

Accessing Myspiritbenefits.com

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Getting Started

Go to www.myspiritbenefits.com

- Myspiritbenefits.com works best on a modern internet browser. At home, access using Internet Explorer, Google Chrome, Firefox or Safari.
- At Spirit, access the website through Internet Explorer 11 (IE 11).
- For security reasons, do not use your Spirit login and password to register.

Spirit Benefits

Discover, join and be rewarded

Please Login Below

User Name:
This is NOT your Spirit
Employee ID.

[Forgot User Name](#)

Password:
This is NOT your Spirit
password.

[Forgot Password](#)

Submit

First time here?
[Register your account to access](#)

Register

If this is your first visit, click “Register your account to access.”

REGISTER YOUR ACCOUNT

All Fields are Required

Username
DO NOT USE YOUR SPIRIT ID.

Choose a name you will remember

Password
DO NOT USE YOUR SPIRIT PASSWORD.

Re-type your Password

Your password must be 7 characters in length, and include at least one non-alphanumeric character, such as !, # or \$

Last Name

Year of Birth
Format = yyyy

Employee ID

Email Address

Re-type your Email Address

A valid email is required

Secret Question

Secret Answer

Will be used to reset your account if needed

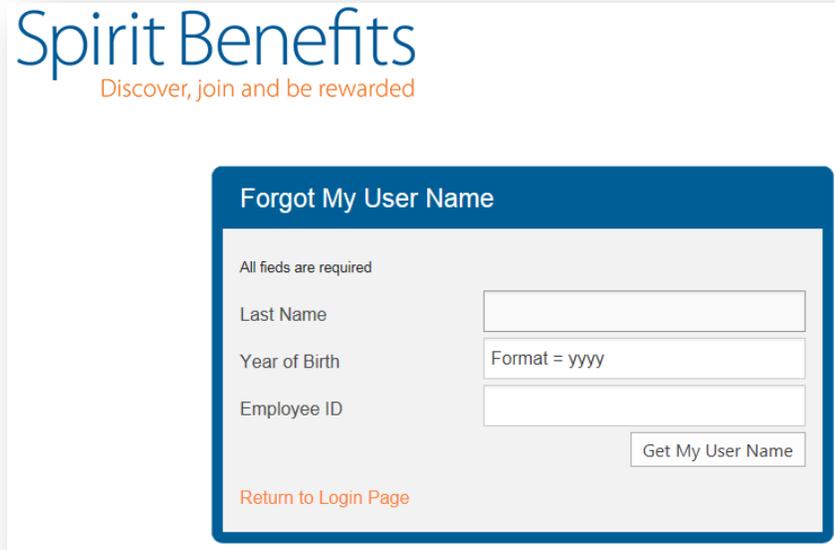
Be sure you will be able to remember your answer

[Return to Login Page](#)

- Create a unique username.
- The password you select must be at least 7 characters in length, and include at least one non-alphanumeric character.
- Employee ID is your Spirit ID, without the “S” and leading zeroes. For example, if your Spirit ID is S0012345, you would enter 12345 as your Employee ID.
- You may register any email address to which you have access. This can be a personal or work email address.
- Create a Secret Question and Secret Answer. These will be used to assist you in resetting your account.
- When you have completed the form, click “Register.”
- The next time you visit the site, you will use your username and selected password to log in.

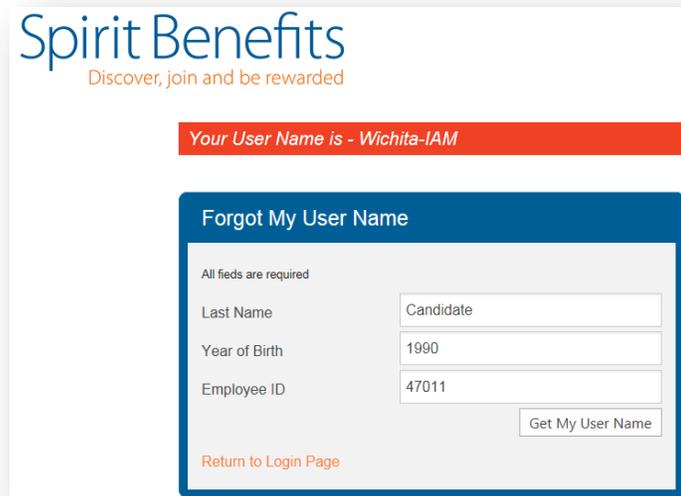
Forgot User Name

If you have registered previously, but cannot remember your user name, click on the “Forgot User Name” link on the MySpiritBenefits.com log in page.



