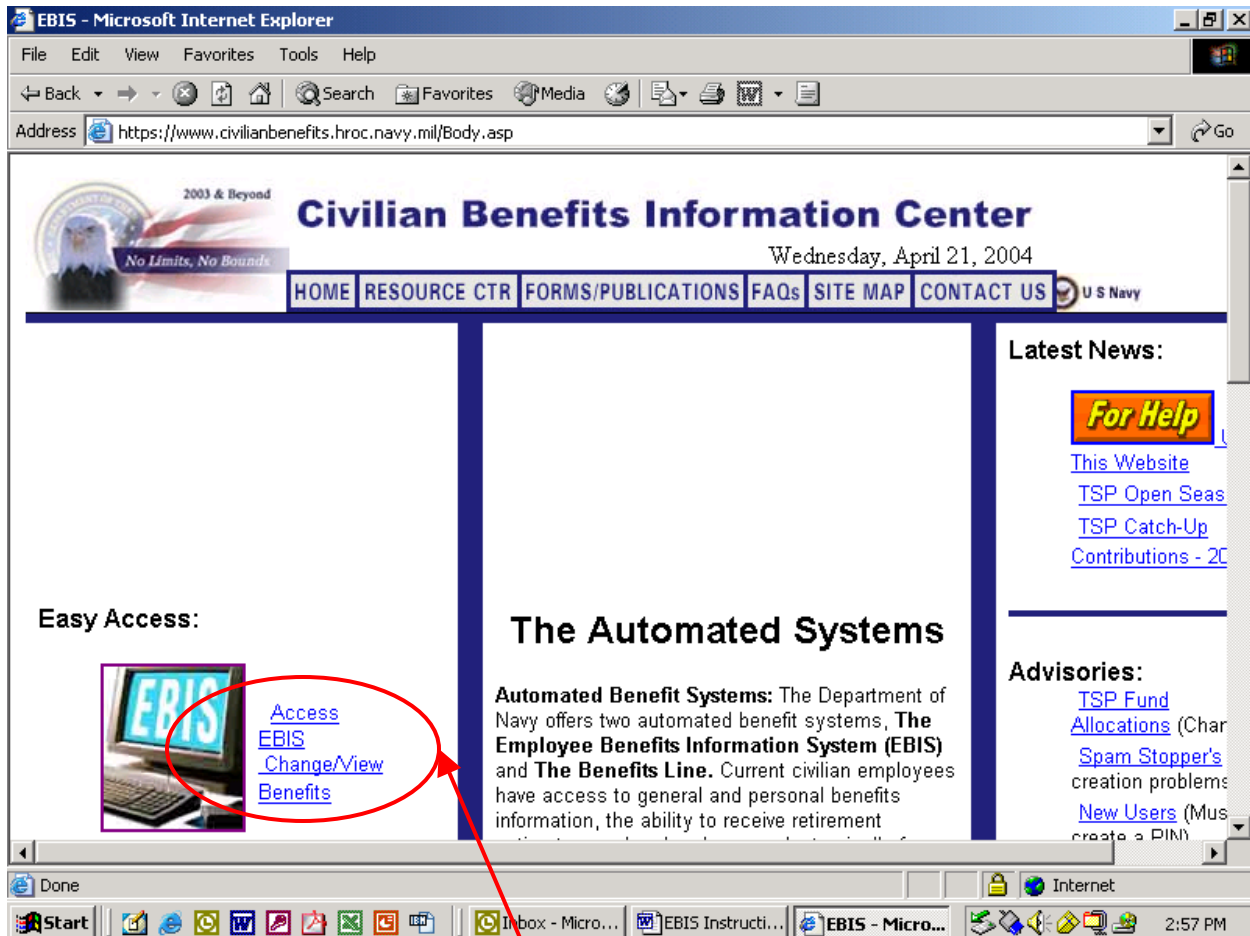
