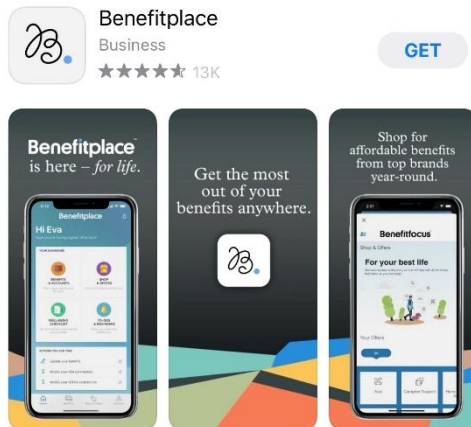


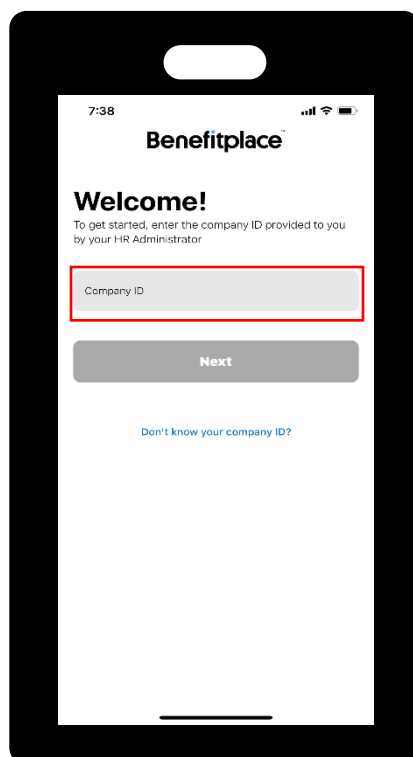
Manage Your Benefits Via the Benefitsplace App

You can now enroll and make changes to your Northwestern benefit plans using the Benefitsplace app. The app is available through both the App Store and Play. Follow the instructions below to set-up and navigate the app.

Setting Up The App

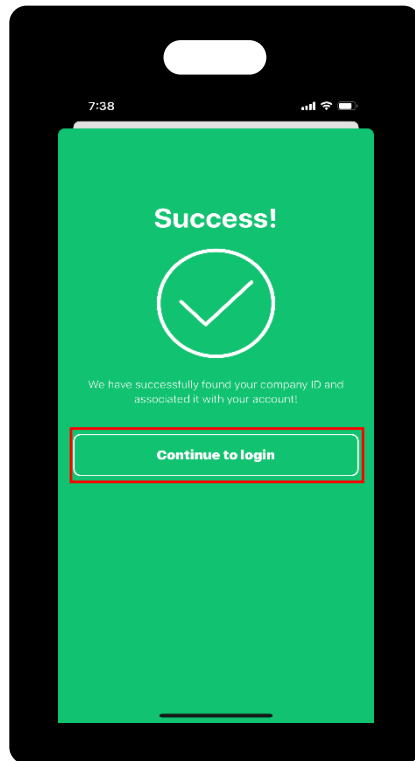


On your phone, visit the App Store for Apple phones or Play for Android phones.



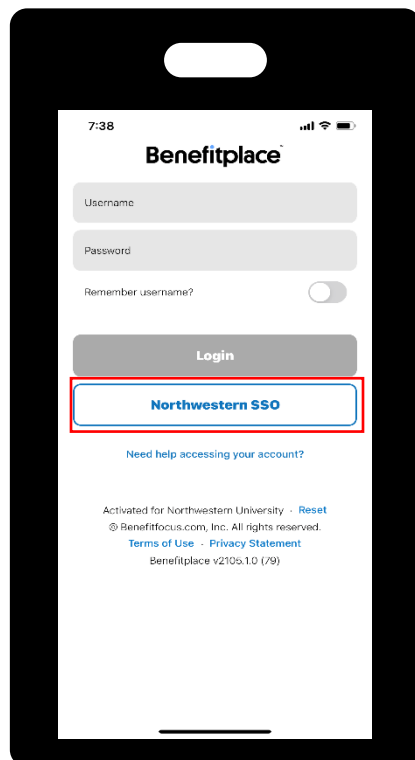
Then enter the company ID:
northwesternbenefits

Setting Up The App Cont.