The screenshot shows the Spirit Benefits logo at the top left with the tagline "Discover, join and be rewarded". Below the logo is a blue-bordered box titled "Forgot My User Name". Inside this box, there is a section titled "All fields are required" with three input fields: "Last Name", "Year of Birth" (with a placeholder "Format = yyyy"), and "Employee ID". A "Get My User Name" button is located to the right of the Employee ID field. At the bottom left of the blue box is a link "Return to Login Page".

- Enter your last name, year of birth, and your Employee ID (omitting the “S” and leading zeroes).
- Click “Get My User Name”

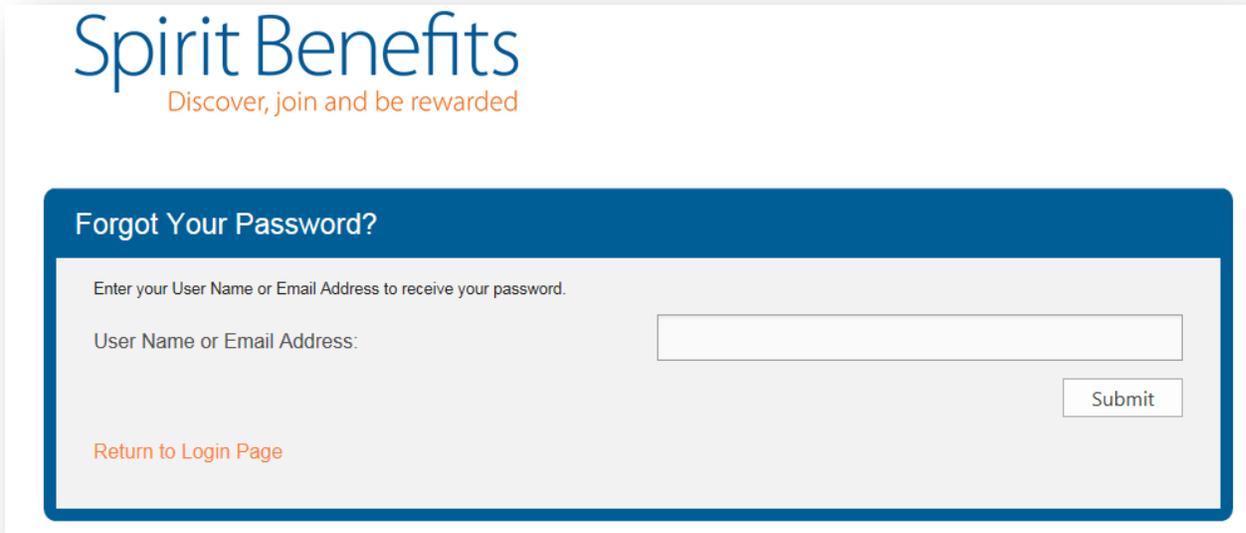


This screenshot shows the same "Forgot My User Name" form as above, but with the input fields filled out: "Candidate" for Last Name, "1990" for Year of Birth, and "47011" for Employee ID. Above the form, an orange banner displays the text "Your User Name is - Wichita-IAM". The "Get My User Name" button and "Return to Login Page" link are still visible.

- Your Username will be displayed in an orange banner above the blue box.
- Click “Return to Login Page”