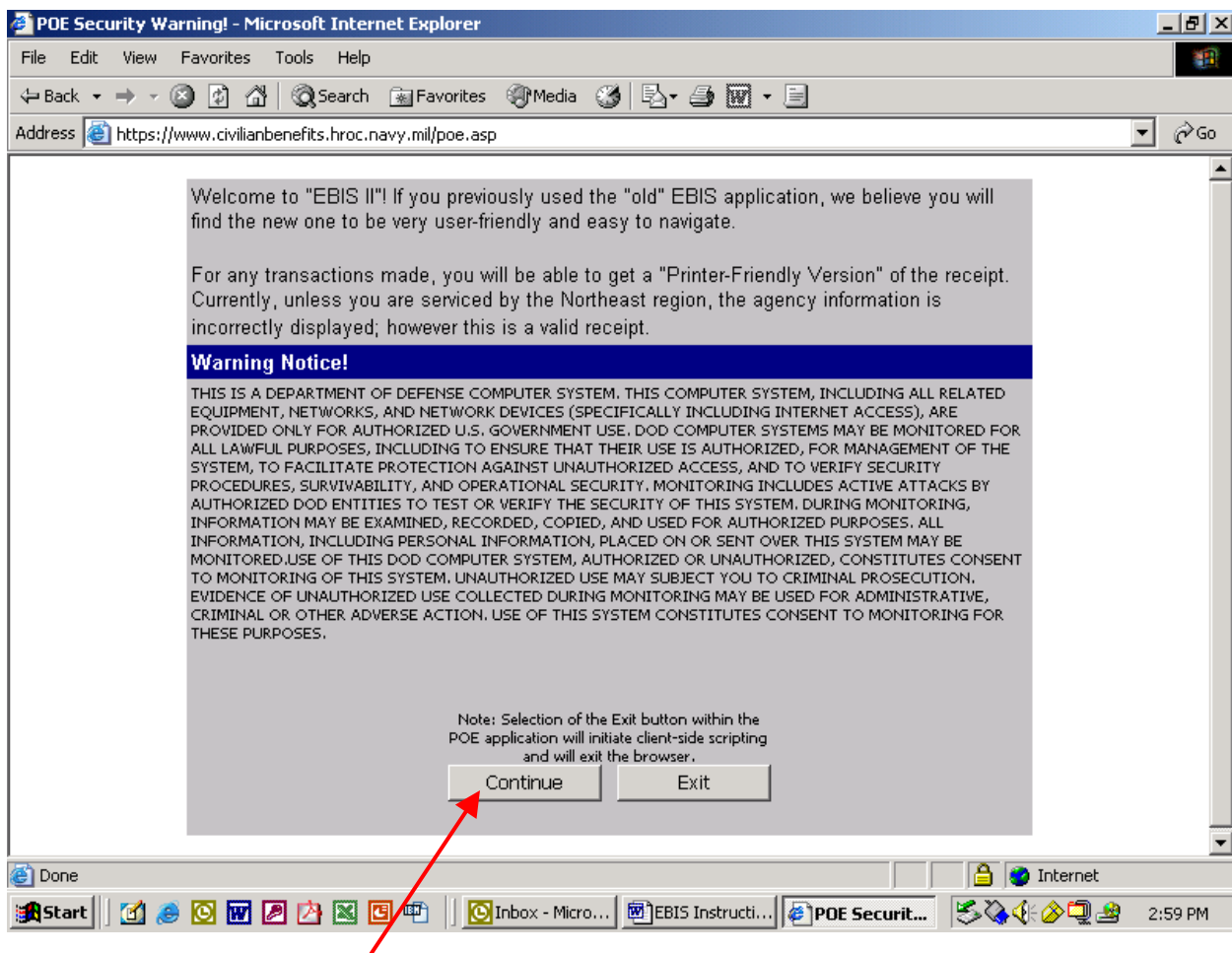


