



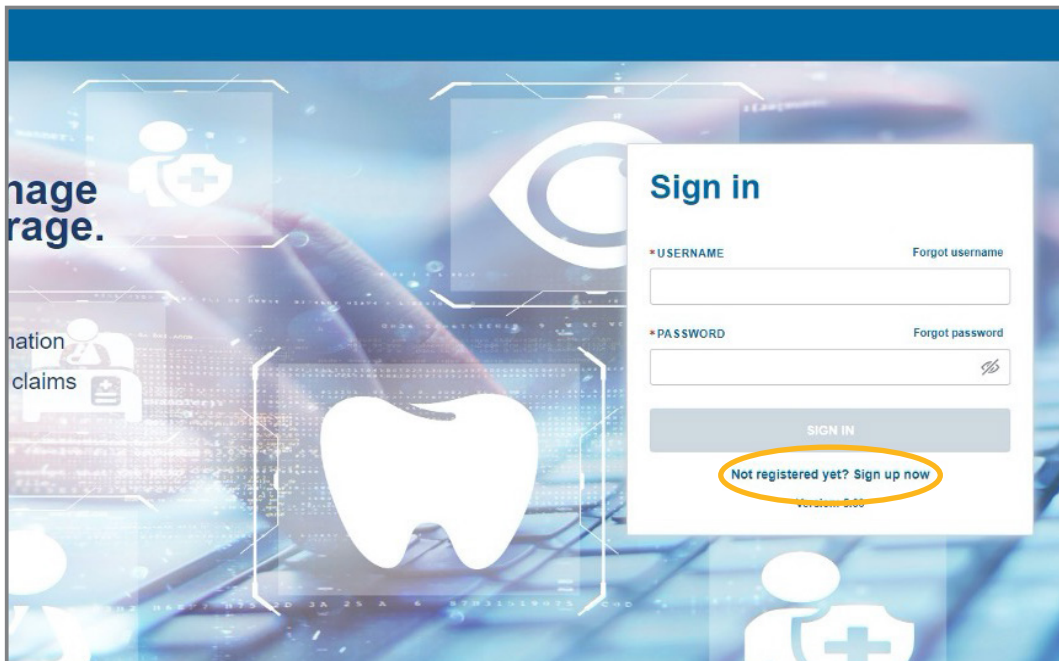
Renaissance[®]
DENTAL • VISION • LIFE • DISABILITY

MyRenBenefitsManager.com *Portal User Manual*

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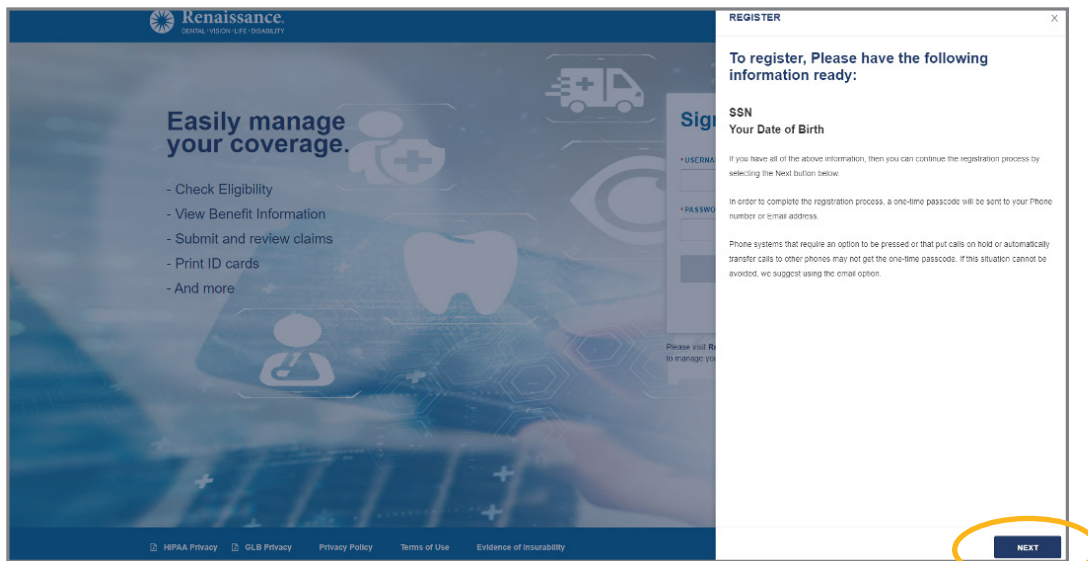
REGISTRATION PROCESS