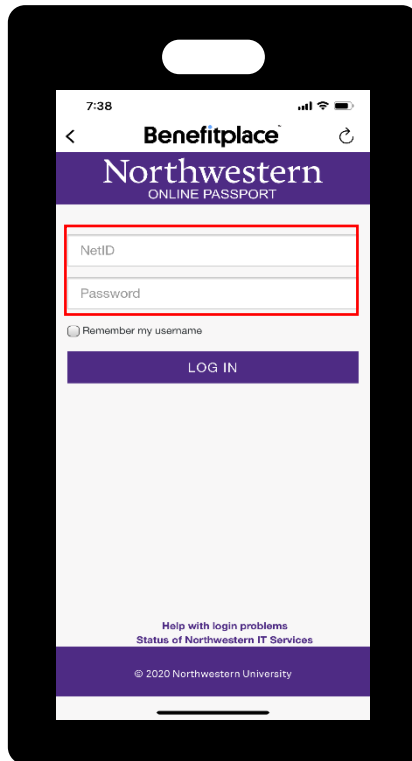
You will be presented with a Success screen. Select *Continue to login*

Logging In

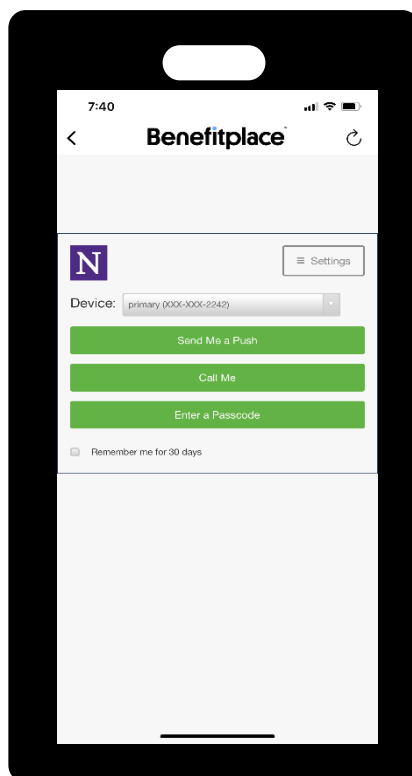


Select the button *Northwestern SSO* to navigate to the secure sign in functionality

Logging In Cont.

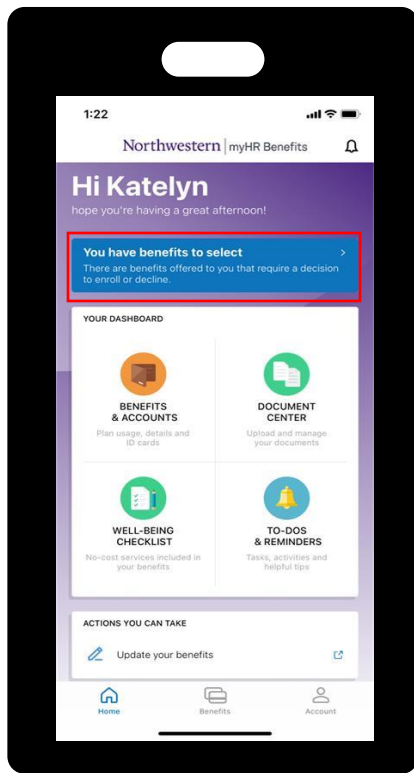


Enter your Net ID and Password.
These login credentials are what you
use to login to myHR

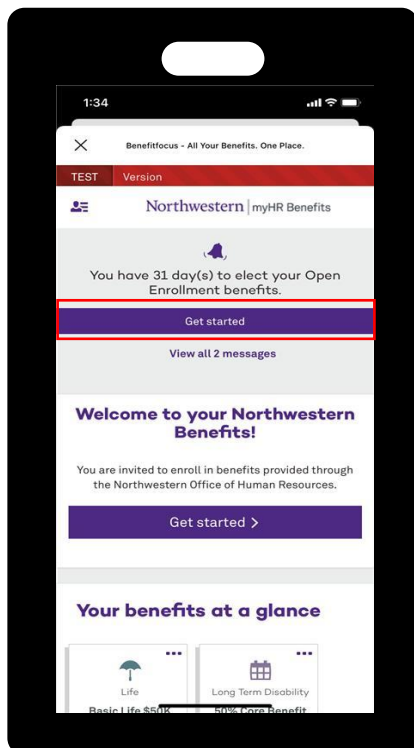


For added security when you login
you will need to complete the Duo
Multi-Factor Authentication (MFA).
If you have the Duo app it will
prompt you, like the illustration.
Otherwise you will receive a text or
phone call based on your settings.

Navigating The App



To begin Open Enrollment, select the blue box under your name that says *You have benefits to select*



Then select Get started under the Open Enrollment banner at the top. Follow the prompts to review and update your benefits.