# CIVILIAN BENEFITS INFORMATION CENTER (EBIS)

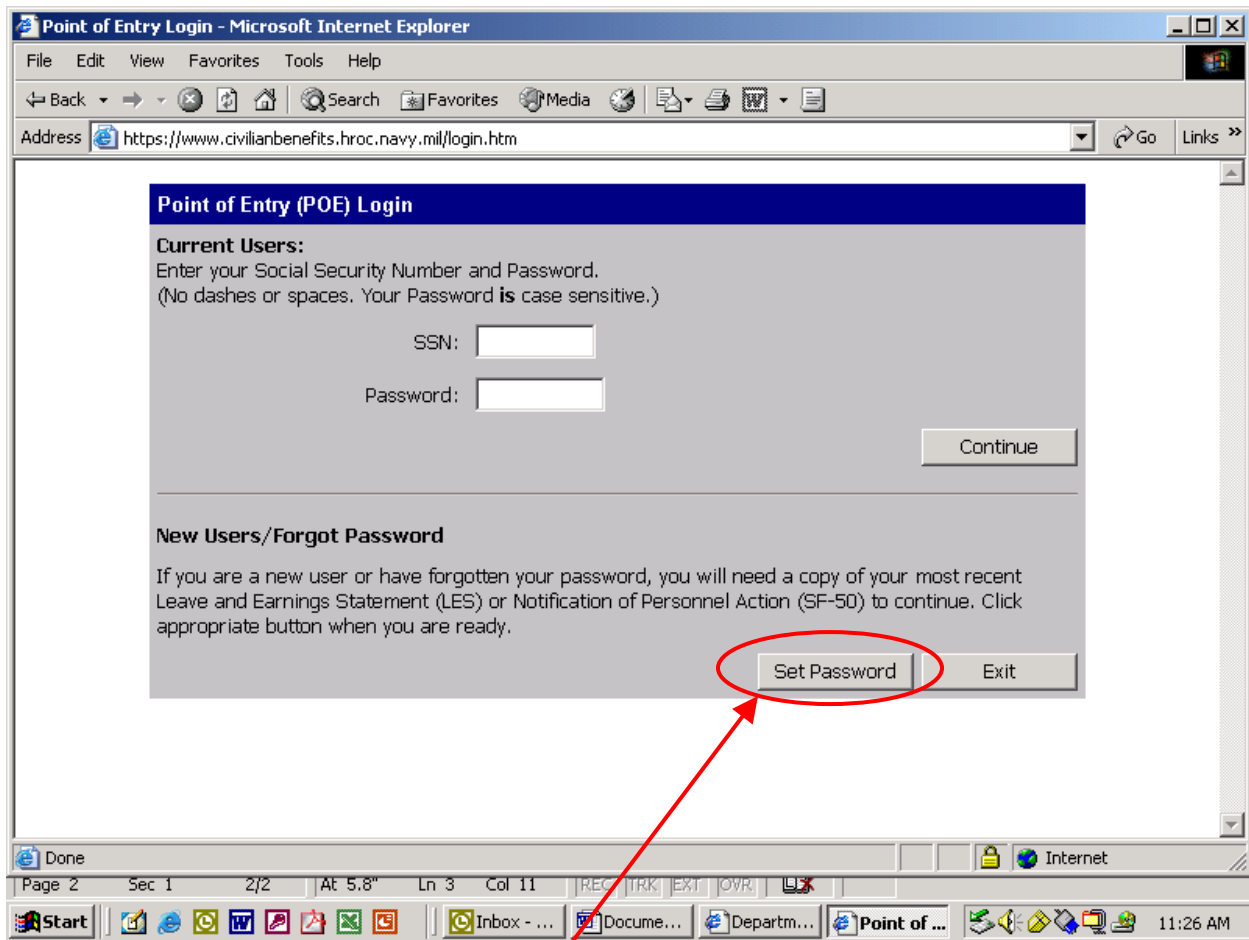
1. Open your internet browser and type <https://www.civilianbenefits.hroc.navy.mil/Body.asp> in the address block. The screen below will appear.



