

Department of Defense Education Activity

Employee Benefits Information
System (EBIS)

Instruction Guide

<https://hq-w3.dodea.edu>

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help

Welcome to the Employee Benefits Information System (EBIS)... 2.9.13.11

**Department of Defense Education Activity
(DoDEA) EBIS Login****Current Users:**

Enter your SSN and your PIN.

SSN (No Dashes)

PIN

[New User/Forgot Login](#)

If you are a New User or you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the New User/Forgot Login link above. Your New permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers. "FOR DoDEA EMPLOYEES" requiring assistance with EBIS contact the Benefits Section via email at Benefits@HQ.DoDEA.edu or via phone at (703) 588-3981.

If you are not a DoDEA Employee you cannot use this logon to access EBIS.

For all other DoD agencies, OPM has created a website that provides the different DoD EBIS access pages. To find your Human Resources Points of Contact or your EBIS site [CLICK HERE](#)

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)
EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

User Validation

In order to establish (or reestablish) your login information you must be a user. Enter the information below to and click the continue button to be va user.

Enter Your Social Security Number (NNNNNNNNN):

Enter Your Date of Birth (MM/DD/YYYY):

Enter Your Service Computation Date (MM/DD/YYYY):

Indicate Your Pay Plan: (XX)

Enter Your Grade: (XX)

Enter Your Step: (XX)



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)
EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Establish or Reestablish Login...

To establish or reestablish your login enter the information below and click continue button.

Enter Your New PIN:

PIN must contain numeric (0-9) and be 6 characters lo

Re-enter Your New PIN:



For help within EBIS contact the benefits section via e-mail at benefits@hq.dodea.edu (703)588-3981.

Welcome to EBIS...

Department of Defense Education Activity (DoDEA) EBIS Login

Current Users:

Enter your SSN and your PIN.

SSN 

PIN 

Login...

New Users/Forgot Login:

NOTE: Do not use the "NEW USER" button below. All employees should use the "RESET PIN" button. For help in setting your PIN contact EBIS@hq.dodea.edu. For help within EBIS contact the benefits section via e-mail at benefits@hq.dodea.edu or via phone at (703)588-3981.

[New User...](#)

[Reset PIN](#)

Now enter the employee's social security number and their newly established PIN. Press Login to continue.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM



Help



My Benefits



Calculators



Transactions



Forms



My Profile

1

Session

User:

Last Login:

Date: 04/12/2004

Time: 02:03:22 PM

[PIN](#) [Logout](#)

Pending Transactions

FEHB: None

TSP: None

FEGLI: None

Agency News

Next TSP Open Season:

15 April 2004 to 30

June 2004

Welcome to the Employee Benefits Information System (EBIS)...

Department of Defense Education Activity (DoDEA)

The Employee Information Benefits System (EBIS) is designed to provide Federal employees general personal information regarding their benefits and includes capabilities for executing benefit transactions. Web browser.

To get started - choose one of the following:



Click for a comprehensive personal statement of your benefits.

My Benefits



Click to perform a variety of "what-if" calculations.

Calculators



Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.

Transactions



Click to fill and/or print forms.

Forms



Click to personalize your information that can be used in EBIS.

My Profile



Click to view information about Federal employee benefits.

Information

The Adobe Acrobat Reader plugin must be installed in order to view Portable Document Format (PDF) files. It may be downloaded directly from Adobe at www.adobe.com

From here the employee can access and/or make benefit transactions.