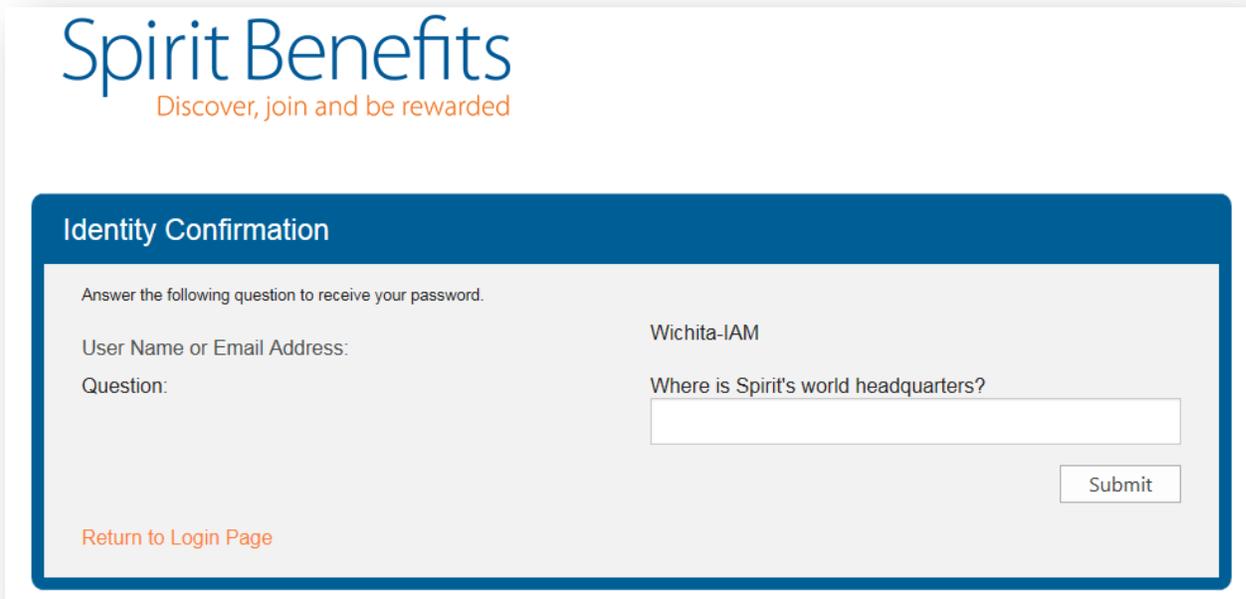
Forgot Password

If you have registered previously, but cannot remember your password, click “Forgot Password” on the login page.



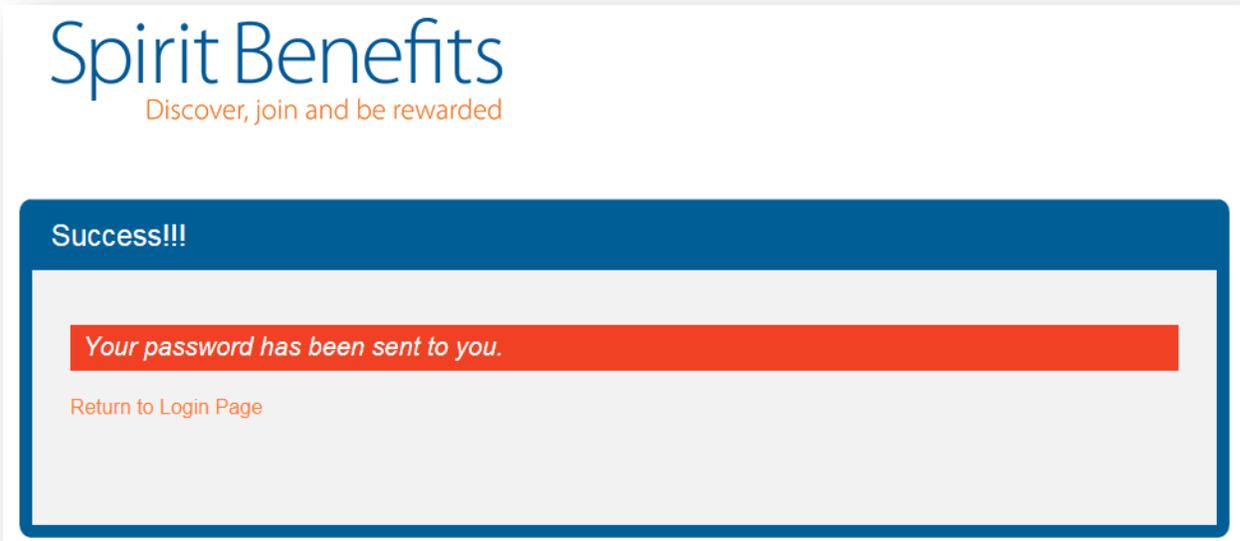
The screenshot shows the 'Forgot Your Password?' form on the Spirit Benefits website. At the top, the logo 'Spirit Benefits' is displayed in blue, with the tagline 'Discover, join and be rewarded' in orange below it. The form itself has a blue header with the title 'Forgot Your Password?'. Below the header, there is a light gray box containing the text 'Enter your User Name or Email Address to receive your password.' followed by the label 'User Name or Email Address:' and a white text input field. To the right of the input field is a 'Submit' button. At the bottom left of the form, there is a link 'Return to Login Page' in orange text.

- Enter either your username or the email address you used when you registered, and click “Submit.”



The screenshot shows the 'Identity Confirmation' form on the Spirit Benefits website. At the top, the logo 'Spirit Benefits' is displayed in blue, with the tagline 'Discover, join and be rewarded' in orange below it. The form has a blue header with the title 'Identity Confirmation'. Below the header, there is a light gray box containing the text 'Answer the following question to receive your password.' followed by the label 'User Name or Email Address:' and the text 'Wichita-IAM'. Below that is the label 'Question:' and the text 'Where is Spirit's world headquarters?' followed by a white text input field. To the right of the input field is a 'Submit' button. At the bottom left of the form, there is a link 'Return to Login Page' in orange text.

- Answer the security question and click “Submit.”
- Remember, this is the question you created when you registered.