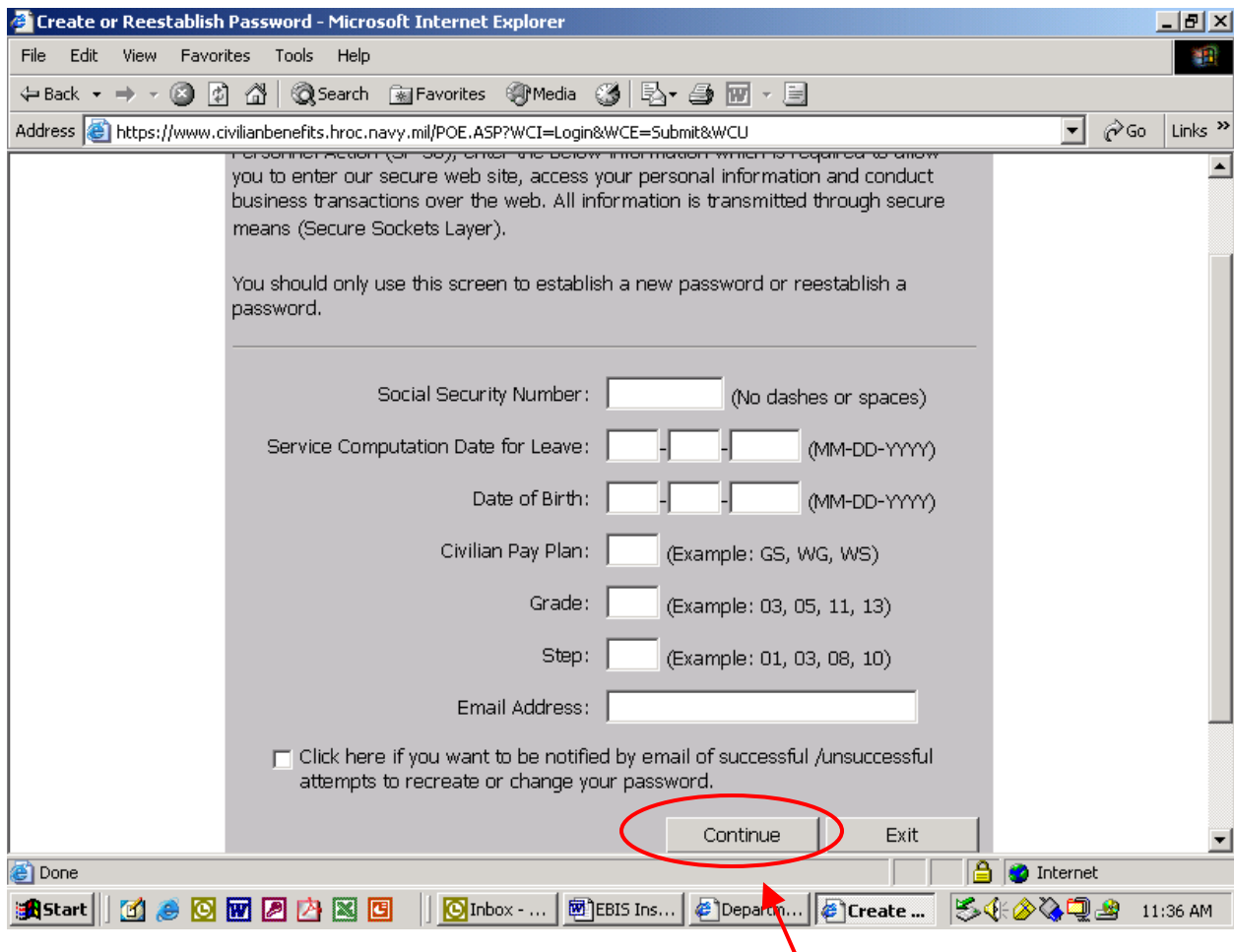
2. Click on "Access EBIS Change/View Benefits", the screen below will appear:



