



OPEN ENROLLMENT

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

Accessing BenTek

Log on to www.mybentek.com/palmbayflorida

1. Enter your username and password and click "Login"
2. If you forgot your username and/or password:
 - a. Click on "Forgot Username/Password?"
 - b. Enter your Employee ID number, Last 4 of your SSN, and select which information you forgot
 - c. Click "Next" to set up your new login information
3. If you have not participated in our Open Enrollment before:
 - a. Click on "Create an account"
 - b. 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

Open Enrollment

- Once you have logged in to your account:
 - Click on the "Menu" tab in the upper left of the screen.
 - Then, click on "Employee Benefits Center."
 - Select "Open Enrollment" from the dropdown.
 - On the 1st page, click start at the bottom of the screen.
 - Proceed through each page by clicking next at the bottom of each screen.
 - You will be able to view your current insurance and make your new elections on page 5, "Benefit Elections."
 - Don't forget to click "Submit" at the end!

- ✓ 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, or (888) 5-BenTek (523-6835) Monday – Friday, 8:30am – 5:00pm EST