

How to access Open Season Online using Login.gov



Access to Open Season Online requires enrolling in Login.gov, which is the Government's secure login tool. Once you register with Login.gov, you will use your Login.gov credentials to sign into Open Season Online. If you have any problems with Login.gov, please call (844) 875-6446, 24 hours a day, seven days a week.

Step 1 - Visit https://retireefehb.opm.gov/ and click Sign In / Register with Login.gov

| rederal Employees nearth benefits |
|---|
| This Site Can Only Be Used By Federal Retirees, Survivor Annuitants, or Former Spouse |
| Annuitants |
| The 2023 Federal Benefits Open Season will be held |
| November 13, 2023 through December 11, 2023 |
| Access to Open Season Online requires enrolling in Login.gov, which is the Governments's secure login tool. Once you register with Login.gov, you will use your Login.gov credentials to sign-in to Open Season Online. |
| With your Login.gov account, you can securely connect to multiple government accounts online. |
| Sign in or Register with D LOGIN.GOV |
| |

Step 2 – Create an Account If you are a new Login.gov user, click **Create an account.**

If you already have a Login.gov account, enter your credentials on this screen, click Sign In, and you will be taken to the authentication page chosen when you created your account. After authenticating, please go to step 11 so you can access the Open Season website.

If you receive an email message saying the email address is already associated with an account, this means you previously registered for a Login.gov account using that particular email address. Follow the instructions in the email to reset your password or register using a different email address.

| FEHB Login your | Open Sea .gov to all account s | ason Online is usin ow you to sign in t afely and securely |
|----------------------------------|--------------------------------------|--|
| | Sign in | Create an account |
| Sign i | n for exist | ting users |
| Sign i Email addr | n for exist | ting users |
| Sign i Email addr Password | n for exist | ting users |

Step 3 – Enter Your Email Address Enter your email address, select your language preference, click the check box that you have read the Login.gov rules of use, and click **Submit**.

| | Placeholder |
|--|--|
| () | 0-6- |
| EHB Open Se Login.gov to all | ason Online is usin low you to sign in to |
| your account s | afely and securely. |
| Sign in | Create an account |
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Step 4: Check Your Email

Login.gov will send an email to the email address you entered in step 3 to verify that you are the owner of that email address.



Step 5 – Confirm Email Address

Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm** your email.

Click **Confirm email address** or copy and paste the link into a web browser. A new window will open.



Step 6 - Create a Password

Create a password. This password must be **at least** 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**. The only requirement for a "strong" password for Login.gov is that it is at least 12 characters.

| a a a ward |
|--|
| assword |
| acters or longer. Don't use naracters, like abc or 111. |
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Step 7 - Secure Your Account

Select an option to secure your account and click **Continue**. Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.



Step 8 - Enter Your Phone Number

If you elect to use the text message method of authentication, enter the phone number you wish to enroll in Login.gov. This authentication method will send a text message every time you use Login.gov and can also be set to send a code via voice in a phone call. Click **Send code** to generate the security code.

| G | iet your one-time code |
|---------|--|
| W | e'll send you a one-time code each time you sign in. |
| Pł | none number |
| Ē | ■ • |
| Ho | ow you'll get your code |
| | • Text message (SMS) |
| Yo | u can change this anytime. If you use a landline number, lect "Phone call." |
| | Send code |
| M (V | essage and data rates may apply. Do not use web-based OIP) phone services or premium rate (toll) phone numbers. |
| | abile terms of service |
| | Solice terms of service |

Step 9 - Security Code

Enter your security code and click submit. This code will be provided via the method you selected. The screenshot below illustrates the text (SMS) phone method.

| Enter your one-time code | |
|---|---|
| We sent a text (SMS) with a one-time code to +1 This code will expire in 10 minutes. | - |
| One-time code Example: 123456 | |
| Remember this browser | |
| © Send another code | |
| Having trouble? Here's what you can do: | |
| Use another phone number | > |

You may choose to add another method for security, but it is not required.



Step 10 - Agree and Continue

You have created your Login.gov account. Click **Agree and continue** to return to the OPM Open Season Online website and complete your Open Season Online registration.



Step 11 - Click on the I accept box and select OK.

| n this section | FFHR Open Season Online |
|--------------------------------------|--|
| Open Season Online Home | Third open season online |
| Sign In / Register with .ogin.gov | Full Terms and Conditions |
| Brochures | This is an Office of Personnel Management (OPM) computer system for use only by |
| Open Season Health Benefits Guide | authorized users. OPM computer systems are to be used for official business. Your use of this Government system for whatever purpose is not private or anonymous. While using |
| Rate This Site | Government systems, your use may be monitored or recorded. Unauthorized or inappropriate use of a Government system may result in the loss or limitation of your |
| FAQs | privileges. You may also face criminal penalties or financial liability depending on the severity of the misuse. Examples of unauthorized actions include attempts or acts to access, view, upload, change or delete information on this system, modify this system, deny access to this system, accrue resources for unauthorized use, or otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties All access or use of this system constitutes the user's understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit, and |
| | take action by all authorized government and law enforcement personnel |
| | Season Online for a description of how the information you provide in this system will be used and shared. |
| | To accept the terms and conditions, click the OK button. |
| | laccept: □ OK Exit |

Step 12 – If you have previously entered your annuity claim number and the last 4 of your ssn for this Open Season, you will automatically be taken to your Open Season account. If not, enter your annuity claim number by first selecting the radio button for CSA or CSF, depending on what your claim number starts with. Enter your claim number then click on the Next button.

| About | Policy ~ | Insurance ~ | Retirement ~ | Suitability ~ | Agency Services × | Operating Status |
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Step 13 – Enter the last 4 digits of your social security number and click the Next button to be taken to your Open Season Online account.



If you get a message stating there is no match using the claim number and SSN entered, please refer to the below:

- 1.) Are you a retired Federal employee?
 - If not, please contact your Human Resources department and ask to speak to a supervisor.
 - If you are and you pay your premiums through Direct Pay, please contact the National Finance Center (NFC) at 1-800-242-9630.
- 2.) Have you recently retired?
 - If yes, we may not have your information yet so please contact the Retirement Information Office (RIO) at 1-888-767-6738.
 - If not recently retired and your annuity claim number and SSN still are not found, please contact the Retirement Information Office (RIO) at 1-888-767-6738.

Step 14 – You are ready to make an enrollment change or request Open Season information. Upon completion, click on the Log Off link at the bottom of the left side menu.



Step 15 – Once you have completed your transaction and clicked the Log Off link in step 14, click the 'Yes, sign out of Login.gov' button. This will ensure you have completely logged off the FEHB Open Season Online website. Clicking the 'No, go to my account page' button will take you to your Login.gov account.