1



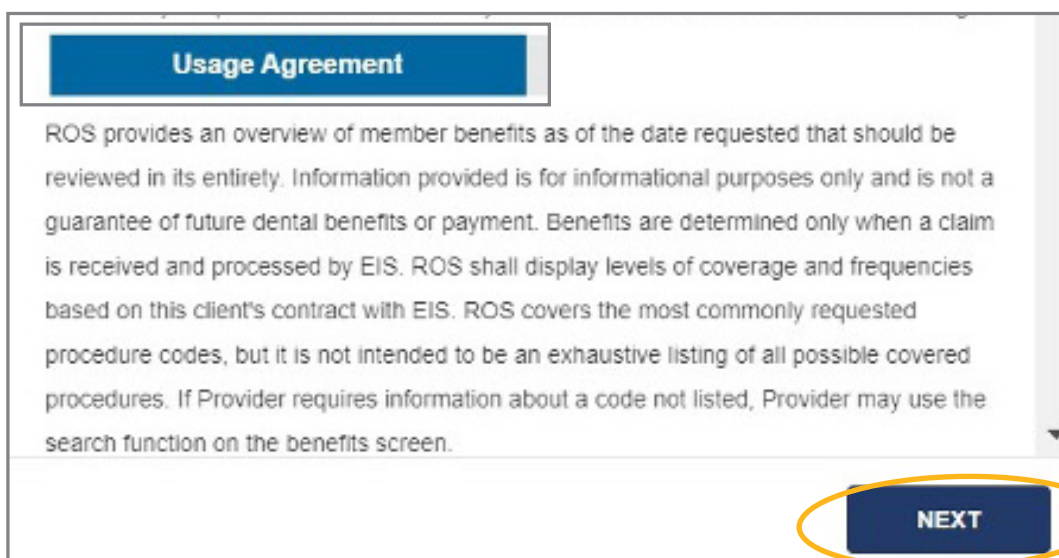
Start by selecting
**"Not registered yet?
Sign up now"**

2



Select **Next**. Please
note the information
you will need to
complete registration,
such as SSN and your
date of birth.

