Benefits Enrollment Website Registration Process

This guide will assist you with completing the required registration process to gain access to the benefits enrollment website!

You will need to register as a new user the first time you log in.

If you need assistance with registering or logging in to the enrollment website, please call (888) 867-5993.

Step 1

Make sure your information is up to date in the Ross HR system. This includes your last name, date of birth, social security number, zip code, and phone number. Any outdated information will delay the registration process. If you need to update your information, please email:

- Dublin: HR.Records@ros.com
- New York Buying Office: HRConnectNYBO@ros.com
- Los Angeles Buying Office: HRConnectLABO@ros.com
- Stores and Distribution Center: Please contact your supervisor.

Changes will be effective on the benefits enrollment website the Tuesday following the HR system update.

Step 2

Click **GET STARTED** under New Users to register on the benefits enrollment website.

As a reminder, you can go to www.BenefitsEveryday.com and click the 'Enrollment Site' link to access the benefits enrollment website.

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Welcome to Your Benefits.

If this is your first time visiting this website, you will need to click the Get Started button to register. Please use this Registration Guide to help you navigate the registration process. For other Ross websites, such as myADP for your pay statements, please click the 'Other Ross Websites' link below.

If you need assistance with accessing this site, please call (888) 867-5993. If you need assistance with anything else related to your account, please contact the Ross Stores Benefits Service Center at (800) 752-7534, Monday through Friday, between 6:00 AM and 6:00 PM PT.
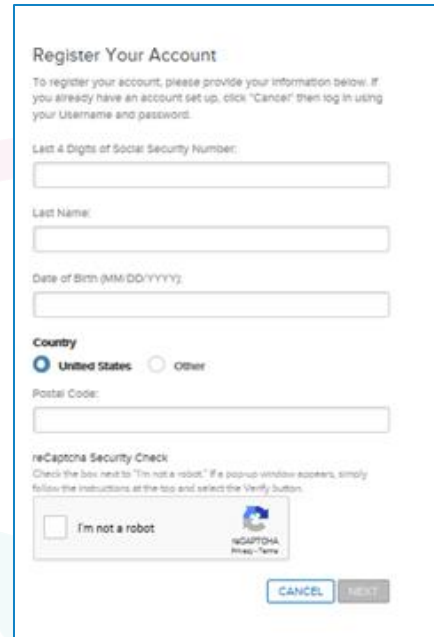
Returning Users

Log in to your existing account.

Username

Password

Login

Forgot Username or Password?

New Users

Register your account now.

Get Started

Helpful hints for accessing your account

Learn about Multifactor Authentication

Recommended browsers

Other Ross Websites

Benefits Everyday

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Benefits Enrollment Website Registration Process

Step 3

Enter the last 4 digits of your Social Security Number, your Last Name, Date of Birth, and Zip Code as it currently appears in the Ross HR system. Click **NEXT**.

Note: if you need to update your information in the Ross HR system, please refer to Step 1.
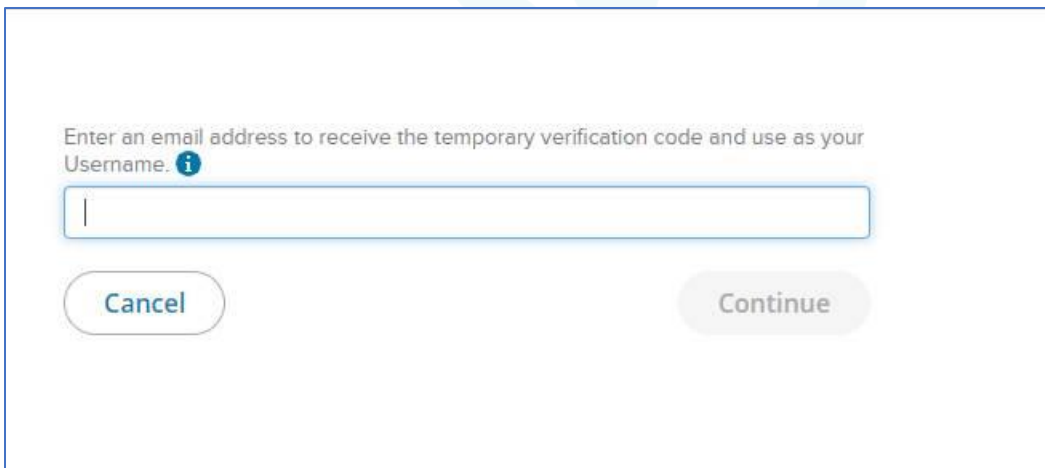

Step 4

As part of the new MultiFactor Authentication process to ensure your personal information is secure, you will need to verify your identity through your email.

