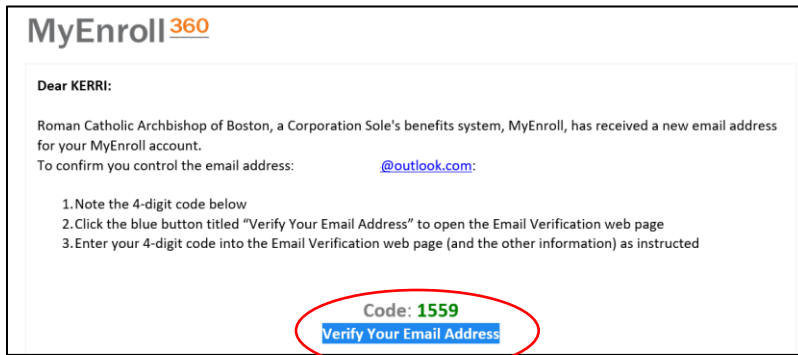




## Creating a BAS/MyEnroll Account

MyEnroll will automatically send an email to you (sample below) at the e-mail address entered by your location. Be sure to check your junk or spam folder if you do not receive the email. If you do not have this e-mail, please proceed to the “First Time Users” step on page 2 of these instructions.

As an employee with a record in your location’s online benefits administration system, you will receive this email because the Benefits Department needs to verify your email address before using it for ongoing transactions, such as delivering important benefits information. This email verification process ensures that the email address assigned to your account in [www.myenroll.com](http://www.myenroll.com) truly belongs to you.



To verify your e-mail address:

- Take note of your private verification code
- Click on “Verify Your Email Address”

On the Email Verification page:

- Enter the 4-digit verification code provided in the e-mail
- Enter First Name, Date of Birth and Home Zip Code  
This will be compared against the known data in BAS/MyEnroll to confirm your identity and complete the verification process
- Click the box next to “I’m not a robot”
- Click “Submit”

**MyEnroll.com**

**Email Verification** \* Required

Email to Verify

Yes, I'll verify this email by completing the data below \*

Code from Email \*

First Name \*

Date of Birth \*

Home Zip Code \*

I'm not a robot

Cancel

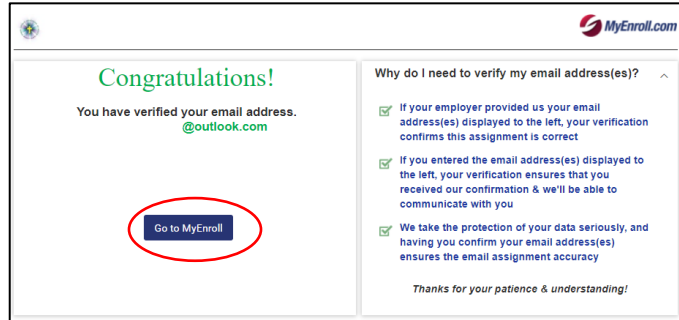
**Why do I need to verify my email address(es)?**

- ✓ If your employer provided us your email address(es) displayed to the left, your verification confirms this assignment is correct
- ✓ If you entered the email address(es) displayed to the left, your verification ensures that you received our confirmation & we'll be able to communicate with you
- ✓ We take the protection of your data seriously, and having you confirm your email address(es) ensures the email assignment accuracy

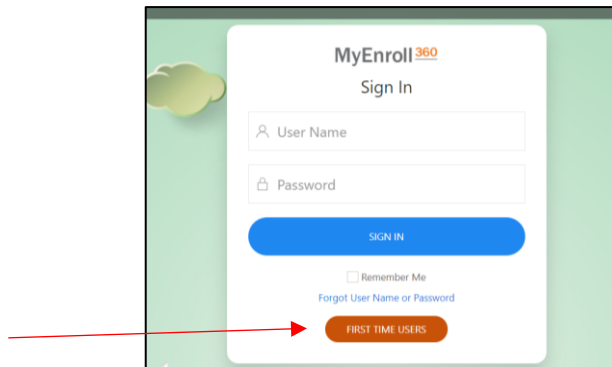
*Thanks for your patience & understanding!*

Once you have successfully completed these steps, your email address will be verified, and you may discard the verification code email.

