



How to Guide:

- Create a new account. Log into www.nnvabenefits.com You will need your Employee ID number, First Name, Last Name (as stated on the letter) and your date of birth. Check the “I’m not a robot” and then click “Next”.

Create a New Account

To begin, enter the following information:

EMPLOYEE ID (LOCATED ON YOUR PAYSTUB)

FIRST NAME

LAST NAME

DATE OF BIRTH (MM/DD/YYYY)

I'm not a robot

reCAPTCHA
Privacy - Terms

NEXT

- Enter an email address and create a password. Your password must be 8 characters long and satisfy 3 of the 4 following:

- ✓ Has at least one uppercase character
- ✓ Has at least one lowercase character
- ✓ Has at least one special character
- ✓ Has at least one numeric character

You will have to confirm your password by re-entering it then click “Next”.

Enter Email Address and Password

Email Address

New Password

Confirm Password

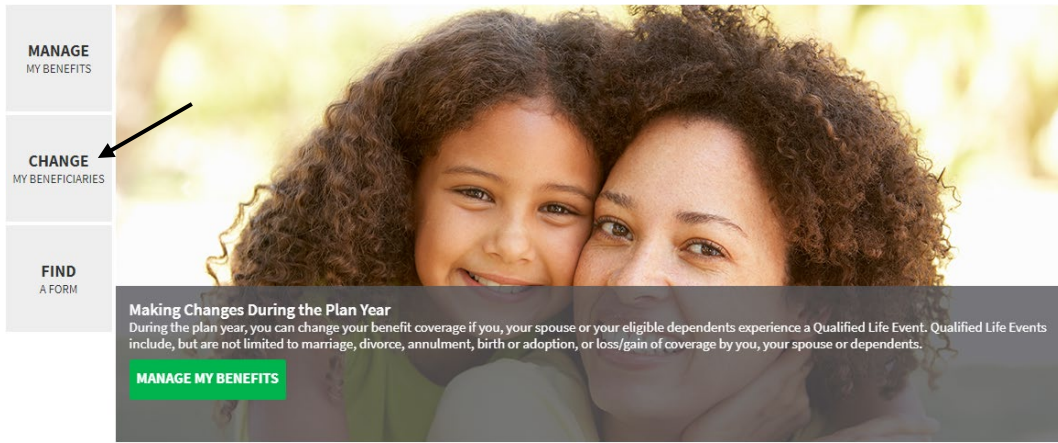
✓ Your password must satisfy 3 of the following 4 conditions:

- ✓ Has at least one uppercase character.
- ✓ Has at least one lowercase character.
- ✓ Has at least one special character.
- ✓ Has at least one numeric character.

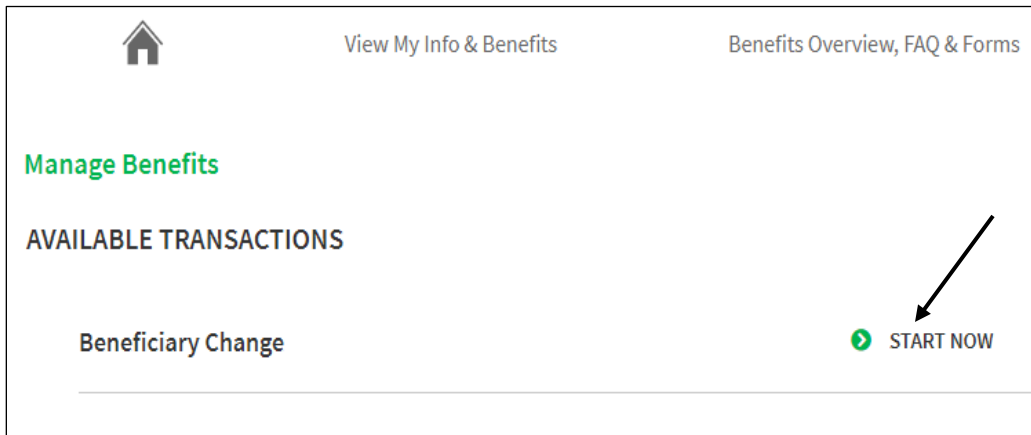
✓ Must be at least 8 characters.

NEXT

- Once you enter the site you will go to “Change My Beneficiaries” on the left of the page.



- Once you clicked on “Change My Beneficiaries” you will now want to click on the “Start Now” selection and then the “Continue” box on the next screen.



- Once in this screen you will need to click on the “Modify Beneficiaries”. You will be brought to a screen where you will need to click on **+ ADD BENEFICIARY** and then enter the necessary information for your beneficiary.

