

EMPLOYEE ONLINE ACCESS INSTRUCTIONS

MyOnlineBenefit.com



MyOnlineBenefit.com is a secure, online benefit administration tool designed by Companion Life Insurance Company to help you access benefit information easily and more efficiently.

Use MyOnlineBenefit.com to:

- View benefits at a glance.
- Verify dental benefits.
- View your Certificate of Coverage.
- View your dental ID card, if enrolled.
- View claim information.
- Search for dental providers.

ONLINE ACCESS INSTRUCTIONS

1. Go to CompanionLife.com.
2. Select the Insureds tab at the top right of the home screen.
3. Select Login in the My Online Benefit box.

You will see this screen:



Enter your information to access the site.

Username: Your username is your Companion Life Primary Identification Number.

Password: Your initial password is the first 5 characters of your last name (first character is capitalized) followed by your 4-digit birth year and special character ! (exclamation point). If your last name is less than 5 characters, add a 0 (zero) for any extra characters to meet the minimum 5-character requirement.

For example, John West with birthdate February 14, 1990, would log in with the initial password of **West01990!**

You will be required to change your password when you log in for the first time.

If you have any questions, please contact Companion Life Insurance Company service at 877-676-5789 or CompanionService@CompanionLife.net.



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