

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 Any outdated information will delay the registration process.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.

The screenshot shows the benefits enrollment website interface. At the top, there are logos for ROSS DRESS FOR LESS and dd's DISCOUNTS. Below the logos is the text "Welcome to Your Benefits." The page is divided into two main sections: "Returning Users" and "New Users".

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](#)

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.

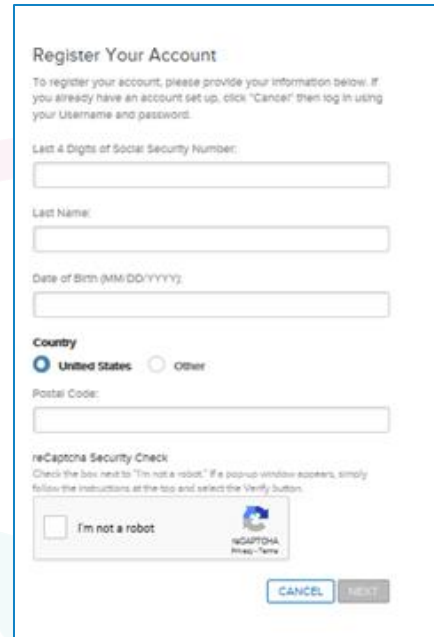


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Step 3

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.

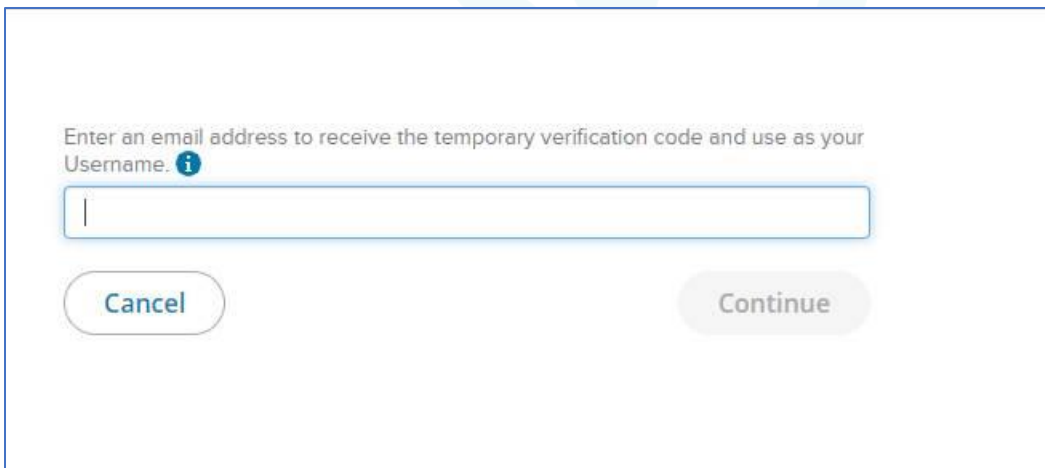


The screenshot shows a registration form titled "Register Your Account". It includes the following fields and options:

- Text: "To register your account, please provide your information below. If you already have an account set up, click 'Cancel' then log in using your Username and password."
- Text input: "Last 4 Digits of Social Security Number:"
- Text input: "Last Name:"
- Text input: "Date of Birth (MM/DD/YYYY):"
- Radio buttons: "Country" with options "United States" (selected) and "Other".
- Text input: "Postal Code:"
- Section: "reCAPTCHA Security Check" with instructions: "Check the box next to 'I'm not a robot.' If a pop-up window appears, simply follow the instructions at the top and select the 'Verify' button."
- Form: A reCAPTCHA widget with a checkbox labeled "I'm not a robot" and a "Verify" button.
- Buttons: "CANCEL" and "NEXT" at the bottom right.

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.



