

How to Enroll in BerniePortal



How do I log in?

1. A BerniePortal account has been created for you.
2. You will log in at app.bernieportal.com/en/employercode/login with the following credentials:
 - a) 2 Digit Code: This will be the two digits of your birth month (e.g., if you were born in June this would be “06”).
 - b) 4 Digit Code: This will be the last 4 digits of your SSN.
 - c) Employer Code: D77564



What do I do next?

1. Verify your information on the Personal Information screen when you log in.
2. Enroll in benefits.
 - a) List your spouse/domestic partner and dependents (if applicable).
 - b) If you do not know their SSNs use “111-11-1111.”
 - c) Elect or waive each coverage: Medical, Health Savings Account (HSA), Dental, Vision, FSA/DCA, Voluntary Life Insurance.
 - d) Confirm your elections, and then sign with your mouse and select “I Agree.”
 - e) You’re Finished! You can log in to your BerniePortal account any time to view your elections or detailed plan information.



Tips for electing benefits

1. Use the sidebar on the left to navigate among the benefit types.
2. Use the cart on the right to help budget your elections.
3. Use the sidebar on the left if you need to review/adjust your elections.



Forgot your password after your initial login?

1. Go to www.bernieportal.com
2. Click Login
3. Click Forgot Password
4. Type in email address
5. Submit

