



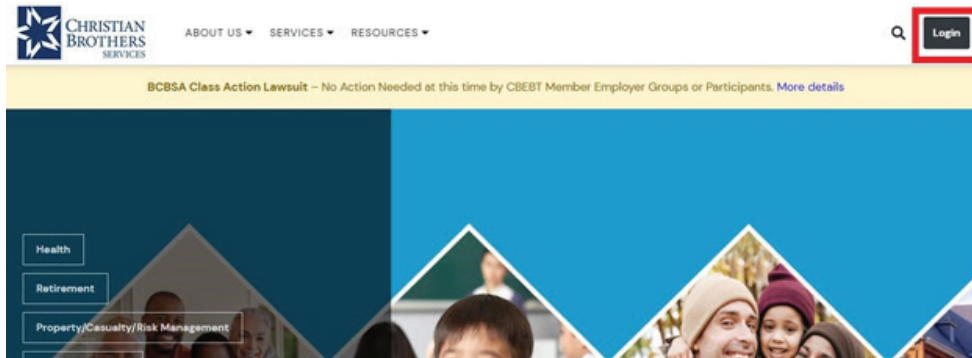
Christian Brothers Services

# Participant Resource Section

## Step-by-Step Instructions to access your accounts online

Let's get started! If you already have a Username and Password for the Participants I myCBS login, please follow steps 1, 2 and 3 below to access your benefits. Everyone else can start the registration process on **page 3**.

- 1 Go to: [www.cbsservices.org](http://www.cbsservices.org) and click the black "Login" box in the right-hand corner.



Account Login

Select

Username

Password

Login

[Forgot Username/Password?](#)  
[New Users Signup Here](#)

- 2 On the Administrator/Participant Login page, choose Participants I myCBS from the "Select" dropdown, then Login, then enter your Username and Password and click Login. For assistance, click on Forgot Username/Password?

Click any of the myCBS links or click myCBS on the toolbar and make your selection from there.

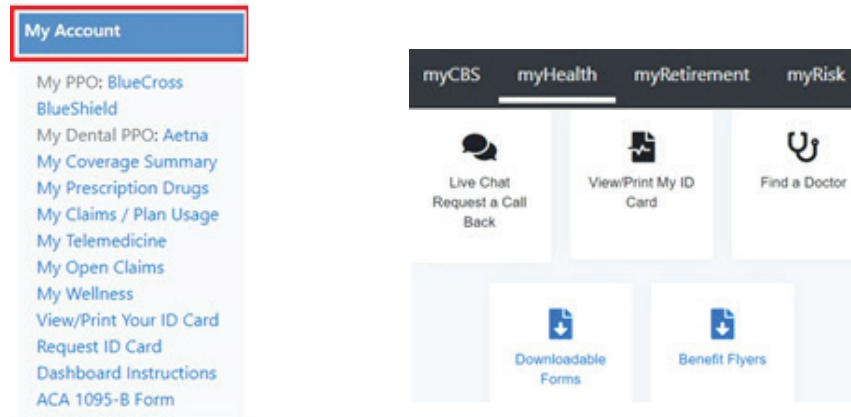


[mycbs.org/health](http://mycbs.org/health)

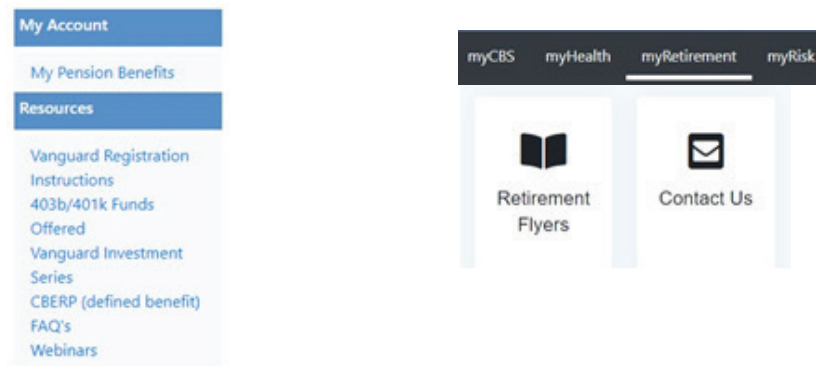


## Participant Resource Section

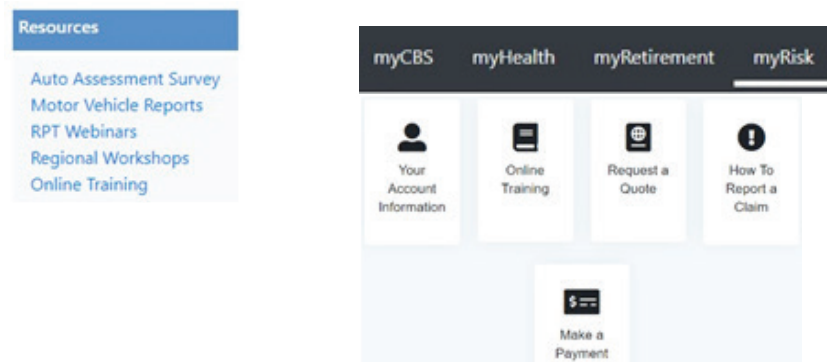
- 3 In the **myHealth** section, your account information is located under “My Account” section in the left column. Request a live chat or call back, view/print your ID card, find a doctor, and find downloadable forms and benefit flyers from the icons in the center of the screen.