- Click “Return to Login Page.”
- Check the email address you registered with to find a temporary password from donotreply@mercer.com.
- You will not be able to log in with any password other than the temporary password provided.
- If you do not receive the temporary password email, check your junk or spam folder. You may request the temporary password again by repeating the above steps.
- Follow the instructions in the email and use the temporary password to log in.
- Once logged in, click on “Profile” from the menu at the top to select a new password.



HOME > PROFILE

Update Your Password

Current Password:

New Password:

Confirm Password:

Update Password

Update Your Security Information

Current Password:

Secret Question:

Where is Spirit's World Headquarters?

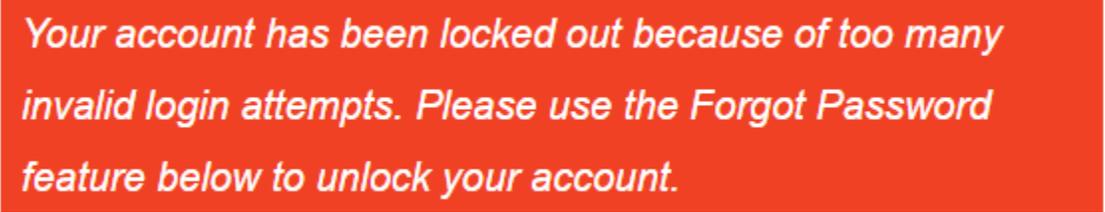
Secret Answer:

Update

- Enter “Current Password.” This is the temporary password provided in the email you received.
- Select a new password and enter it into the “New Password” and “Confirm Password” fields.
- Click “Update Password.”

Account Lock Out

If you enter the incorrect password at log in, your account will be locked after 5 attempts.



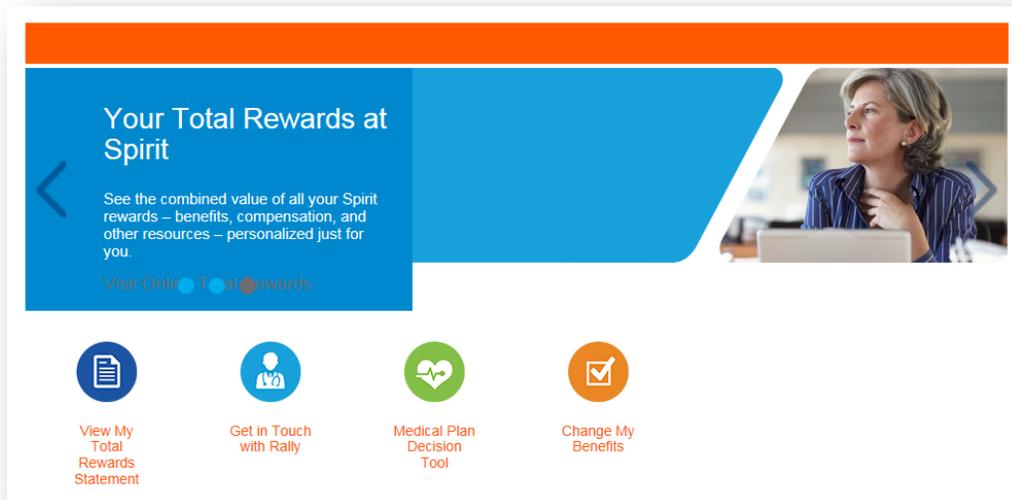
Your account has been locked out because of too many invalid login attempts. Please use the Forgot Password feature below to unlock your account.

- To unlock your account, use the “Forgot Password” links to reset your password.

Assistance

If you have trouble with registering or logging in, please check the above steps to be sure you are entering the information as instructed. If following these steps does not work, please contact [GRP Benefits](#).

What can I do on Myspiritbenefits.com?



Total Rewards Statement

Myspiritbenefits.com is the new home for Online Total Rewards. Click on “View My Total Rewards Statement” to access your personalized Total Rewards Statement. You will be redirected to the Online Total Rewards site.

Rally

Access Rally’s site by clicking on “Get in touch with Rally.” This will open a new tab.

Medical Plan Cost Estimator

Use this page to assist you to estimate your yearly medical costs. You enter some basic demographic information and your expected plan usage, and the tool will help you understand what your total costs could be during the plan year. Use this tool to help you decide which plan is going to work best for you and your family.

Benefit Elections

Under Resources, click on “View Now” under Employees with a Qualifying Life Event tile to view your current elections.



Employees with a Qualifying Life Event

You may be permitted to change your benefits, but any changes must be made within 30 days of the event.

[View Now](#)

This will open a new tab for Mercer Benefits Central, where you can review current elections and report a qualifying life event. You will also use Mercer Benefits Central to enroll in your 2017/2018 benefits choices during Annual Enrollment.