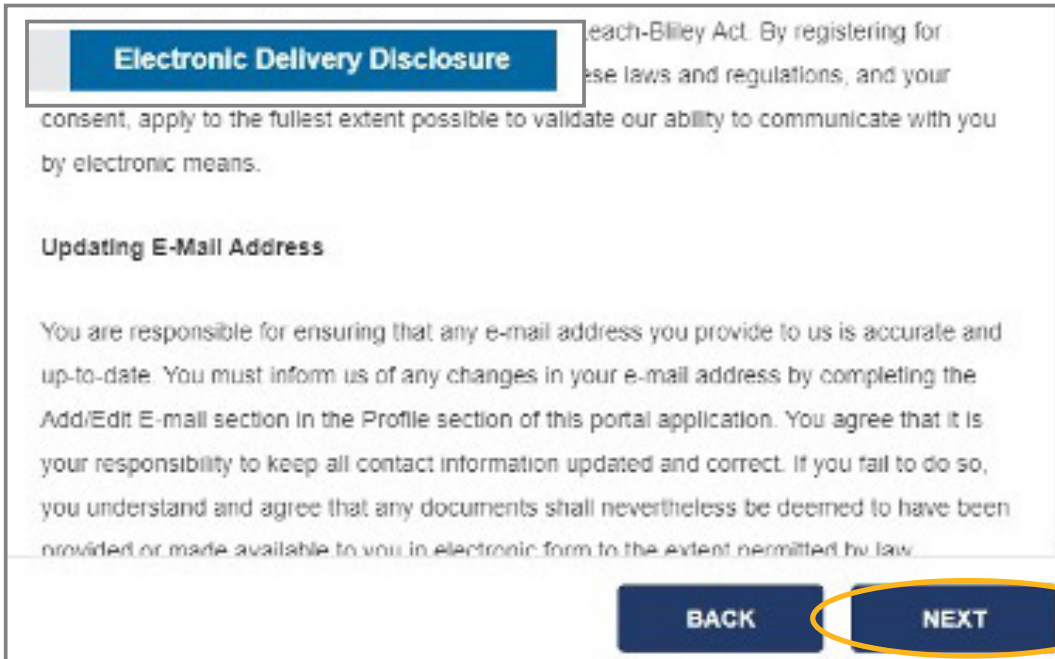
3



Review the **Usage Agreement**, scroll down
and select "I agree
to the terms and
conditions" and then
select **Next**.

REGISTRATION PROCESS, CONTINUED

4



Electronic Delivery Disclosure

Each-Billie Act. By registering for these laws and regulations, and your consent, apply to the fullest extent possible to validate our ability to communicate with you by electronic means.

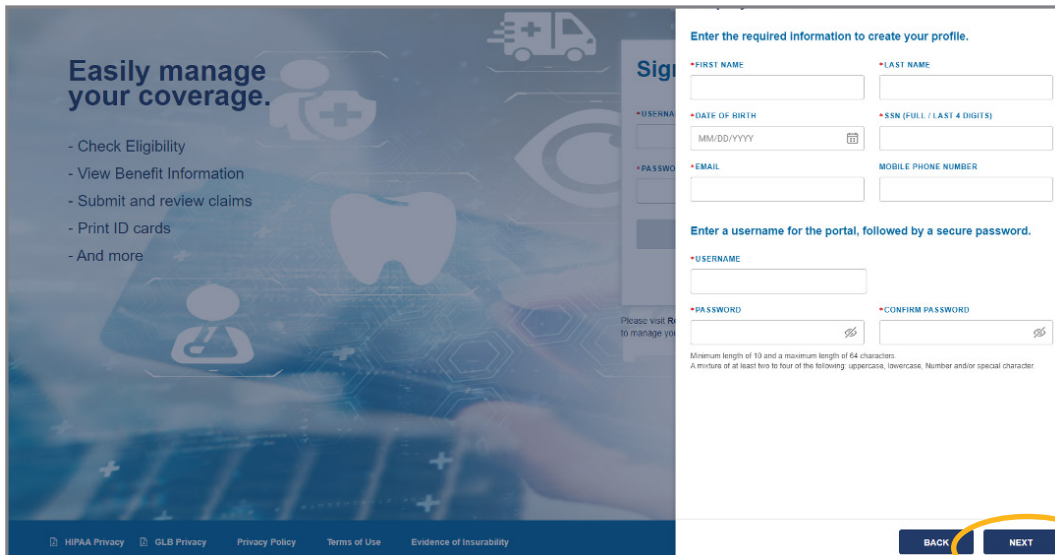
Updating E-Mail Address

You are responsible for ensuring that any e-mail address you provide to us is accurate and up-to-date. You must inform us of any changes in your e-mail address by completing the Add/Edit E-mail section in the Profile section of this portal application. You agree that it is your responsibility to keep all contact information updated and correct. If you fail to do so, you understand and agree that any documents shall nevertheless be deemed to have been provided or made available to you in electronic form to the extent permitted by law.

BACK **NEXT**

Review the **Electronic Delivery Disclosure**, scroll down and select “I agree to the terms and conditions” and then select **Next**.

5



Easily manage your coverage.

- Check Eligibility
- View Benefit Information
- Submit and review claims
- Print ID cards
- And more

Enter the required information to create your profile.

FIRST NAME **LAST NAME**

DATE OF BIRTH **SSN (FULL / LAST 4 DIGITS)**

EMAIL **MOBILE PHONE NUMBER**

Enter a username for the portal, followed by a secure password.

