



***MyEnroll* Employee User Guide** **Creating a User ID and Password**

Option 1: MyEnroll will send an email to you at the email address provided by your location in order to verify your email address.

Email Verification Request



Dear DONNA:

Roman Catholic Archbishop of Boston, a Corporation Sole's benefits system, MyEnroll, has received a new email address for your MyEnroll account.

To confirm you control the email address: donna_porter@rcab.org:

1. Note the 4-digit code below
2. Click the blue button titled "Verify Your Email Address" to open the Email Verification web page
3. Enter you 4-digit code into the Email Verification web page (and the other information) as instructed

Code: **5748**

**VERIFY YOUR
EMAIL ADDRESS**

Don't see or prefer not to click the button above? Then, copy/paste or type the link below into your browser.
https://www.myenroll.com/web_projects/verify_email/theForm.aspx?p=QssU7932JX563494AFOR

If you are unfamiliar with this request, we recommend you protect your account by logging in at [MyEnroll](#) and change your password to your preferred value.

As an employee with a record in your location's online benefits administration system, you will receive this email because the Benefits Department needs to verify your email address before using it for ongoing transactions, such as delivering important benefits information. This email verification process ensures that the email address assigned to your account in www.myenroll.com truly belongs to you.

The verification process can be completed in two steps:

Step 1: Take note of your private verification code. You will need this code during the verification process in Step 2 below.

Step 2: Click on "Click Here to Access the Verification Screen"

You will be required to enter some personal information that will be compared against your known data in www.myenroll.com to confirm your identity and complete the verification process. Once you complete Step 2 above successfully, your email address will be verified and you may discard this email. Be sure to check your junk or spam folder if you do not receive the email.

After entering your name, date of birth, and zip code, click “I’m not a robot,” followed by “Submit.”

MyEnroll.com

Email Verification * Required

Email to Verify **benefits@rcab.org**

Yes, I'll verify this email by completing the data below *

Code from Email *

First Name *

Date of Birth *

Home Zip Code *

I'm not a robot 

Why do I need to verify my email address(es)?

- ✓ If your employer provided us your email address (es) displayed to the left, your verification confirms this assignment is correct
- ✓ If you entered the email address(es) displayed to the left, your verification ensures that you received our confirmation & we'll be able to communicate with you
- ✓ We take the protection of your data seriously, and having you confirm your email address(es) ensures the email assignment accuracy

Thanks for your patience & understanding!

On the next screen, click “Go to MyEnroll.”

MyEnroll.com

Congratulations!

You have verified your email address.
benefits@rcab.org

Why do I need to verify my email address(es)?

- ✓ If your employer provided us your email address (es) displayed to the left, your verification confirms this assignment is correct
- ✓ If you entered the email address(es) displayed to the left, your verification ensures that you received our confirmation & we'll be able to communicate with you
- ✓ We take the protection of your data seriously, and having you confirm your email address(es) ensures the email assignment accuracy

Thanks for your patience & understanding!

When you access the MyEnroll site, click “First Time Users.”

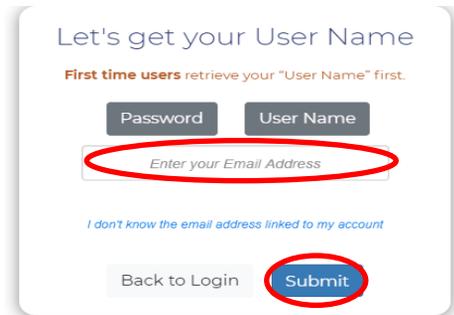
MyEnroll ³⁶⁰

Sign In

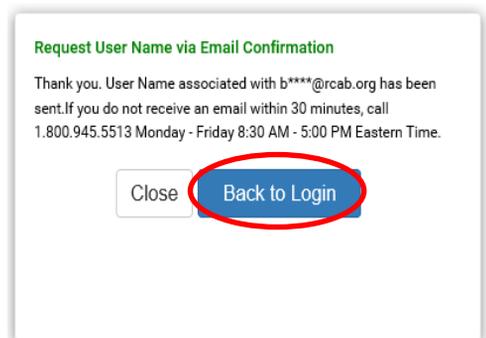
Remember Me

[Forgot User Name or Password](#)

