



## Sign-Up and Manage My Account

To use the **DCF Self-Service Portal**, you will need to sign-up. The Portal creates a secure User Name and Password for each individual. Your information is private similar to your ATM pin number. So be sure to keep your User Name and Password secret to prevent others from accessing your private information.

So, let's go ahead and go through the steps on how to sign-up.

First of all you will begin by clicking at the top right corner of the portal.

Next, you will complete the **Personal Information** screen with your first, middle and last name. You will have up to 30 characters in length for each part. You can use special characters such as O'Connor, Williams-Jones and Gunther. Do not use nicknames though.

Once your name is filled in use the **Save and Continue** button.

Continue filling out the rest of the questions on the **Contact Information** screen, and click on the **Save and Continue** button once you have the blanks filled in.

Next, you will create a Username and Password on the sign-up screen. The system will log in once your sign up is successful.

The same Username will be used each time to log in. Once again, you can use up to 30 characters and it is not case sensitive. In this case though you cannot use special characters. You will need to choose a Username that is memorable to you but difficult for others to guess. You might have to write it down somewhere safe to remember it.

The Password must have at least eight characters in length and must contain characters from three of the four classes. Those classes are uppercase, lowercase, numeral and special characters.

The system will ask for you to confirm the same spelling so you will type the password in again.



Next, you will follow the instructions to create answers to two different security questions that you might later have to use in case you forget the password. So enter an answer to each security question. The answer does not have to be true, as long as you can remember it.

In case you want to cancel your application, you can click on the **Cancel Button**. This will also allow you to quit the Sign-up process without signing up.

Now that you have signed up you can log in to the **DCF Self-Service Portal** at any time to view your benefits information. You can also manage your account. In the upper right hand corner, you can update your password and other personal information in the **My Account** link.

The **My Account** link has two tabs where you can make and save changes.

To update your **Contact Information**, click on the tab. This will allow you to update your phone and email information. To update your password and security questions, click on the **Password Management** tab. If you happen to forget your password, the security questions can be used to help you reset it.