In the **myRetirement** section, your account information and retirement resources is located under the “My Account” section in the left column. Retirement flyers and contact information are found in the center of the screen.



In the **myRisk** section, resources are found in the “Resources” section in the left column; you can find account information, online training, request a quote, report a claim, and make a payment from icons in the center of the screen.





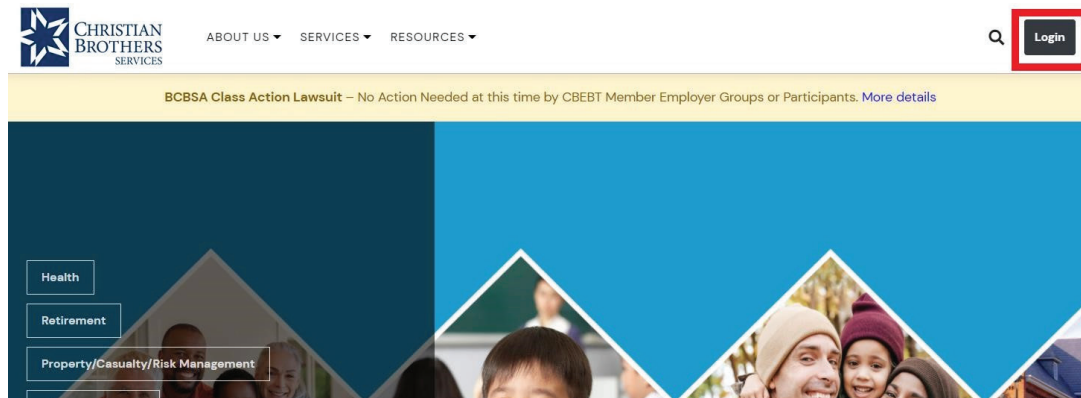
Christian Brothers Services

# Participant Resource Section

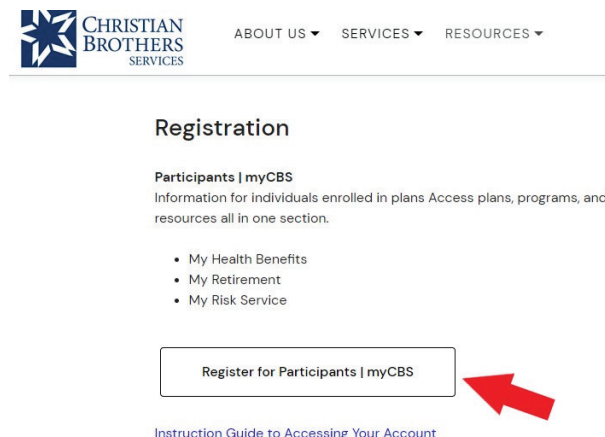
New registrants start here.

## STEP 1

- 1 Go to: [www.cbsservices.org](http://www.cbsservices.org) and click the black “Login” box in the right-hand corner.



- 2 From the Administrator/Participant Login page, click on “New Users Signup Here”



- 3 On the Registration page, click on “Register for Participants | myCBS”

Next, you will need to complete the **myCBS registration form**, which includes sections for **Personal Information, Security Settings** and **CBS Subscriptions**. All fields with an asterisk (\*) must be filled. Depending on your benefits, you can also activate access to **myHealth** (ID card required), access to **myRetirement**, or **myRisk**.

[mycbs.org/health](http://mycbs.org/health)



Christian Brothers Services

# Participant Resource Section

## A. Personal Information

**Personal Information**

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
Prefix:	<input type="text" value="-None-"/>	Religious Suffix:	<input type="text"/>
*Email:	<input type="text"/>	*Email Confirm:	<input type="text"/>
Alternate Email:	<input type="text"/>	Alternate Email Confirm:	<input type="text"/>

## B. Security Settings

Complete the **Security Settings** section by entering a Username and Password that conforms to the Username & Password Rules at the top of the section, then select a question for security questions 1 & 2 and the answers to BOTH.