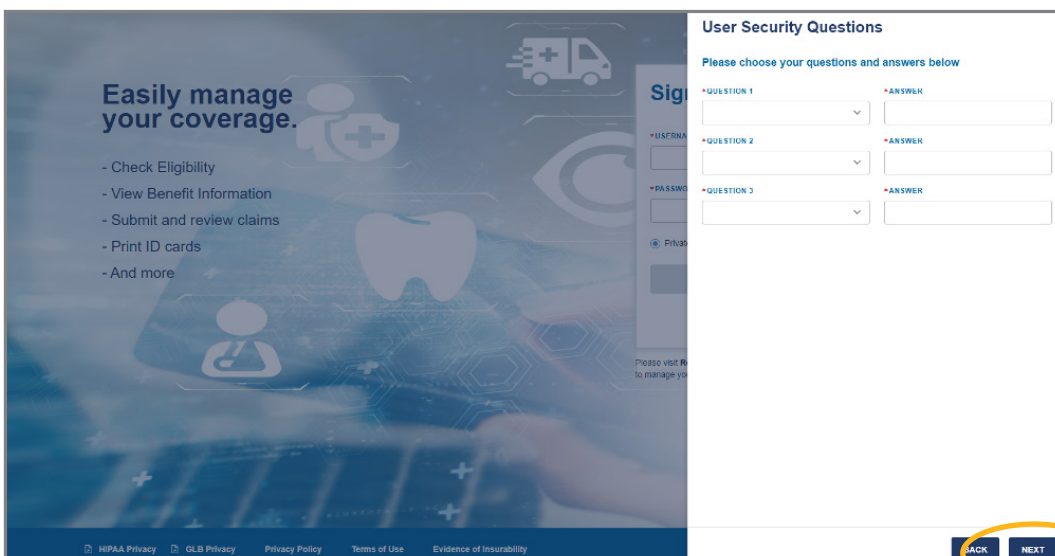
USERNAME **PASSWORD** **CONFIRM PASSWORD**

Minimum length of 10 and a maximum length of 64 characters
A mixture of at least two to four of the following: uppercase, lowercase, Number and/or special character

BACK **NEXT**

Next you will want to complete the required information and select **Next**.

6



Easily manage your coverage.

- Check Eligibility
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- Submit and review claims
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- And more

User Security Questions

Please choose your questions and answers below

QUESTION 1 **ANSWER**

QUESTION 2 **ANSWER**

QUESTION 3 **ANSWER**

BACK **NEXT**

Complete the security questions and answers, then select **Next**.

REGISTRATION PROCESS, CONTINUED

7

REGISTER

Registration Verification Passcode

☐ Email *****sie@renaissan

SEND CODE

RENAISSANCE EMPLOYEE PORTAL
Your temporary passcode

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Dear User,

You recently requested a verification code to complete your registration. Please use the enclosed code **701418** and note, this verification code expires in 24 hours.

Verify Passcode

A passcode has been sent to your Email

*****eck@gmail.com. Once you have entered your passcode below, please click "Next".

PASSCODE

[Resend Passcode](#)

If you have not received your passcode and would like to request a new one, please click on "Resend Passcode".

Next, select **Send Code** to generate a verification passcode.

8

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Easily manage your coverage.

- Manage Eligibility
- View Benefit Information
- Submit and review claims
- Print ID cards
- Add Coverage
- And more

Sign in

USERNAME [Forgot username](#)

PASSWORD [Forgot password](#)

SIGN IN

Not registered yet? [Sign up now](#)

