Christian Brothers Health Benefit Services

How to Register as an Administrator

Christian Brothers Services Administrator's Site

If you are authorized to view and request changes to your organization's account(s) that Christian Brothers Services (CBS) administers, then you will need to register as an administrator.

1 Registering for the Administrator's Section of the Christian Brothers Services website begins on the homepage: **cbservices.org**

2 Click on "LOGIN" in the right corner of the screen. Make sure the first drop down box reads "Administrators," then click "New Users Signup Here"

3 On the next page, click the "Register for Administrators" box on the bottom portion of the screen.

4 The "Before you Register" page will remind you that even though you are in the process of registering, you will not have immediate access to the site. This is because you are requesting access to sensitive data and your registration will need to be validated before complete access is allowed. Click the "Register Online Now" box at the bottom of the page.

5 This will take you to a secure registration form. Fill in your Personal and Organization's Information and, if you wish, an alternative mailing address. You may also add your cell phone number for use in case we are not able to reach you at the main location number.

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6 Next, you will enter your Security Information. You will create a case-sensitive Username of 8 characters or more, which must contain 2 numbers, be unique and without special characters, and a case-sensitive Password of 12 characters or more, requiring at least 1 uppercase and 1 lowercase letter, number, special character each, (vertical bar character (|) and question mark (?) are not allowed), and answer two security questions.

Finally, you will select all CBS programs for which you are requesting access and indicate whether you are the main or secondary contact for each program.

7 Click on the "Submit" button and CBS will receive your registration information.

STOP After CBS validates your information, you will receive a confirmation email with login instructions. Please note you won't be able to log into the site before you receive this email. Upon validation, you will be granted either Limited Access or Full Access to the Administrators Section.

8 To log in, go to cbservices.org and click on "LOGIN" in the right corner of the screen.

Make sure the first drop down box reads "Administrators" and enter your Username and Password you previously created when registering. Click "Login."

9 At the top of screen, click on the section or Trust you wish to access.

10 For RMT administrators — if you would like access to the claims website, please email **hbscrmchange@cbservices.org**.