The screenshot shows a verification step with the following elements:

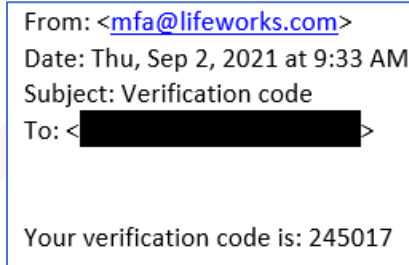
- Text: "Enter an email address to receive the temporary verification code and use as your Username. ⓘ"
- Text input: A single-line text box for entering an email address.
- Buttons: "Cancel" and "Continue" buttons.



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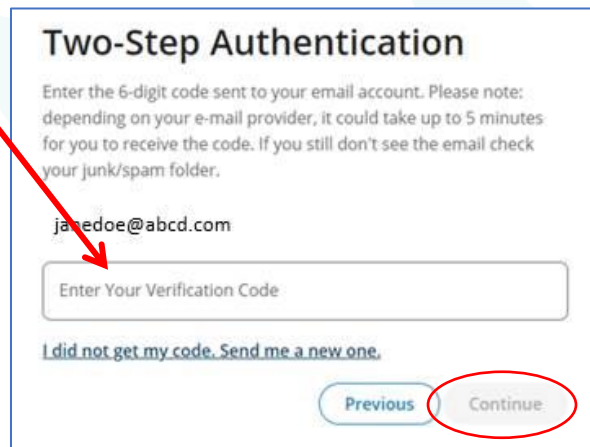
Step 5

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.



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.

jaredoe@abcd.com

Enter Your Verification Code


[I did not get my code. Send me a new one.](#)




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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



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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

You're almost there!
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Email Phone

This field is required

Create Your Password

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.

ROSS | **dd's**
DRESS FOR LESS® DISCOUNTS

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.

✔ Congratulations! Your registration is complete.

Please note that the email address used for Username will be used for account related security purposes only and might not be your email address for communications. Review and designate the email address to use for communications in the profile page after logging in.



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Step 11

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

ROSS | **dd's**
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Returning Users

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Username

Password

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Forgot [Username](#) or [Password](#)?

New Users

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Step 12

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

ROSS | **dd's**
DRESS FOR LESS® DISCOUNTS

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You're almost there!

Select a way to receive your verification code. If you choose to receive your code via e-mail, it could take up to 5 minutes to arrive in your inbox depending on your e-mail provider.

Email li*****@lifeworks.com

Email rs*****@lifeworks.com

[I don't have access to these anymore. Help me!](#)

[Cancel](#) [Continue](#)



Benefits Enrollment Website Registration Process

Step 13

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

Two-Step Authentication

Enter the 6-digit code sent to your email account. Don't see the email? Check your junk/spam folder.

br*****@mercer.com

If you haven't received your verification code, check your junk email box for the verification code.

[I did not get my code. Send me a new one.](#)

[PREVIOUS](#) [CONTINUE](#)

Step 14

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

Benefits Everyday Home Health & Benefits Resources Forms & Documents My Account

Welcome back, **FNAME**

Open Enrollment

Additional actions

- COVID-19 relief may extend the time to report a qualifying event. If you want to enroll for an event that occurred earlier in 2020, contact the Call Center.
- Only 12 days left in Open Enrollment.
- You currently have no beneficiaries on file for some or all of your benefits.

Plan Information

Your 2021 Benefits Guide
Review your Benefits Guide for important details on what plans provide
[2021 Executive Benefits Guide](#)

Handbooks & Policies
[Go to Handbooks and Policies](#)

My Account
[View Profile](#)

Commuter Benefits
[Go to Payflex](#)

Your Health
Insurance

Medical Dental Vision

Anthem Blue Cross PPO Standard Plan
Insurance Carrier
8774111648 Website
174063 Group #

Coverage For Associate Only

In-Network	Out-of-Network
Individual: \$1,500, Family: \$3,000 Deductible	Individual: \$3,000, Family: \$6,000 deductible

[View Details](#)

Saving Accounts
Health Savings Account (HSA)

Goal Amount	\$240.00
Pay Period Amount Employee	\$12.63

You can use Health Savings money toward doctor visits, office co-pays, over-the-counter medications, etc.

[Upload a Claim](#) [View Details](#)