Version: 5.00

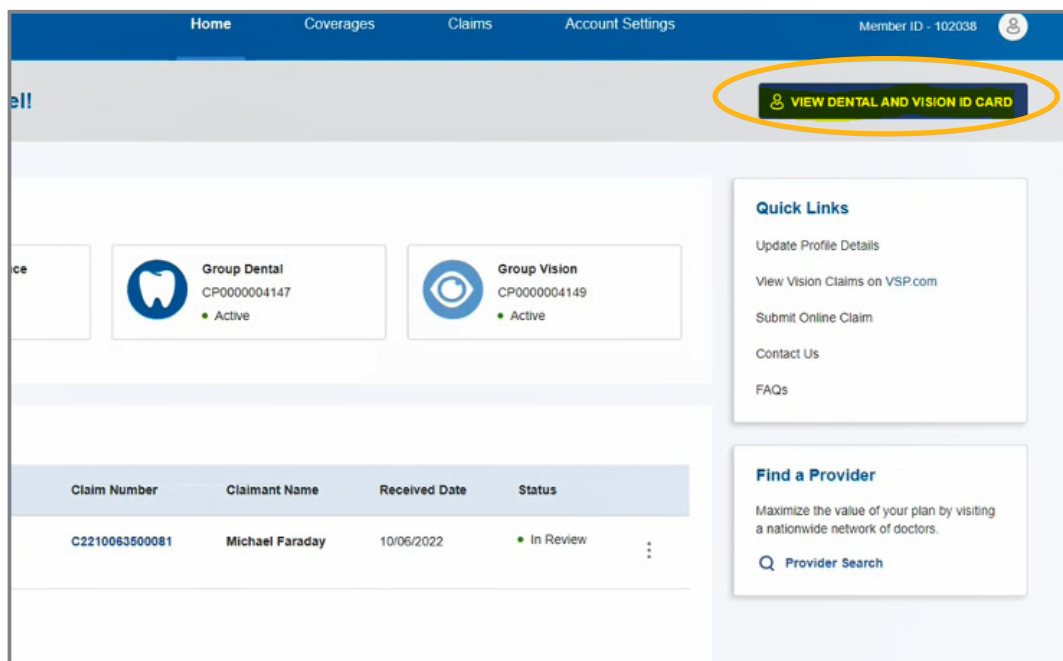
You should now be able to successfully log on using the credentials created.

Watch a *video walk-through*



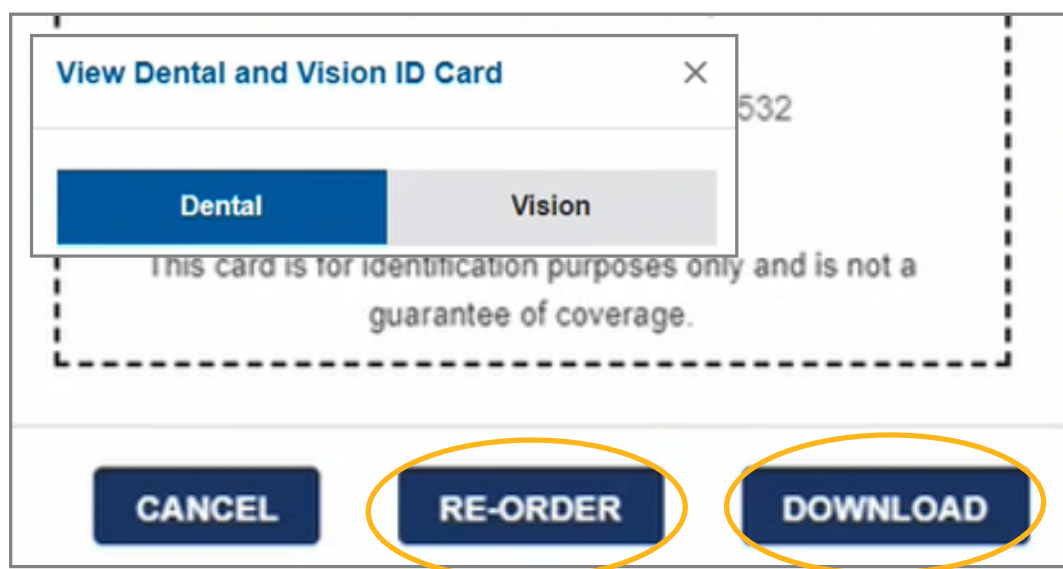
VIEW AND PRINT ID CARDS

1



Start from the employee homepage, then select **VIEW DENTAL AND VISION ID CARD**.

