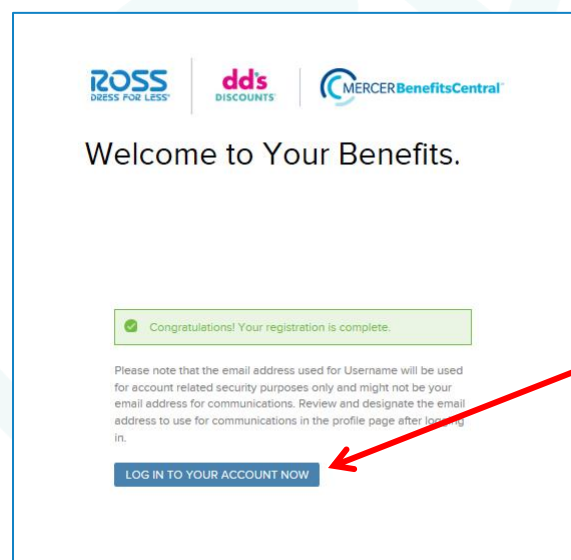
Password [View Password Rules](#)

Confirm Password

[CANCEL](#) [COMPLETE REGISTRATION](#)

## 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.



ROSS DRESS FOR LESS | dd's DISCOUNTS | MERCER BenefitsCentral

Welcome to Your Benefits.

✔ Congratulations! Your registration is complete.

Please note that the email address used for Username will be used for account related security purposes only and might not be your email address for communications. Review and designate the email address to use for communications in the profile page after logging in.

[LOG IN TO YOUR ACCOUNT NOW](#)



# Benefits Enrollment Website Registration Process

## Step 11

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

**ROSS** DRESS FOR LESS | **dd's** DISCOUNTS | **MERCER** BenefitsCentral

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## 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!](#)



# Benefits Enrollment Website Registration Process

## 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. At the top, there is a navigation bar with links for Home, Health & Benefits, Resources, Forms & Documents, and My Account. A left sidebar contains a 'Welcome back, FNAME' message, an 'Open Enrollment' button, and several 'Additional actions' including COVID-19 relief information and enrollment deadlines. The main content area is divided into three sections: 'Your Health' (Insurance) with sub-sections for Medical, Dental, and Vision; 'Anthem Blue Cross PPO Standard Plan' details including insurance carrier, group number, and website; and 'Coverage For Associate Only' with in-network and out-of-network deductibles. To the right, there is a 'Saving Accounts' section for a Health Savings Account (HSA) showing a goal amount of \$240.00 and a pay period amount of \$12.63. A large red 'Sample' watermark is overlaid on the page.