The Division of Personnel provides Bentek, an internet based online benefits enrollment system, available 24 hours a day, 7 days a week.

**ACCESSING BENTEK**
1. Log on to www.mybentek.com/gvi
2. Click on “Don't have an account? Create one”
3. Follow directions to create your Username* and Password
   *Username must be first and last name*
   Please Note: password must contain three (3) of the following:
   › Lowercase Letter
   › Capital Letter
   › Number
4. Click the “Menu” options in the upper left screen or click the navigation icons on your home page.

**LAUNCHPAD**
- Open Enrollment – Click to start your Open Enrollment Session
- New Hire Enrollment – Click to start your new hire session
- Life Events – Click to report a qualifying life event
- My Benefits – Click to view current elections and payroll deductions
- Benefit Highlights – Click to view plan descriptions and carrier information
- Forms – Click to view plan documents and frequently used forms
- My Beneficiaries – Click to add, change or update beneficiary information
- My Documents - Click to upload documents and submit for review

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**IMPORTANT NOTES**
- Bentek is accessible on desktop, tablets, smartphones or anywhere internet connectivity is available.
- For security purposes, Bentek will time out at 15 minutes if inactive.
- If you have trouble accessing Bentek, please contact the Bentek Support Line at: support@mybentek.com, or (888) 5-Bentek (523-6835) Monday – Friday, 8:30am – 5:00pm EST.