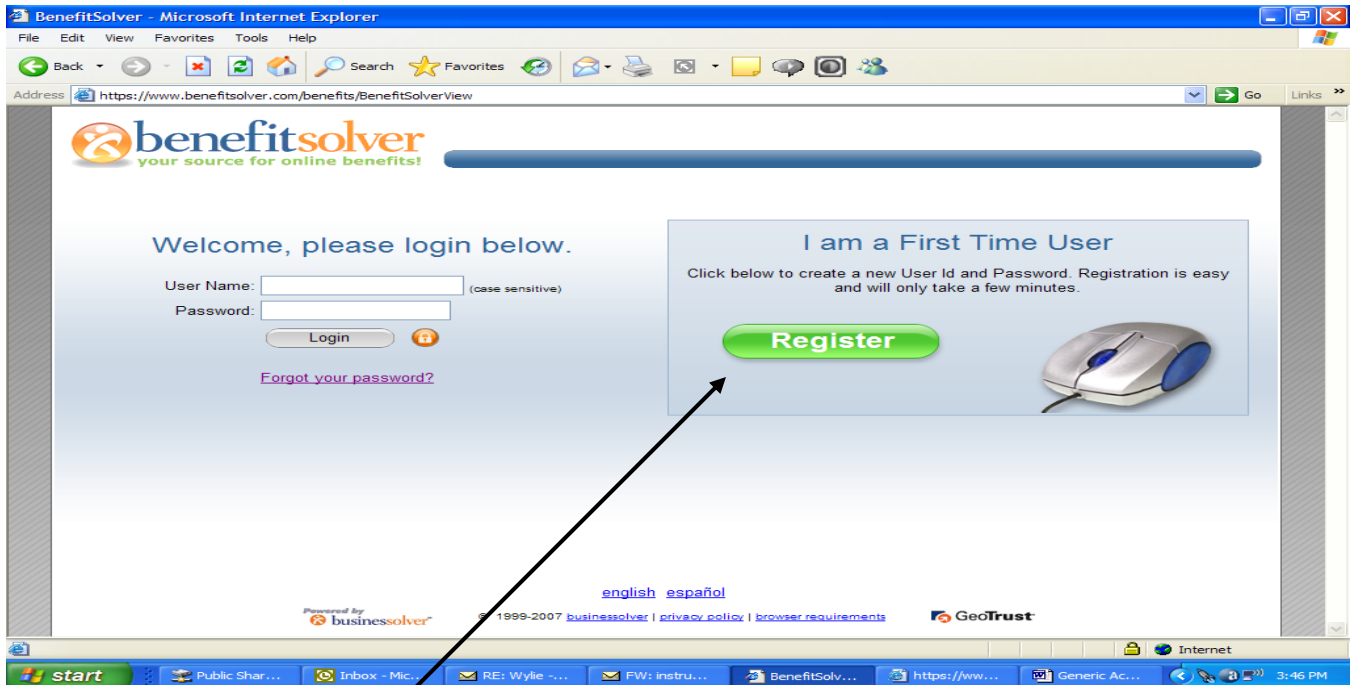


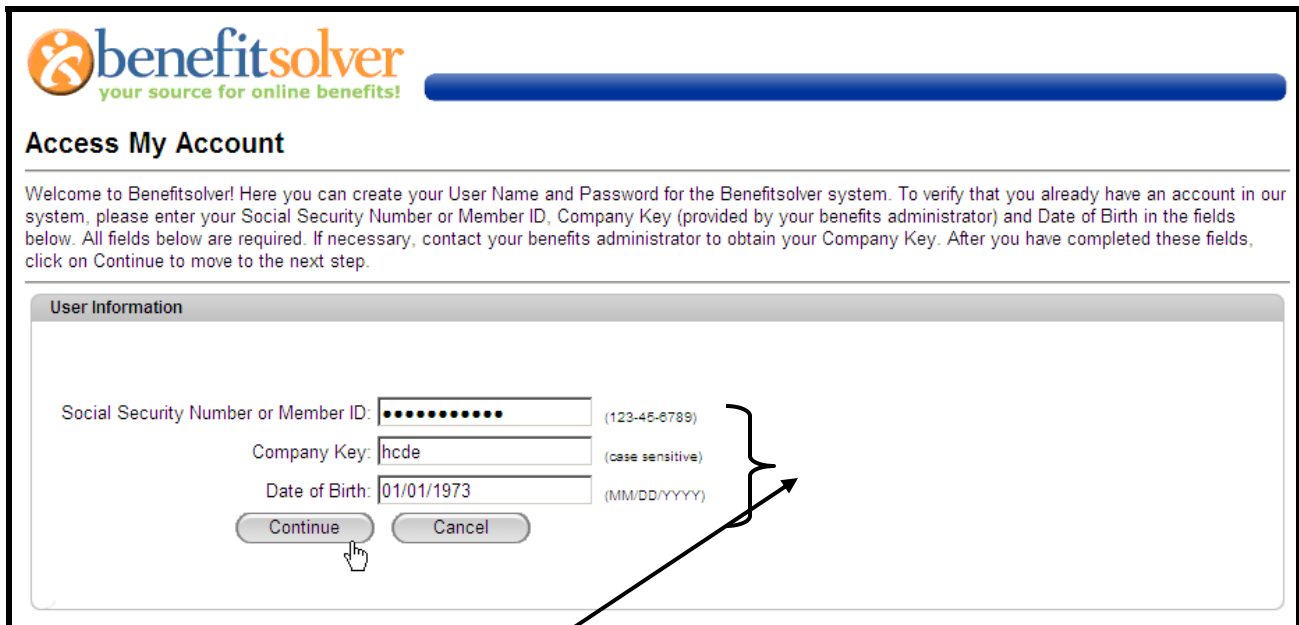
HARRIS COUNTY DEPARTMENT OF EDUCATION INSTRUCTIONS FOR ACCESSING BENEFITSOLVER

In order to access your online benefits system you may follow the steps below:

1. Go to www.benefitsolver.com



2. Click on **Register**



3. Type in your **Social Security Number**, **Company Key** and **Date of Birth**. Your Company Key is "hcde" in all lower case letters.

HARRIS COUNTY DEPARTMENT OF EDUCATION INSTRUCTIONS FOR ACCESSING BENEFITSOLVER

benefitsolver
your source for online benefits!

Access My Account

Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.

Electronic Signature

By clicking "Accept" below, I hereby consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signature in Global and National Commerce Act of 2000 (ESIGN) which includes documents, forms, account applications, electronic trade confirmations, statements, agreements, and prospectuses. I also consent to receive certain employee benefit plan information through electronic media. I understand it may be necessary for me to inform the company if my email address changes or if I prefer to receive the communication at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating I no longer