2



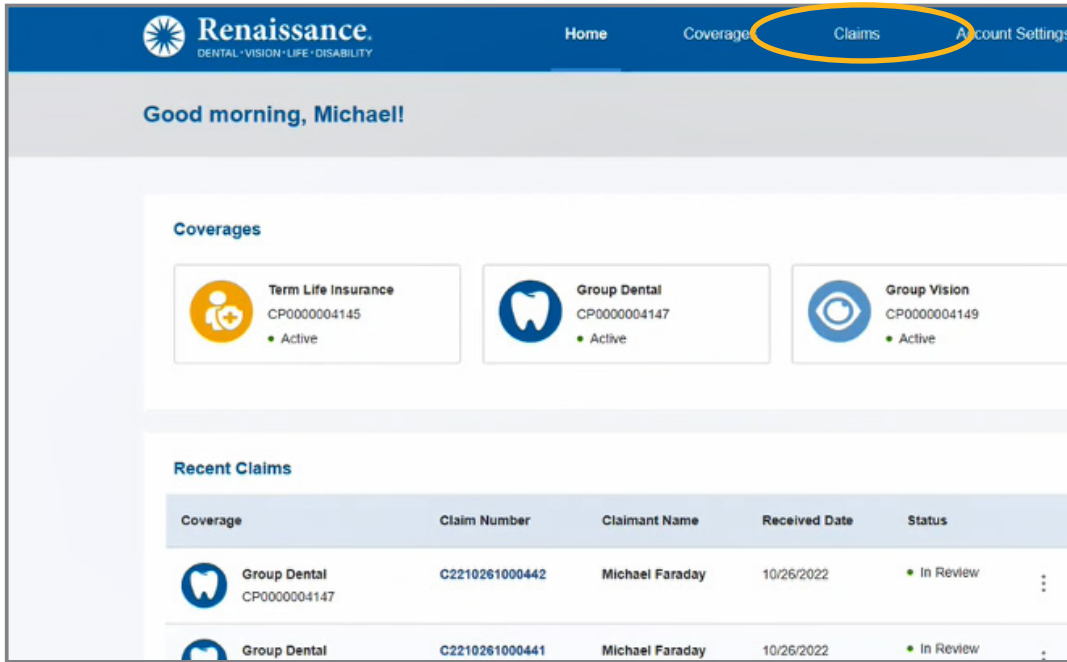
Then you can select **Download** to print a temporary ID Card OR to select **Re-Order** to generate an order for an ID card to be mailed.

