MyEnroll Employee User Guide
# Creating a User ID and Password

Option 1:

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 Option 2.

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 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"
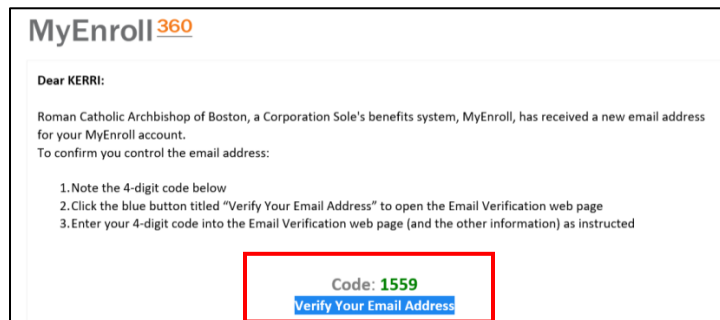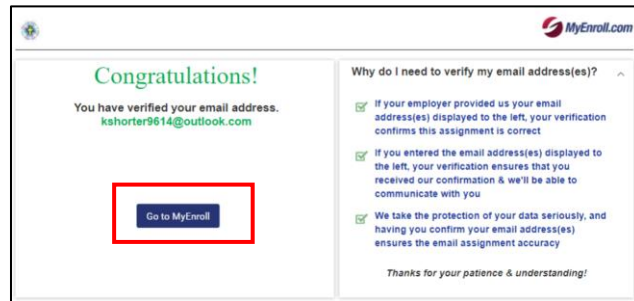

On the Email Verification page:
- Enter the 4-digit verification code provided in the e-mail
- Enter First Name, Date of Birth and Home Zip Code
  This will be compared against the known data in BAS/MyEnroll to confirm your identity and complete the verification process
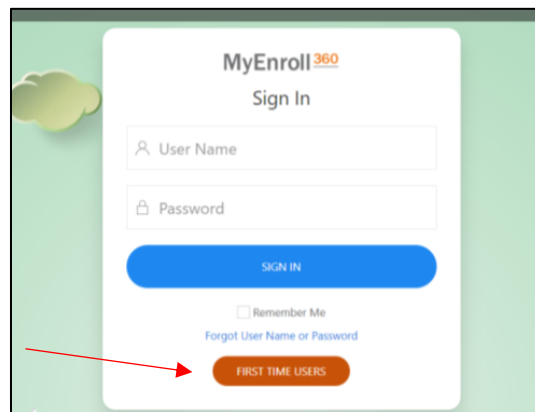- Click the box next to "I'm not a robot"
- Click "Submit"

Once you have successfully completed these steps, your email address will be verified, and you may discard the verification code email.
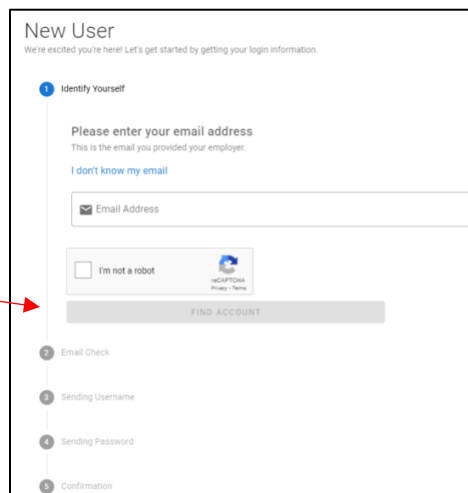
- • Click "Go to MyEnroll" for your Username and Password
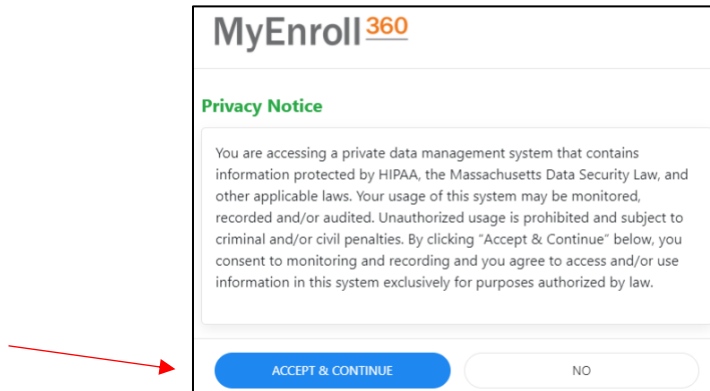

- • Click "First Time Users" in orange

- • 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"
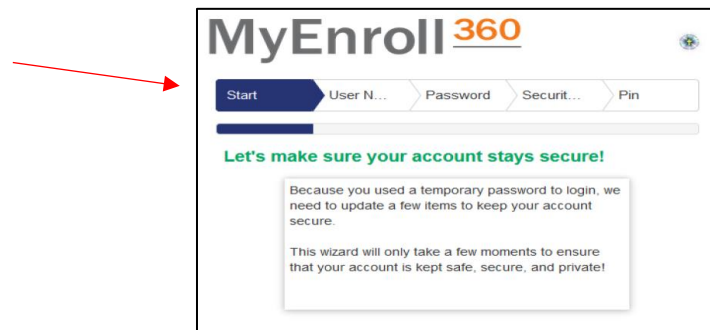- • Click "Find Account"

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.