consent to electronic communication. In addition, I understand that I may request a paper version of the electronically furnished documents free of charge if I am unsuccessful at printing the document.

4. Read through the Electronic Signature notification and click **"Accept"** to move forward.

benefitsolver
your source for online benefits!

Access My Account

Below you must create a User Name and Password. The User Name must not contain any spaces and be at least 7 characters long. If the User Name you have chosen is already in use, you will be instructed to choose a different one.

The Password must also be at least 7 characters and contain no spaces. A combination of numbers and letters is **required** for your Password. In addition, please select a security phrase and complete the answer to this question in the space provided. This will be used if you forget your password and need assistance in recovering it.

Note: Your User Name, Password, and Answer to the Security Phrase are case sensitive. You must enter your information in the correct case when accessing the site in the future.

Choose a User Name and Password

User Name: (case sensitive)

Password:

Confirm Password:

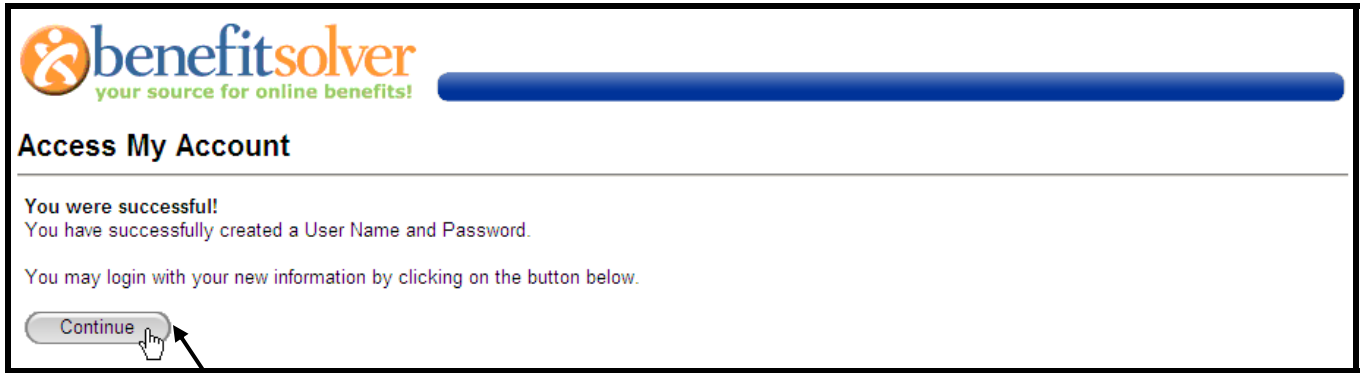
Security Phrase:

Security Phrase:

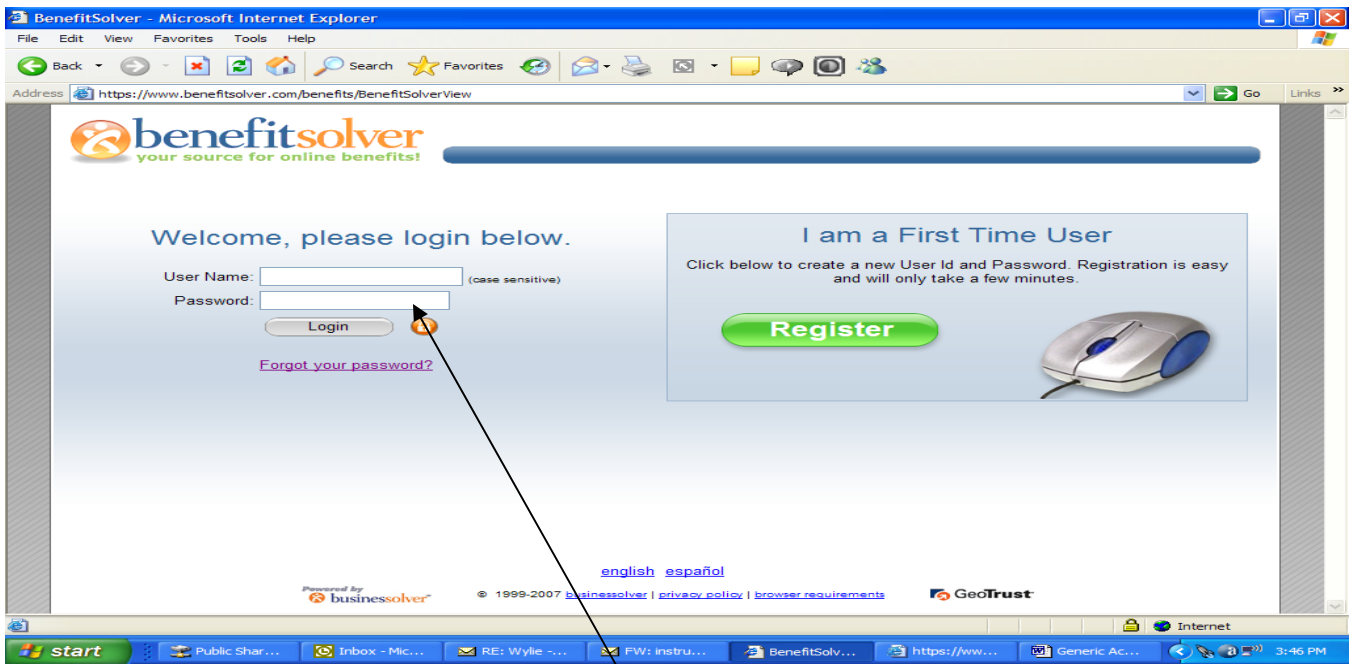
Answer:

5. Create your User Name and Password. Confirm your password (at least 6 characters). Please make a note of your ID and password for future use. Select your security phrase and answer. Click **"Continue"**.

**HARRIS COUNTY DEPARTMENT OF EDUCATION
INSTRUCTIONS FOR ACCESSING BENEFITSOLVER**



6. Click **“Continue”** to proceed to Login Page.



7. Log in with your new User Name and Password that you just created in step 5 above.