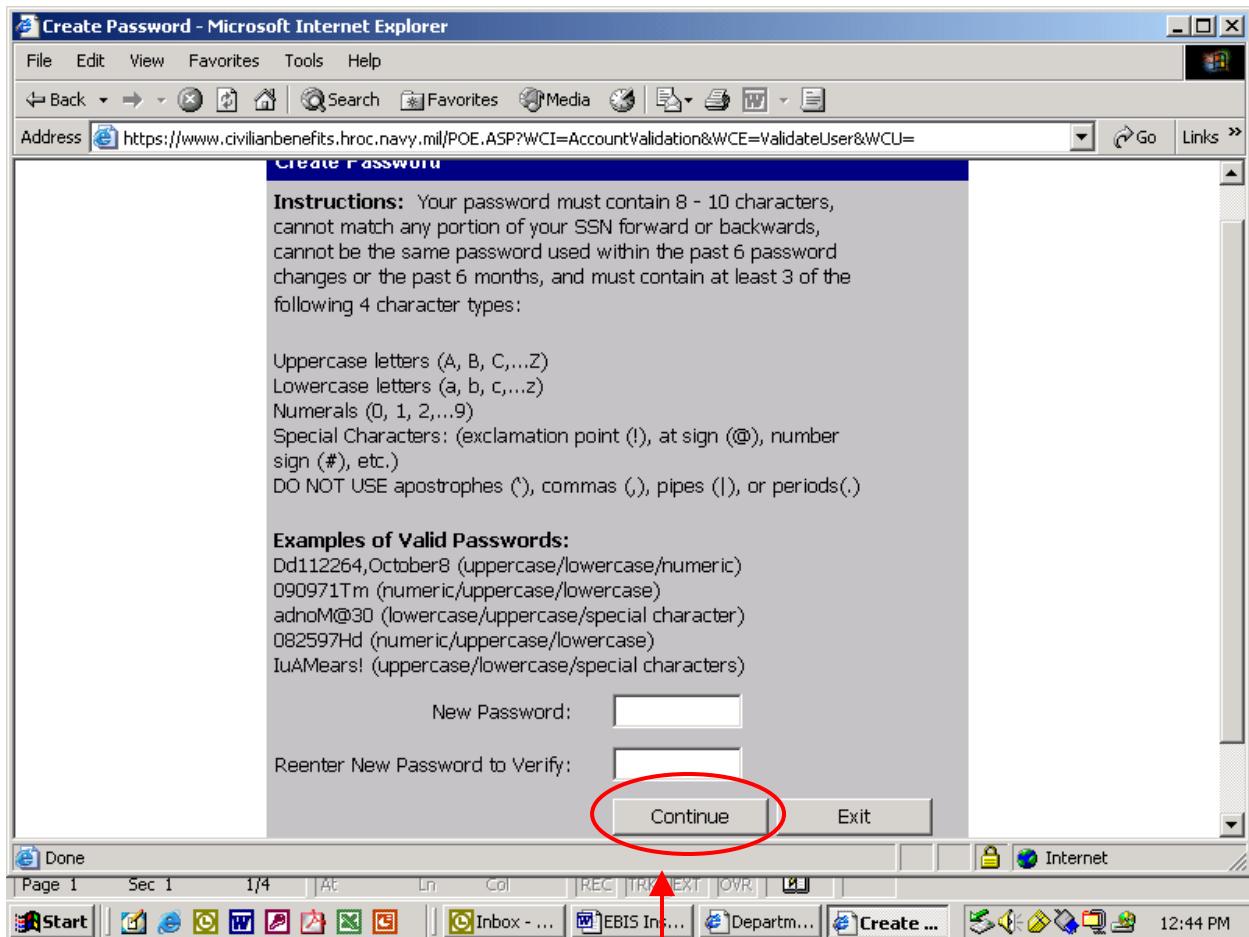
3. Click on "Continue", the screen below will appear:



