



# Quick Reference Guide

## SIGN IN – New User

**IMPORTANT NOTE:** *If you are a regular user of PeopleSoft system, or have used your account within the last 90 days, please use the Quick Reference Guide, "Sign In –Regular User."*

1. Go to [www.kingcounty.gov/employees/openenrollment](http://www.kingcounty.gov/employees/openenrollment) and click on the [www.kingcounty.gov/mybenefits](http://www.kingcounty.gov/mybenefits) link at the top right corner of the screen and follow the instructions to sign in to the online Open Enrollment system.
2. Enter your User ID and Password according to the instructions. Click the Sign In button.  
*(If you need help with your User ID or Password, contact Benefits and Retirement Operations by phone at 206-684-1556 or e-mail [kc.benefits@kingcounty.gov](mailto:kc.benefits@kingcounty.gov).)*
3. Once you have signed in, the screen will say that your password has expired. You must create a unique password before you can access the online system. Click the link, **Click here to change your password**.
4. You will receive an error message stating that your account does not have a password hint. You must first create a forgotten password question and answer. Click **OK**.
5. Click the small blue arrow and choose your forgotten password hint question from the drop down list. In the **response** box, type in the answer to your chosen question and then click **OK**.
6. Review the instructions for creating your new password and enter the information requested in the appropriate box. Then click the **Change Password** button.  
**Side Note:** *When creating your new, unique password, make sure that it contains at least 8 characters with at least 1 letter, 1 number and 1 special character.*
7. You will receive a message telling you that your changes have been saved. Click **OK**.
8. Navigate to the Open Enrollment screen by clicking on **My Benefits** on the left side of the screen and then clicking **Open Enrollment**.
9. The Open Enrollment Checklist will open. The first item on the checklist, **2010 Benefit Changes**, is required while the other items are optional (but highly recommended). Click the blue link [2010 Benefits Change](#) to review important changes to your 2010 benefits.
10. Click the yellow **Return to Checklist** button to return to the checklist.
11. Once you have reviewed the checklist items you can enter Open Enrollment by following the instructions and clicking on the yellow **Proceed to Open Enrollment** button.

### Help is Available

Benefits and Retirement Operations staff is ready to answer your questions about benefits or Open Enrollment and to provide technical assistance using the online system.  
Call 206-684-1556 or e-mail [kc.benefits@kingcounty.gov](mailto:kc.benefits@kingcounty.gov)