- 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
- o   8 Characters Minimum
- o   1 Uppercase Letter Minimum
- o   1 Lowercase Letter Minimum
- o   1 Number Minimum
- o   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 myenroll.com or CatholicBenefits.org.

If you experience any issues navigating this process, please contact the RCAB Benefits Office at 617-746-5640 or benefits@rcab.org.
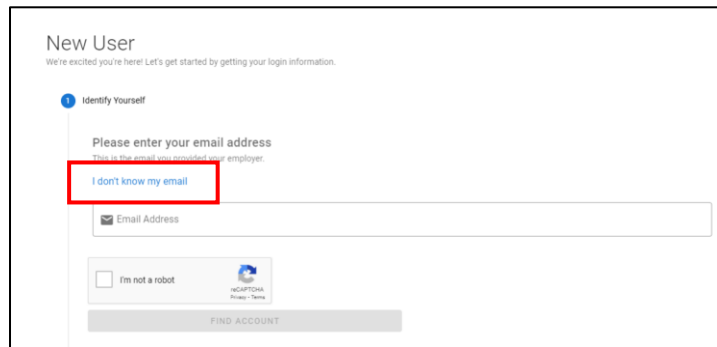
<u>**Option 2:**</u>

If you do not have the verification e-mail from BAS/MyEnroll, go directly to www.myenroll.com:
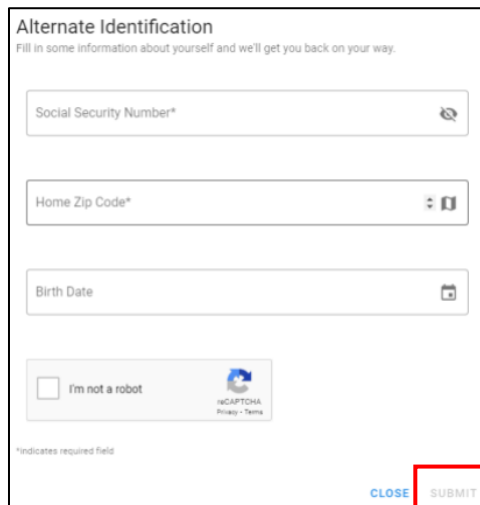
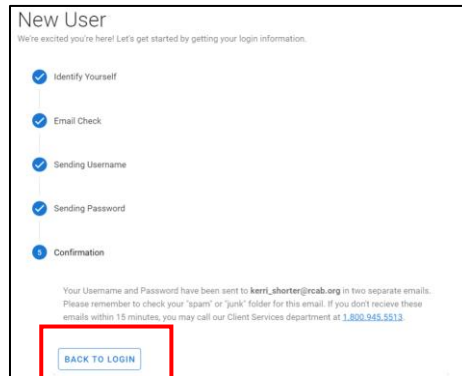- Click "First Time Users" in orange
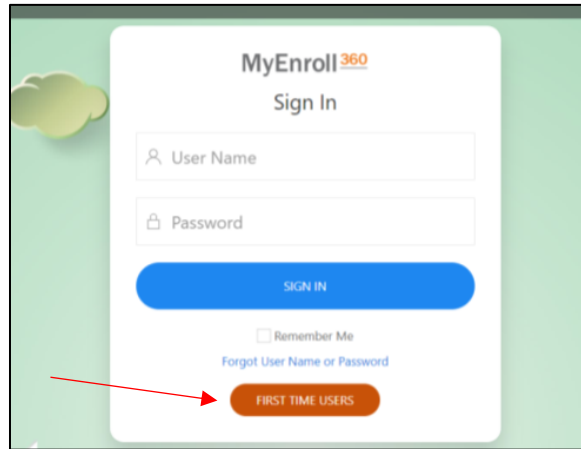
- Click "I don't know my email"

- Enter the requested Alternate Identification information
- Click "I'm not a robot"
- Click "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.
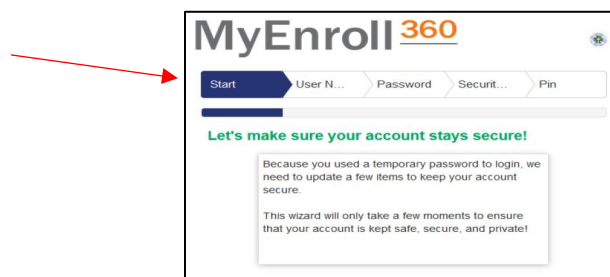
- Click "Back to Login"

- 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
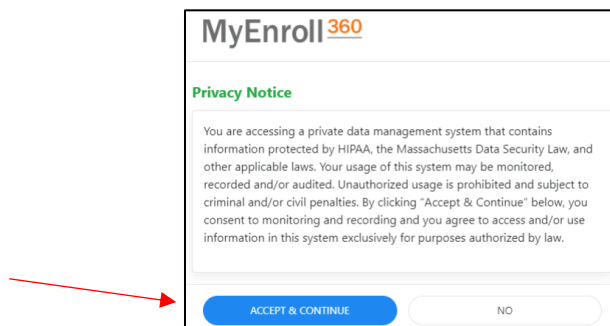
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  - 8 Characters Minimum
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