

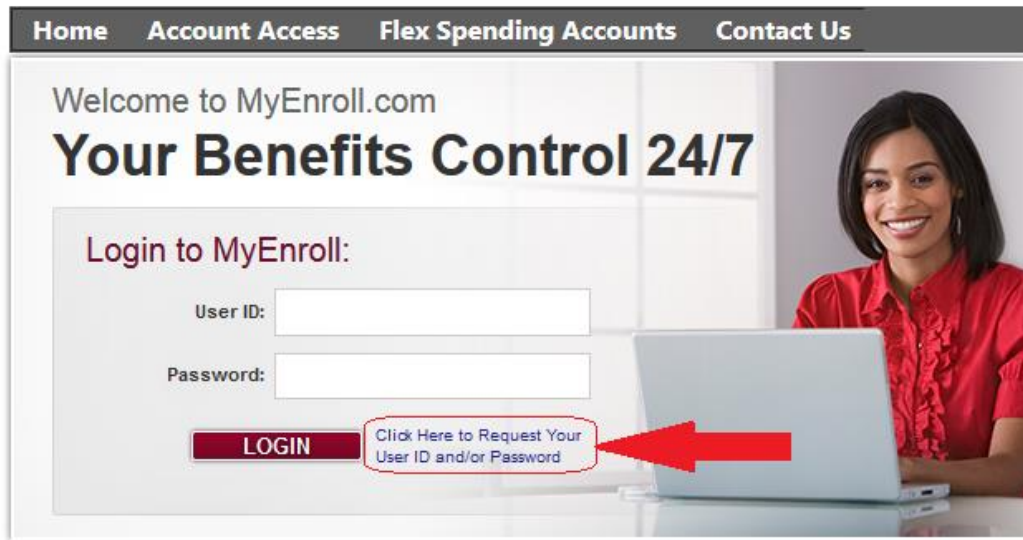


**Acquire User ID and Password**



## Getting a MyEnroll User Name & Password

Go to [www.MyEnroll.com](http://www.MyEnroll.com) and click on the link “Click Here to Request Your User ID and/or Password”.



1. You will be asked if you are associated with a federal agency, click on the radio button for No, and then click on Continue. (Note, the continue button will not appear until you select No.)



### Employer Identification

Are you an employee, retiree, intern or other member of a federal agency?

Yes  No

2. Click Request User ID Only, Request Password Only, or Request User ID and Password. There are two options for receiving log in information. Choose Option 2, View User ID & Password on your screen. Click on "GO" to have your credentials provided on screen.



### Request User ID and/or Password

To request your User ID, click on the "Request User ID Only" hyperlink below.

To request your Password, click on the "Request Password Only" hyperlink below.

To request your User ID and Password, click on the "Request User ID and Password" hyperlink below.

[Request User ID Only](#) or [Request Password Only](#) or [Request User ID and Password](#)



### Request User ID and Password

Option 1: Receive Your User ID and Password in two separate emails: [Help](#)

Enter Your Email Address

Option 2: View User ID & Password on Your Screen: [Help](#)

Note: Administrators Cannot View User IDs & Passwords On Screen

**Need Assistance?** Customer Service is available Monday-Friday, 8:30 AM - 5:00 PM, Eastern Time Call 800-945-5513 or send an Email to [Service@BASusa.com](mailto:Service@BASusa.com)

**Adding a New Administrator** – If you would like to be setup as an administrator for your organization, please click on the following link to open an application for administrative access. Print, complete, sign and send us the application (instructions are on the form). We will verify your access authority with your organization, and set you up as an administrator, accordingly. [Click Here to Access the Form](#). Please allow for 1-2 business days following your submission, for the verification and setup process to conclude. You will be notified via email when the process is completed.

4. To view your User Name and Password on Screen, Click "GO" and enter the 4 pieces of personal information and click "Submit"



### Request User ID and Password

Only complete this information if you are trying to obtain a User ID for an "Employee User." If you are a Client Administrator or a Reseller use the Back button below and enter your email address.

Complete all of the information requested below and click the submit button. Upon a successful match of all requested information with your record in MyEnroll, you will be presented with your User ID on the screen, instantly.

Last Name* (Not Case Sensitive)	<input type="text"/>
Birth Date* (MM/DD/YYYY)	<input type="text"/>
Home Zip Code*	<input type="text"/>
Last 4-Digits Soc. Sec. Number*	<input type="text"/>

**NOTE: All system issued passwords are temporary and expire in 12 hours.**

**Your Username and Password will display on the screen for 45 seconds.**



### Identity Confirmed

**Note: This Screen will Timeout after 45 Seconds to Protect Your Information: 38 seconds.**

We have been able to confirm your identity. For your security, we are issuing you your User ID and a Temporary Password, which will remain valid for 12 hours. When you log on during this 12-hour period, you will be required to update your Temporary Password to your preferred value.

User ID: **6555-5944**

Your Temporary Password: **6555-5944**