



# how to access Bellevue Benefits

## GUIDE TO ONLINE ENROLLMENT

### ACCESSING BELLEVUE BENEFITS

Bellevue Benefits is a secure benefits enrollment website. Employees can access Bellevue Benefits to make qualified life event changes and/or beneficiary changes at any time.

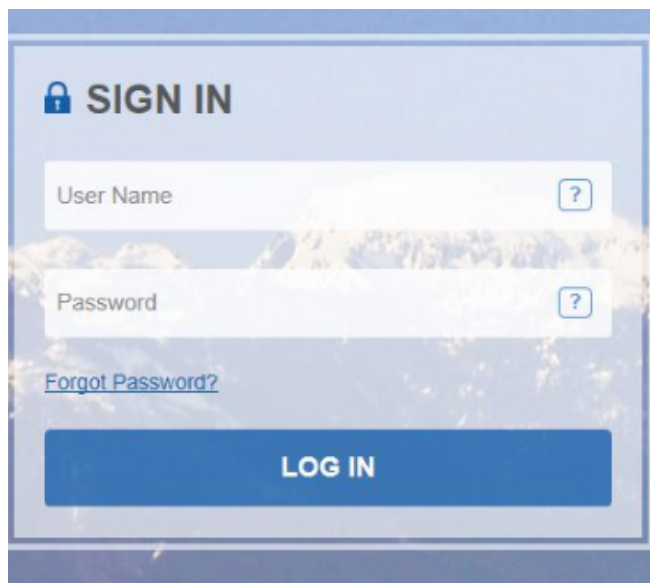
To get started, enter the URL in your browser:  
**<https://cityofbellevuehr.workterra.net>**



### YOUR USER NAME

To sign in, enter your **User Name**. This is your full last name and the first four digits of your birth date (MMDD).

Name	Date of Birth	User Name
Mary Smith	10/05/1985	Smith1005
Mary Smith-Jones	05/24/1972	Smithjones0524
John Doe Jr	02/18/2001	Doejr0218
John Doe III	07/01/1965	Doelll0701



### YOUR PASSWORD

Enter your **Password**. Your Password is initially set to your employee ID number, which can be located on your pay stub. New hires will be advised of their initial password as part of their new hire orientation. You will be prompted to change your password when you log in to Bellevue Benefits for the first time.

