Retiree Password Quick Guide

- First Time Password Set Up - Page 1
- Resetting Your Password - Page 2

Note: The HRIS Service Desk is no longer able to set up or reset passwords.
First Time Password Set Up

**Step #1. Visit benefitoptions.az.gov**
1. Click the "Retirees/LTD" tab
2. Click "Retiree Self Service"
3. Click the "Retiree Self Service Login" button

**Step #2. Create a Temporary Password**
You are now at the Y.E.S. Portal login page
1. Find your EIN in the red box on the cover letter
2. Enter User Name as "EIN@hris.az.gov"
3. Enter Temporary Password as:
   - The 4 digit year you were born (YYYY)
   - The last 4 digits of your Social Security Number (NNNN)
   - Capital A, Capital Z (AZ)
   - Exclamation point (Shift + 1 key to type the ! mark)
   - Full password: YYYYNNNAZ!
4. Click "Sign In"

**Step #3. Create a New Password**
1. Enter User Name as EIN@hris.az.gov
2. Re-enter the temporary password from Step #2
   - If it auto-fills the field, delete it and retype it directly into the box
3. Create a new password
4. Re-enter the password
5. Click "Submit"

**Password Requirements**
- Must be at least 8 characters
- Must include 3 of the following 4 elements:
  - Uppercase letter (A)
  - Lowercase letter (a)
  - Number (0-9)
  - Special character (! @ # %, etc.)

- Cannot have your EIN
- Cannot reuse the last 5 passwords

**Step #4. Log in to Y.E.S. with Newly-Created Password**
You are now at the Y.E.S Portal login page again
1. Enter User Name as "EIN@hris.az.gov"
2. Type in your newly-created password from Step #3
3. Click "Sign In" button
4. You will be taken to the Y.E.S. Portal homepage

*Be sure to make note of your user name and password*
Resetting Your Password

Step #1. Visit benefitoptions.az.gov
1. Click the "Retirees/LTD" tab
2. Click "Retiree Self Service"
3. Click the "Retiree Self Service Login" button

Step #2. Login to the Y.E.S Portal
You are now at the Y.E.S. Portal login page
Click "Forgot / Reset Password"

Step #3. Password Reset Part 1
After you click the “Forgot / Reset Password link, you’ll see the “Reset your password” page
1. Click button for "My Y.E.S."
2. Fill in the personal information boxes
3. Check box for "I'm not a robot"
4. Click "Submit" button

Step #4. Password Reset Part 2
If you have an email in the system already, you’ll receive an email with instructions.

The subject line will be “YES/Recruitment portal/MAP temporary password login instructions” and it will come from “no-reply@azdoa.gov.”

To continue the password reset process you will need to follow the instructions in the email to reset your password.

Note: Passwords expire every 90 days. You can login at any time during the year to update your address or view your benefit elections.

10.12.21