



## QUICK TIPS

The City of Palm Bay provides BenTek, an internet based online benefits enrollment system, available 24 hours a day, 7 days a week. Employees may:

- View all benefit elections and payroll deductions
- Make new elections, change, add or remove dependents during open enrollment, new hire orientation or a qualifying event
- View plan summaries and link to carrier websites
- Designate Life Insurance beneficiaries

### Accessing BenTek

1. Log on to [www.mybentek.com/palmbayflorida](http://www.mybentek.com/palmbayflorida)
2. Click on "Create an account"
3. Follow directions to create your Username and Password  
Please Note: password must contain three (3) of the following:
  - › Lowercase Letter
  - › Capital Letter
  - › Number
  - › Special Character
4. Click the "Menu" tab on upper left screen and select "Employee Benefits Center"

### Employee Benefits Center

- During Open Enrollment - select "Open Enrollment" in dropdown
- During New Hire Orientation - select "New Hire" in dropdown
- Report Qualifying Event - add or remove dependents
- View Elections - view current elections and payroll deductions
- Benefit Highlights - plan descriptions and links to carriers
- Forms - plan documents, plan summaries and notices
- Beneficiary Designations - add, change or update beneficiary information for Life Insurance Plan(s)

- ✓ BenTek is accessible on desktop, tablets, smartphones or anywhere internet connectivity is available
- ✓ For security purposes, BenTek will time out at 15 minutes if inactive. Click refresh symbol (🔄) for additional 15 minutes
- ✓ If you have trouble accessing BenTek, please contact the BenTek Support Line at: [support@mybentek.com](mailto:support@mybentek.com), or (888) 5-BenTek (523-6835) Monday - Friday, 8:30am - 5:00pm EST