**Security Settings**

**Username & Password Rules**

- Must contain at least two numbers
- Cannot contain spaces
- Cannot contain your last name
- Must be at least 8 characters long
- Cannot contain your first name
- Cannot be your email address

*Username:	<input type="text"/>	
*Password:	<input type="password"/>	*Password Confirm: <input type="password"/>
*Security Question 1:	<input type="text" value="Please select a question"/>	*Answer 1: <input type="text"/>
*Security Question 2:	<input type="text" value="Please select a question"/>	*Answer 2: <input type="text"/>

## C. Account Access

Access **myHealth**.

Scroll down to the Health and Wellness Section. Enter your Identification Number (ID#) and the Primary Member's Date of Birth. Then, select a button for the person you are verifying, either "Primary Member" "Covered Spouse" or "Covered Dependent (age 18+)." Click "**Verify**." (Your ID card is required to complete this step.) This will bring you to the top of the page. Scroll down to verify another account or to save your profile.

**Health and Wellness**

To activate your ID card please enter your ID# (numbers only) and date of birth in the space to the right and click 'Next'. If your ID# contains letters & numbers, only enter the numbers.  
(Your ID card is required to complete)

Identification Number(ID#): <a href="#">Help?</a>	Your Date of Birth:
<input type="text"/>	<input type="text" value="05/19/2022"/>

☒ Primary Member  
☐ Covered Spouse  
☐ Covered Dependent (age 18+)

Profile Type:

Verify



## Participant Resource Section

### Access **myRetirement**

Scroll down to the Retirement Planning Services Section. Enter your **Social Security Number** (with or without dashes) and your **Date of Birth** in the format shown (mm/dd/yyyy). Select “Verify.” This will bring you to the top of the page. Scroll down to verify another account or to save your profile. 403(b)/401(k) account participants can also access their account information from the Vanguard website [here](http://www.vanguard.com).

Retirement Planning Services	
ERP Account Participant:	<div><div>SSN:</div><div><input type="text"/></div><div>Date of Birth:</div><div><input type="text" value="mm/dd/yyyy"/></div><div>Verify</div></div>
401k/403b Account Participant:	<div>If you are a participant in either the 401k or 403b Plans, please proceed to <a href="http://www.vanguard.com">www.vanguard.com</a></div>

### Access **myRisk**

If you would like to receive emails for Risk Management Seminars, click the “**Yes**” box in the Risk Management Services Section.

Risk Management Services	
Receive emails for Risk Management Seminars:	<div><input type="checkbox"/> Yes</div>

After you complete each Account Access section, and “**Verify**” is selected, you are taken to the top of the page. You will need to scroll back down in order to complete another selection.

### D. Subscriptions

In the next section: Subscriptions, check or uncheck the CBS communications you would like to receive.

Subscriptions			
<input type="checkbox"/> CBS Website News	<input type="checkbox"/> HIPAA Privacy Policy	<input type="checkbox"/> Online Privacy Policy	<input type="checkbox"/> Opt-Out of Emails for Value Added Services

Finalize Part 1 of the enrollment process by selecting the **Save Profile** button at the bottom of the screen.



Christian Brothers Services

## Participant Resource Section

### Access **myRetirement**

Scroll down to the Retirement Planning Services Section. Enter your **Social Security Number** (with or without dashes) and your **Date of Birth** in the format shown (mm/dd/yyyy). Select "Verify." This will bring you to the top of the page. Scroll down to verify another account or to save your profile. 403(b)/401(k) account participants can also access their account information from the Vanguard website here.

### STEP 2

- 1 The registration process is a 2-step process. It is not complete until you have completed Step 2. By now, you should have completed the four sections (**Personal Information / Security Settings / Account Access / Subscriptions**). After you have selected the **Verify** button for each account section and you then selected the **Save Profile** button, you will be taken to the top of the page where the following message will appear:

Email Verification
You will need to click the verification link in the email sent to you at the email address entered below in order to continue this process. If you do not receive the email please check your spam or junk email boxes. If the email below is inaccurate, you will need to create a new profile using the correct email address.

- 2 Go to the inbox of the email address you used to register your account. Look for an email from Membercare with a subject line of Email Verification. Please follow the instructions shown in the email. You will be asked to select a link in the email "**Click here to verify email**" and you will be taken to a screen that confirms that your email has been verified. If you select the link "**Click here to login**" you will be taken back to the home screen. Note: The link provided is active for 24 hours (Saturday-Thursday) or until 10:00 PM (CST) Friday.



Your email address has been verified.

Click the link below to login to myCBS automatically on this browser

Or if you prefer, enter the URL <http://mycbs.org> into a different browser and login using your username and password.

[Click here to login](#)

- 3 At this point, you are registered for access to your accounts. (You may need to log back in.) Once you are logged in, select MyCBS, then choose any of the options found under My Account on the left side of the page. (If you do not see a benefit, please contact our office.)

Should you have any questions or concerns, please contact us.

myHealth: 1.800.807.0400

myRetirement: 1.800.807.0700

myRisk: 1.800.807.0300