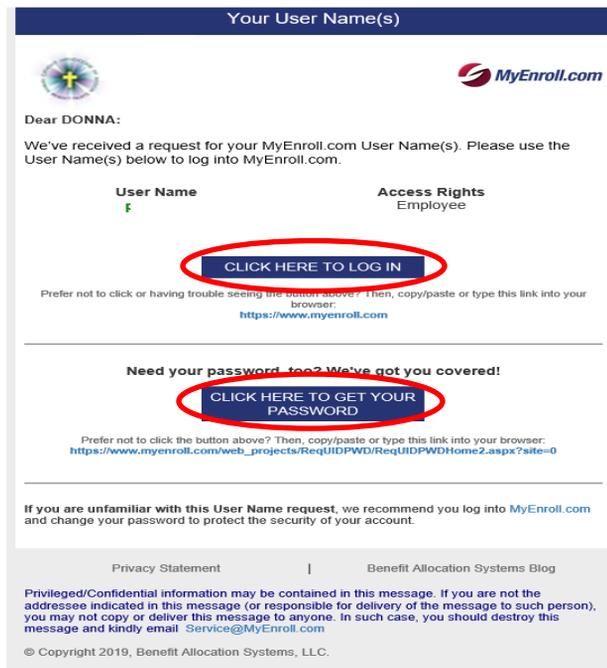
Enter the e-mail address that you previously verified with MyEnroll and click on “Submit.” If you enter another e-mail address, the system will not process your request for credentials. Enter your full email address a second time and click “Submit.”



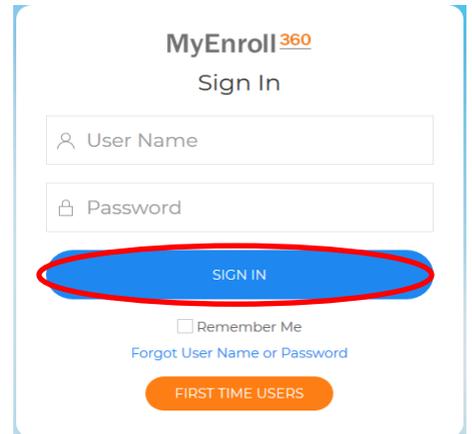
You will receive the following message. Click “Back to Login” and then check your email account for your User name.



You will receive an email similar to the following example that includes your MyEnroll User name. From this email, you can also request a Password (see text on the bottom part of the email). Use the “Click Here to Log In” button to continue.



Type in your User Name and temporary password on the MyEnroll login page. Click “Sign In.”



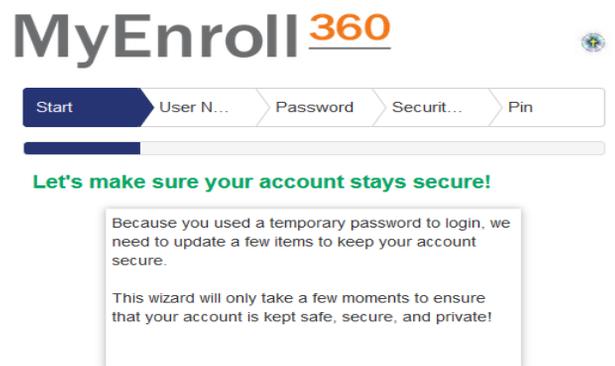
The image shows the MyEnroll 360 Sign In page. It features a header with the MyEnroll 360 logo and the text "Sign In". Below the header are two input fields: "User Name" and "Password". A blue "SIGN IN" button is highlighted with a red oval. Below the button are a "Remember Me" checkbox, a link for "Forgot User Name or Password", and an orange "FIRST TIME USERS" button.

