Getting Started With **My NTCA Benefits**

Setup is easy and secure.
Managing your NTCA health and retirement benefits is easier than ever with **My NTCA Benefits**. This secure online portal is designed with the information you need to navigate through your benefit decisions as employment and life events happen.

**Go to ntcabenefits.ntca.org**
Be prepared with some basic identifying information.
- Social Security number
- Birth date
- ZIP code of your current mailing address
- Email

**Click the register link**
Enter the requested information to confirm your identity. You will complete some additional prompts as an added security measure to protect your personal data.

**Establish your unique password**
Your employee ID login code will be assigned
Click **Show Login Code** to view this ID number. This login information (employee ID and password) will be used each time you access **My NTCA Benefits**.

**Complete the challenge questions**
These questions provide additional security to protect your personal information.

**Carefully review the disclaimer statement**
This statement describes our privacy policy and use of the data maintained on this portal. You will be asked to acknowledge this statement prior to your first use of **My NTCA Benefits**.

**Provide your email**
This is required so we can send you important information about your NTCA benefit plan enrollment and confirm changes in your personal information and benefit elections.

**It’s that easy to get started.**
Now enjoy exploring the features and information on your personalized **My NTCA Benefits** home page.

**Questions?**
Click **Need Help** at ntcabenefits.ntca.org. After you have registered, click **Forgot my User ID** or **Forgot my password** for self-service assistance with your login information.

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