Watch a *video walk-through*



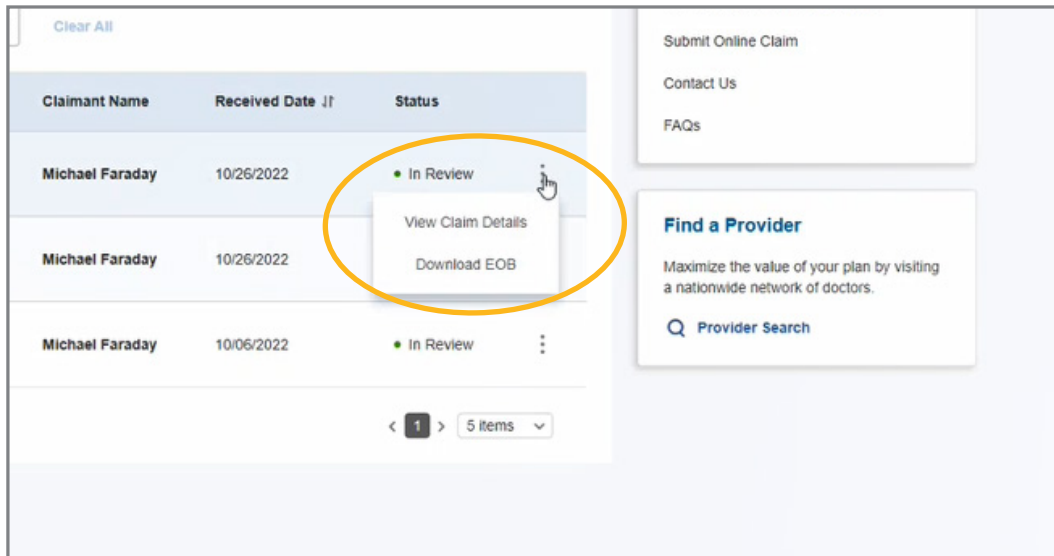
VIEW CLAIMS

1



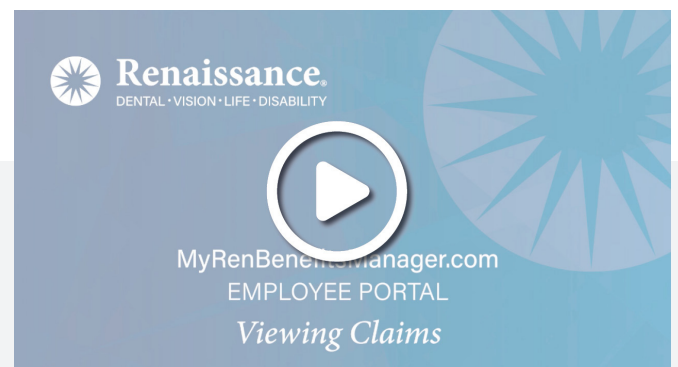
Start from the employee homepage, then select **Claims** at the top of the page.

2



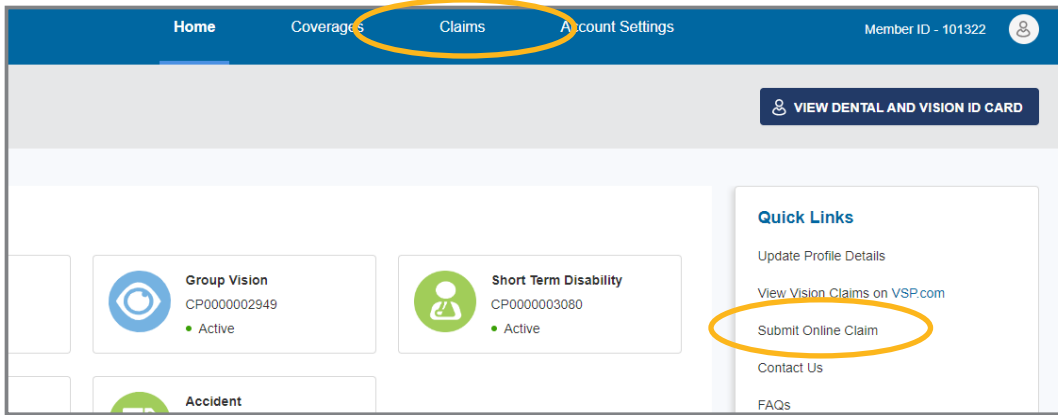
On the claims page you will be able to view Dental, Life and Disability claims. If you select the **"3 dots"** on the right side of the page this will allow you to view claim details or download the Explanation of Benefits.