Click “Accept & Continue” on the following screen.



The image shows the MyEnroll 360 Privacy Notice screen. It features a header with the MyEnroll 360 logo and the text "Privacy Notice". Below the header is a text box containing a privacy notice. At the bottom of the screen, there are two buttons: "ACCEPT & CONTINUE" (highlighted with a red oval) and "NO".

Click Start on the following screen.



The image shows the MyEnroll 360 Start screen. It features a header with the MyEnroll 360 logo and a progress bar with five steps: "Start", "User N...", "Password", "Securit...", and "Pin". The "Start" step is highlighted with a blue bar. Below the progress bar is a green heading "Let's make sure your account stays secure!". Below the heading is a text box containing a message about updating account security. A red arrow points from the text "Click Start on the following screen." to the "Start" button.

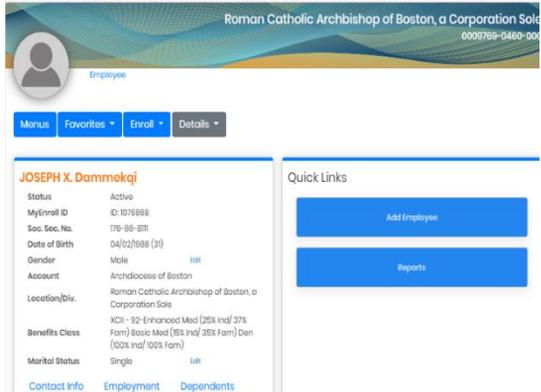
Click “Keep User ID & Go to Next” on the following screen. You will need to create a new permanent password. Key in your new “strong” password. Retype your new password to confirm and click “Save.” Passwords must include at least one of the following: an uppercase character, a lowercase character, a number, or a special character such as: !@#\$\$^*

You must receive a message stating your password is “strong” in order to proceed. Click “Keep Password & Go to Next.”

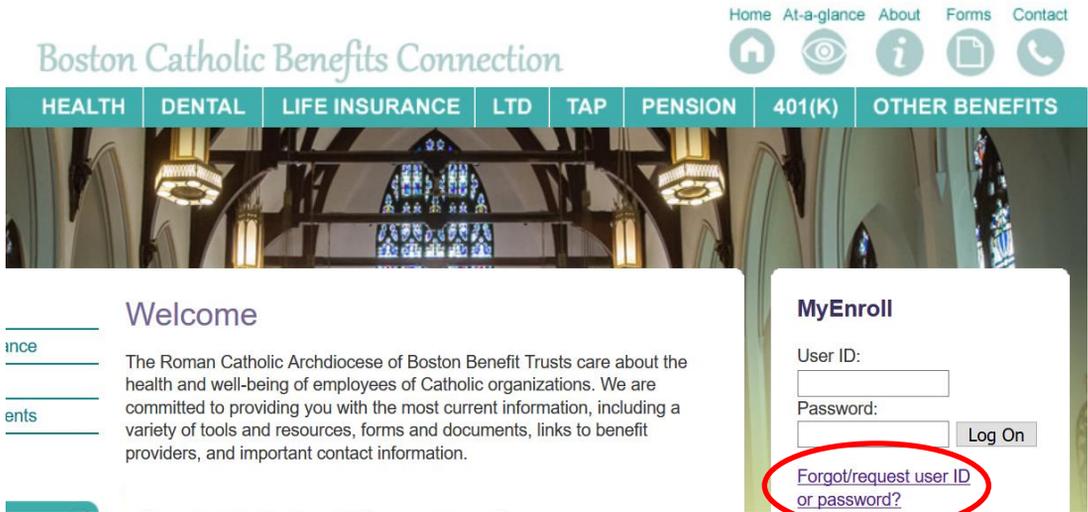
You will need to set up a required security question and answer by clicking “Change” next to “Current Question” and “Current Answer.” Then click “Keep Q&A and Finish.”

