

In the WEB Browser type: [www.myubenefits.com](http://www.myubenefits.com)

This will direct you to the login in and registration screen

Under the black button that states LOGIN you will see the following text:

Recently enrolled in your benefits and new to MyUnivers? [Click here](#) to register

Select the Click here

You will be directed to the New User Registration Screen

Select the Language – Select English

Enter 000 and then your SAPID number

Re-Enter 000 and then your SAPID

Type your first name

Type your last name

Enter your home or cell phone

Enter your home zip code (the first 5 numbers only, please do not include the extension)

Enter your Date of Birth using the appropriate drop down information

Enter your e mail address

Go down to Create Your User Name and Password

Select a user name of your own creation (6 - 40 characters long (no special characters are needed))

Select a password of your own creation (8 - 10 characters long (no special characters are needed))

Set up Security Question 1

Select an answer of your own creation for your security question

Set up Security Question 2

Select an answer of your own creation for your security question

Set up Security Question 3

Select an answer of your own creation for your security question

Select Create My Account

At that point you will have access to your benefit information.