Benefits Enrollment Website Registration Process
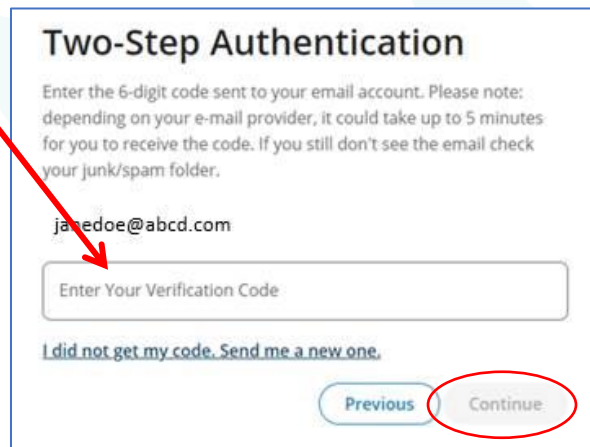
Step 5

Check your email or phone for your verification code. If you do not see the email from mfa@lifeworks.com in your inbox, check your junk mail.

From: <mfa@lifeworks.com>
Date: Thu, Sep 2, 2021 at 9:33 AM
Subject: Verification code
To: <​███████████████████​>

Your verification code is: 245017
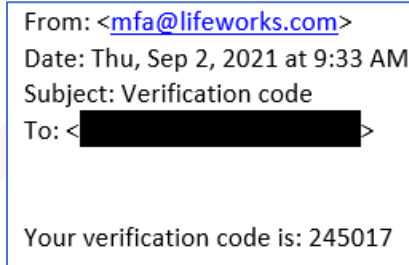
Step 6

Enter the verification code on the enrollment website and click **CONTINUE**.

Two-Step Authentication

Enter the 6-digit code sent to your email account. Please note: depending on your e-mail provider, it could take up to 5 minutes for you to receive the code. If you still don't see the email check your junk/spam folder.

janedoe@abcd.com

Enter Your Verification Code

I did not get my code. Send me a new one.

Previous   Continue

Benefits Enrollment Website Registration Process

Step 7

Add another email or phone number as an alternative method of contact for future log-in verification. Click **CONTINUE**.

You're almost there!
We require that you provide two contact methods that can be used for enhanced security purposes. The first contact method is your Username. Please provide your second contact method below. We recommend that one of your contact methods be a personal email or phone number so that you can access your account when you are away from work. ⓘ

○ Email   ○ Phone

This field is required

Benefits Enrollment Website Registration Process

Step 9

Create a password and click **COMPLETE REGISTRATION**.

Your password needs to be:

- Minimum of 8 characters
- Maximum of 20 characters
- At least one numeric character 0-9
- At least one letter (a-z, A-Z)
- At least one punctuation mark/symbol, or an alternate case (i.e. upper/lower)
- It cannot contain three or more repeating letters, numbers, or special characters
- It cannot contain three or more sequential numbers (i.e. 123)
- Password cannot be the same as previously used 8 passwords
- Password must be different from your login
- It must not be in email format

Step 10

You will receive a message confirming you have completed your registration. Click **LOG IN TO YOUR ACCOUNT NOW** to be sent back to the home page to login as a returning user.

Benefits Enrollment Website Registration Process

Step 11

Enter your username and password in Returning Users and click **LOGIN**.

Step 12

Select if you would like to receive your verification code via phone or email and click **CONTINUE**.

Benefits Enrollment Website Registration Process

Step 13
Enter the verification code you've received and click **CONTINUE**.

Step 14
After accepting the terms and conditions you will be taken to the home page.