You will now access your home page in MyEnroll like the sample shown here.

If you experience any problems navigating through the User ID and Password request process, please contact the RCAB Benefits Office at (617) 746-5640 or benefits@rcab.org. You may always access the BAS/MyEnroll system either by navigating to www.myenroll.com or www.catholicbenefits.org



Option 2: Navigate to www.catholicbenefits.org. Under the MyEnroll login section, click “Forgot/request User Name or Password.”



You will be taken to MyEnroll.com.
Select "User Name" and click "Back to Login."



Let's find your account

First time users retrieve your "User Name" first.

Password User Name

Back to Login

Choose the User Name radio button. If you are not sure which email address is linked to your account, click the link with this statement.

Let's get your User Name

First time users retrieve your "User Name" first.

Password User Name

Enter your Email Address

[I don't know the email address linked to my account](#)

Back to Login Submit

Type in the requested information which must match the information your location administrator has already entered into IOI or MyEnroll for you. Click "I'm not a robot" when done, select the pictures required to continue, then click "Submit."

Let's get your User Name

First time users retrieve your "User Name" first.

Password User Name

Social Security Number*

Show

Birth Date*

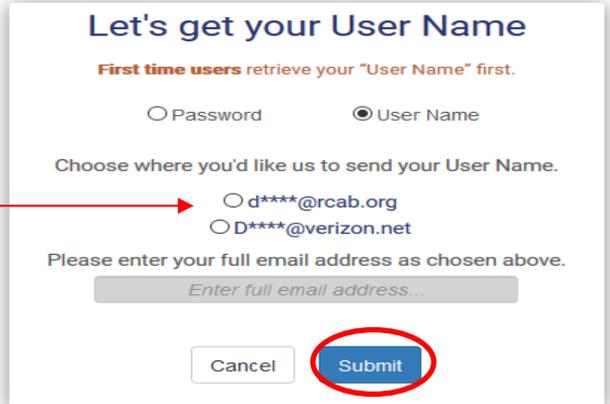
Home Zip Code*

I'm not a robot

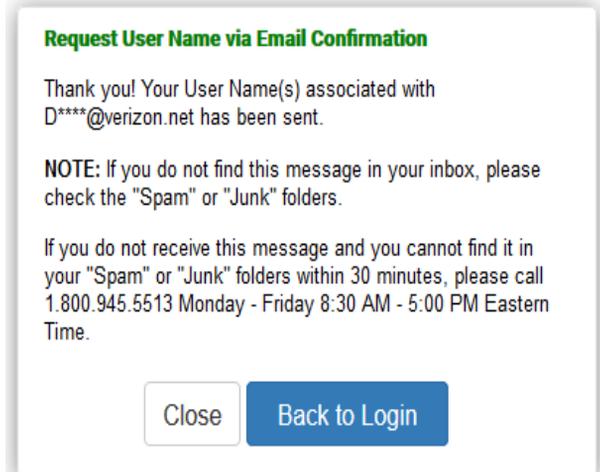
reCAPTCHA Privacy - Terms

Cancel Submit

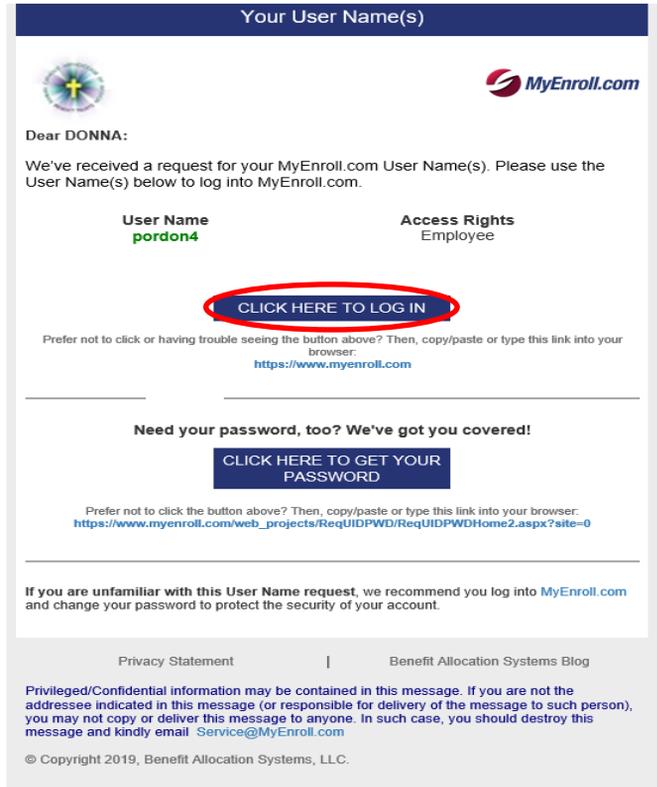
You will be asked where you would like to receive the email containing your User Name. Select the email address, enter your full email address in the grey box, and click "Submit."



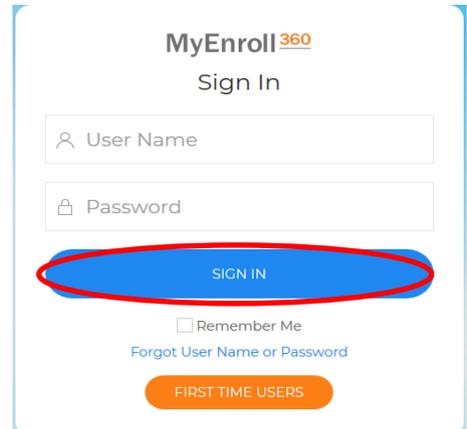
After you type in your email address, you will see the following confirmation screen.



You will receive an email similar to the following example that includes your MyEnroll User name. From this email, you can also request a password (see text on the bottom part of the email). Use the “Click Here to Log In” button to continue