Watch a *video walk-through*



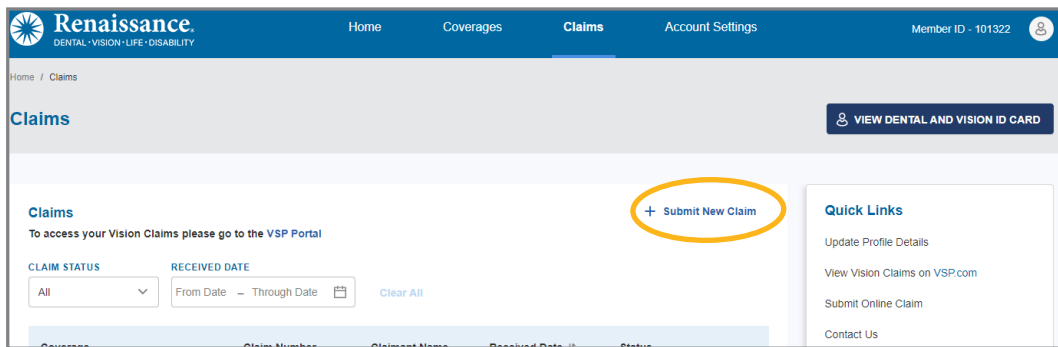
SUBMITTING LIFE & DISABILITY CLAIMS

1



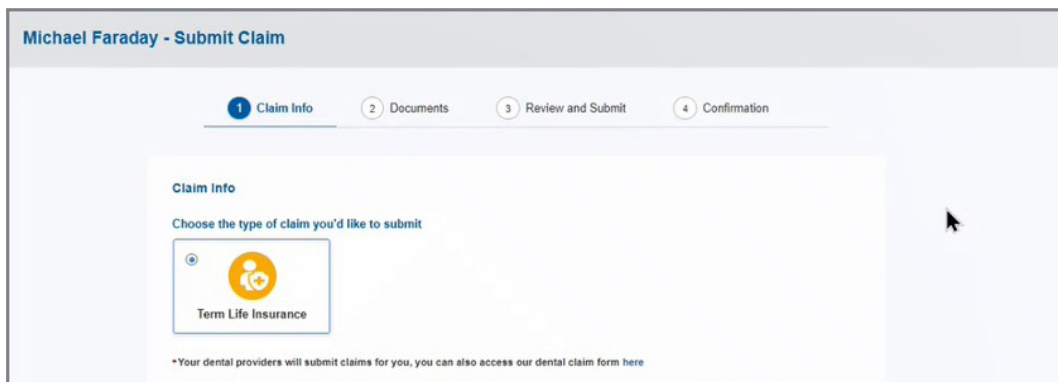
To submit Life & Disability claims, you can go to the **Claims** tab at the top of the homepage or click the **Submit Online Claim** button in the Quick Links section on the right.

2



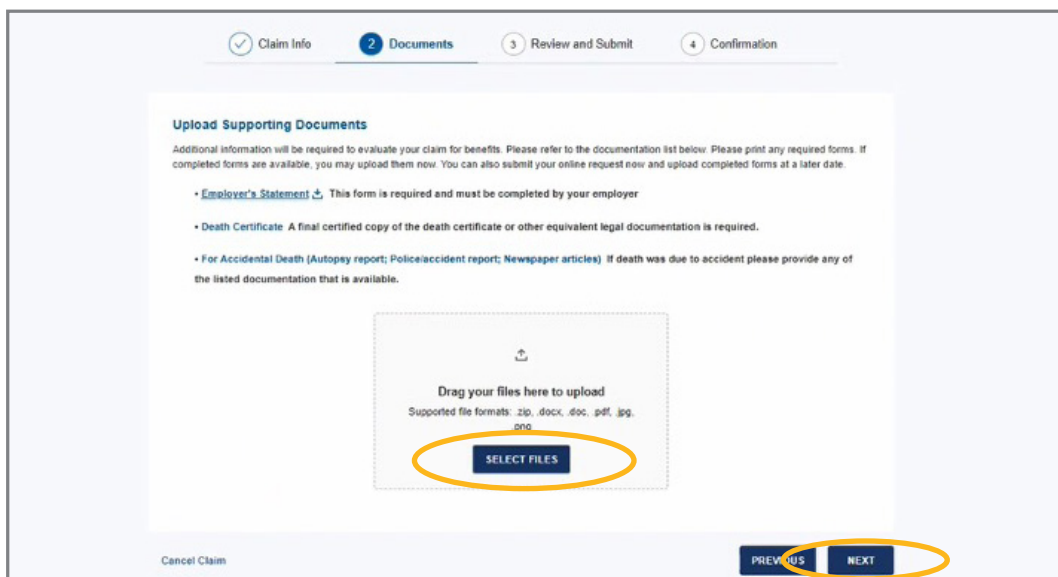
Click **Submit New Claim**

3



Complete the required fields under Claim Info and follow the 4-step process.

4



Upload supporting documents and select **NEXT**.