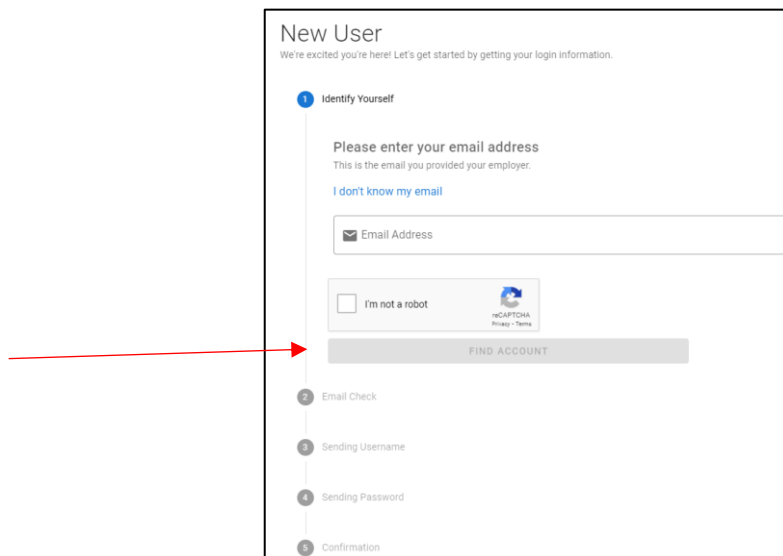
- Click “Go to MyEnroll” for your Username and Password



- Click “First Time Users” in orange



- Enter the e-mail address that you previously verified with MyEnroll. If you enter a different e-mail than the one used for the verification process, the system will not process your request for credentials.
- Click “I’m not a robot”
- Click “Find Account”



- If you did not receive a verification e-mail and are unsure which e-mail address is on file with BAS/MyEnroll, click “I don’t know my email”

New User  
We're excited you're here! Let's get started by getting your login information.

1 Identify Yourself

Please enter your email address  
This is the email you provided your employer.

[I don't know my email](#)

Email Address

I'm not a robot

HCAPTCHA  
Privacy - Terms

FIND ACCOUNT

- Enter the requested Alternate Identification information
- Click “I’m not a robot”
- Click “Submit”

Alternate Identification  
Fill in some information about yourself and we'll get you back on your way.

Social Security Number\*

Home Zip Code\*

Birth Date

I'm not a robot

HCAPTCHA  
Privacy - Terms

\*Indicates required field

CLOSE SUBMIT

Your Username and Password will be sent to your e-mail address in two separate emails. Please remember to check your "spam" or "junk" folder for these emails.

- Click “Back to Login” and then check your email account for next steps

New User  
We're excited you're here! Let's get started by getting your login information.

Identify Yourself

Email Check

Sending Username

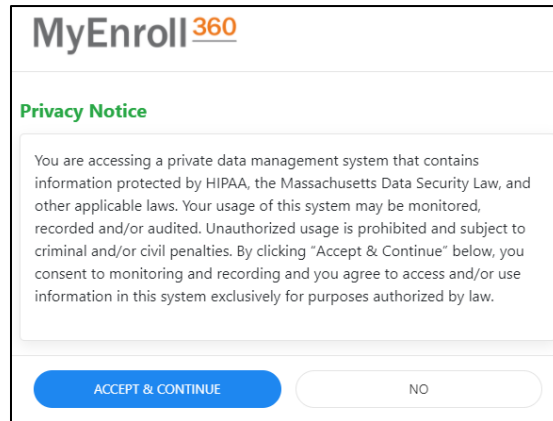
Sending Password

5 Confirmation

Your Username and Password have been sent to [kerri\\_shorter@rcab.org](mailto:kerri_shorter@rcab.org) in two separate emails. Please remember to check your "spam" or "junk" folder for this email. If you don't receive these emails within 15 minutes, you may call our Client Services department at [1.800.945.5513](tel:18009455513).

BACK TO LOGIN

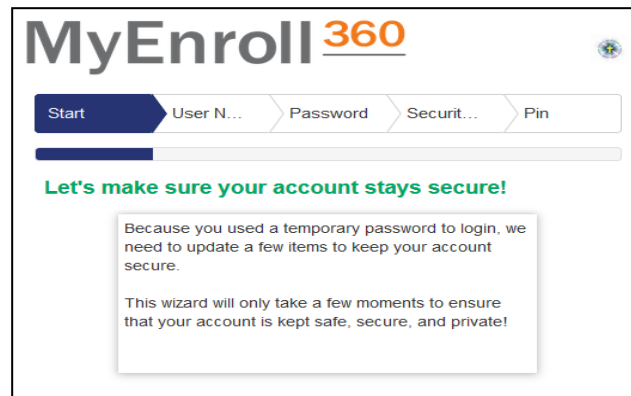
- On the BAS/MyEnroll Login screen, enter the username and temporary password included in the e-mails from BAS/MyEnroll
- Click “Accept & Continue” on the following screen



- Click “Start” to create a permanent password and set up a required security question and answer.

#### Password Requirements

- 8 Characters Minimum
- 1 Uppercase Letter Minimum
- 1 Lowercase Letter Minimum
- 1 Number Minimum
- 1 Special Character Minimum



Once you have successfully completed this process, you will have access to BAS/MyEnroll. You can access the BAS/MyEnroll system by visiting [www.myenroll.com](http://www.myenroll.com) or [www.CatholicBenefits.org](http://www.CatholicBenefits.org).

If you experience any issues navigating this process, please contact the RCAB Benefits Office at 617-746-5640 or [benefits@rcab.org](mailto:benefits@rcab.org).