Type in your User Name and temporary password on the MyEnroll login page. Click “Sign In.”



Click “Accept & Continue” on the following screen.



Click Start on the following screen.

MyEnroll 360

Start User N... Password Securit... Pin

Let's make sure your account stays secure!

Because you used a temporary password to login, we need to update a few items to keep your account secure.

This wizard will only take a few moments to ensure that your account is kept safe, secure, and private!

Click “Keep User ID & Go to Next” on the following screen. You will need to create a new permanent password. Key in your new “strong” password. Retype your new password to confirm and click “Save.” Passwords must include at least one of the following: an uppercase character, a lowercase character, a number, or a special character such as: !@#\$\$^*

You must receive a message stating your password is “strong” in order to proceed. Click “Keep Password & Go to Next.”

You will need to set up a required security question and answer by clicking “Change” next to “Current Question” and “Current Answer.” Then click “Keep Q&A and Finish.”

You will now access your home page in MyEnroll like the sample shown here.

The screenshot shows the MyEnroll 360 interface for an employee named Joseph X. Dammekaj. The header includes the organization name 'Roman Catholic Archbishop of Boston, a Corporation Sole' and a phone number '002789-0460-00'. Below the header is a navigation menu with 'Menu', 'Favorites', 'Enroll', and 'Details'. The main content area displays the employee's profile information, including status, MyEnroll ID, Social Security Number, date of birth, gender, account type, location, benefits class, and marital status. There are also quick links for 'Add Employee' and 'Reports'.

JOSEPH X. Dammekaj	
Status	Active
MyEnroll ID	ID:1076888
Sec. Sec. No.	776-89-6711
Date of Birth	04/02/1988 (31)
Gender	Male Edit
Account	Archdiocese of Boston
Location/Div.	Roman Catholic Archbishop of Boston, a Corporation Sole
Benefits Class	XCH - 92-Enhanced Med (25% Incl/ 37% Fam) Basic Med (5% Incl/ 35% Fam) Den (100% Incl/ 100% Fam)
Marital Status	Single Edit
Contact Info	Employment Dependents

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