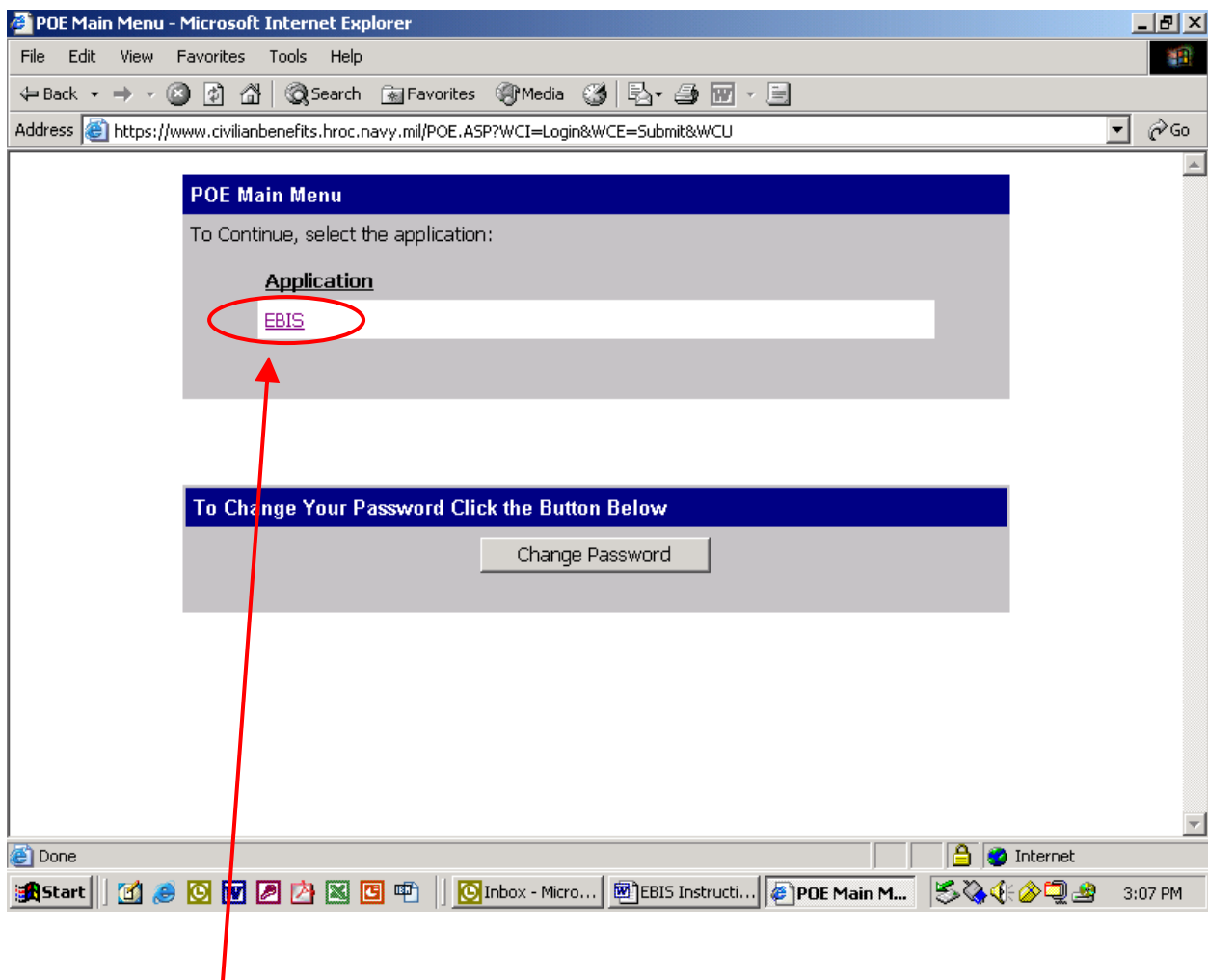
4. All new users must have the latest LES or other supporting documentation available to answer a series of questions the next screen will ask. Click on "Set Password", the screen below will appear:



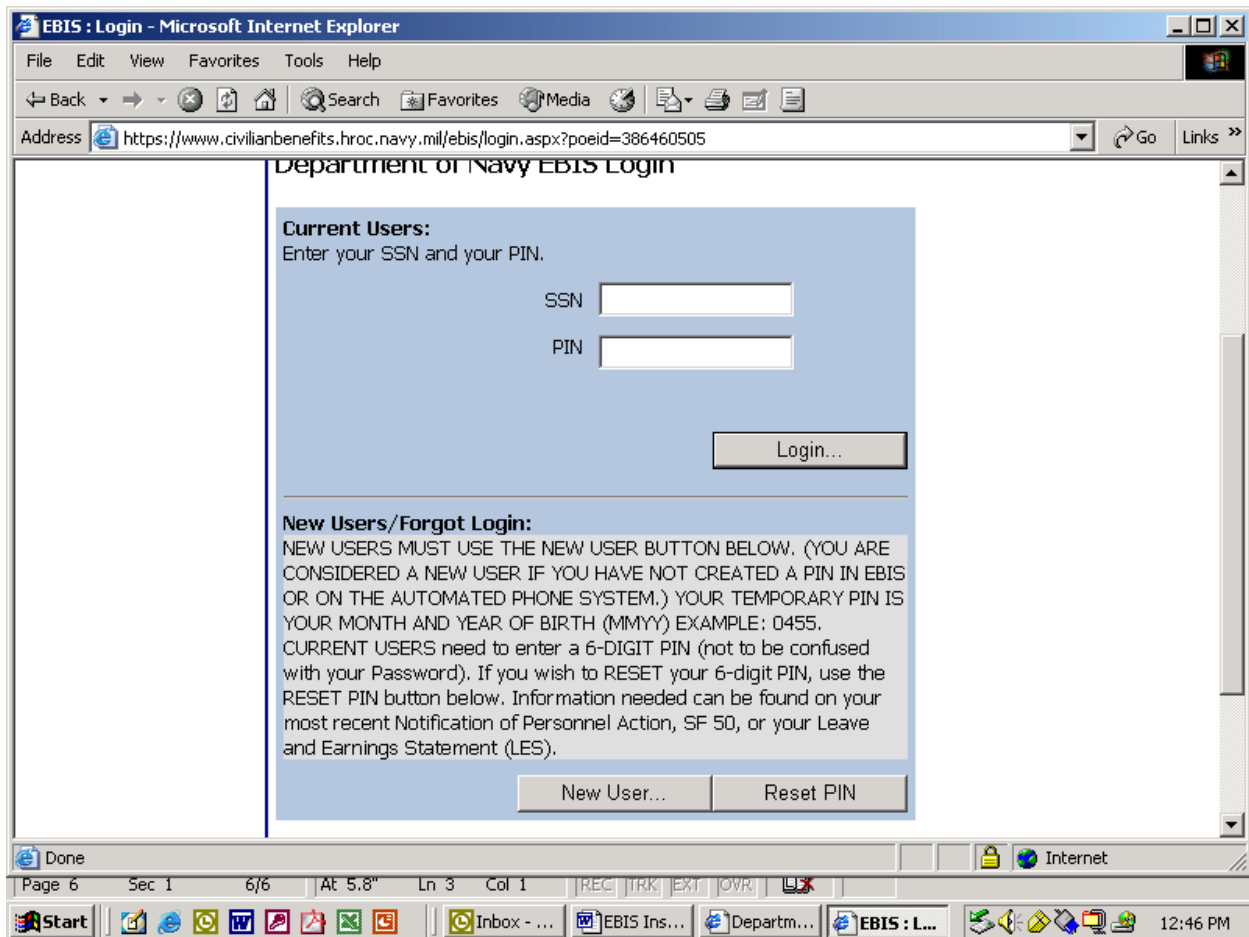
5. Complete the questions and click "Continue"



6. Enter you password in both blocks. Make sure to follow the guidelines established. Click "Continue"



7. Click "EBIS"



8. New users, follow the instructions on this screen to generate a "PIN". You will be asked the same series of questions previously asked above. After generating your PIN and login procedures the screen below will appear. This screen will allow you to make the desired changes.

EBIS : Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help








Back Forward Stop Home Search Favorites Media Print Copy Paste

Address <https://www.civilianbenefits.hroc.navy.mil/ebis/home.aspx> Go

# DEPARTMENT OF NAVY

## EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM

 Help
  My Benefits
  Calculators
  Transactions
  Forms
  My Profile
  Information




Session	
User:	EMPLOYEE I AM
Last Login:	Date: 04/21/2004 Time: 01:10:47 AM
<input type="button" value="PIN"/> <input type="button" value="Logout"/>	
Pending Transactions	
FEHB:	None
TSP:	None
TSP Catch-Up:	None
FEGLI:	None
Agency News	
Please note: to make changes to your TSP fund allocations, you must visit	

### Welcome to the Employee Benefits Information System (EBIS)...











**Department of Navy**

The Employee Information Benefits System (EBIS) is designed to provide Federal employees general and personal information regarding their benefits and includes capabilities for executing benefit transactions using a Web browser.

To get started - choose one of the following:

- 
**My Benefits**  
 Click for a comprehensive personal statement of your benefits.
- 
**Calculators**  
 Click to perform a variety of "what-if" calculations.
- 
 Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.

Done Internet

Start |       |  Inbox - Micro... |  EBIS : Home... |  EBIS Instructi... |  | 3:10 PM

If you have questions or concerns please contact the US Employee & Labor Relations/Benefits Section at 645-7548 or send an email to [chro@mcbbutler.usmc.mil](mailto:chro@mcbbutler.usmc.mil).