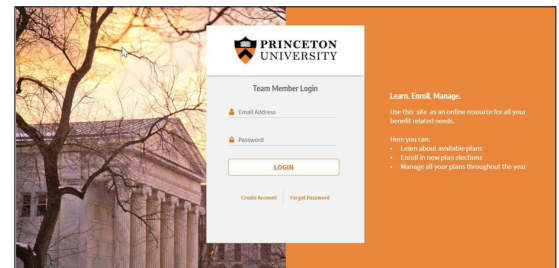


How To Create Your New Winston Benefits Portal Account for Voluntary Benefits

STEP 1

To create a new account, go to www.myprincetonbenefits.com and click the **Create Account** link.



STEP 2

For security purposes, you will be required to enter your personal information, which will be used to:

- Verify your record in our database
- Ensure you are who you say you are for security purposes

At the bottom of the **Enter Your Personal Information** page, you will see a Captcha. A Captcha is a type of challenge-response test to determine if a user is human. After entering your personal information, click the **Next** button to move to the next step.

STEP 3

Select and/or enter your email address. This will be your user name. You will be required to create a password, which must be at least eight characters long and satisfy three of the following four conditions:

- Have at least one uppercase character
- Have at least one lowercase character
- Have at least one special character
- Have at least one numeric character

After entering your email address and password, click the **Next** button to move to the next step.

STEP 4

Your recovery phone number and email address will be pre-populated based on the information on file. You will be able to edit the information and verify it. After verifying the first recovery option, the Next button will become active. Click **Next** to log into the system.

FOR MORE INFORMATION

If you have questions, please call the Winston Benefits Call Center at **1-855-393-3601** Monday through Friday, from 8:30 a.m. to 8:00 p.m. EST.