



GSA Online Log in instructions

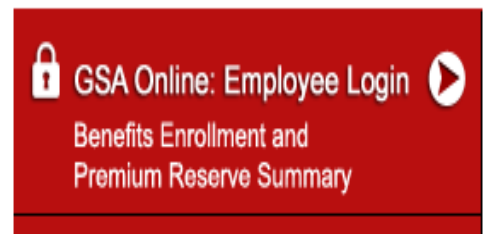
How to access your Benefit Portal

Welcome!

Your Benefits Enrollment journey starts here. Welcome to an exciting (and easy!) experience to shop for your employee benefits. Our online enrollment system allows you to access your benefits, personal and dependent information. In addition, you can easily download forms, obtain carrier contact information, and access benefit summaries. During open enrollment, you will be able to review important benefit information and submit your changes online.

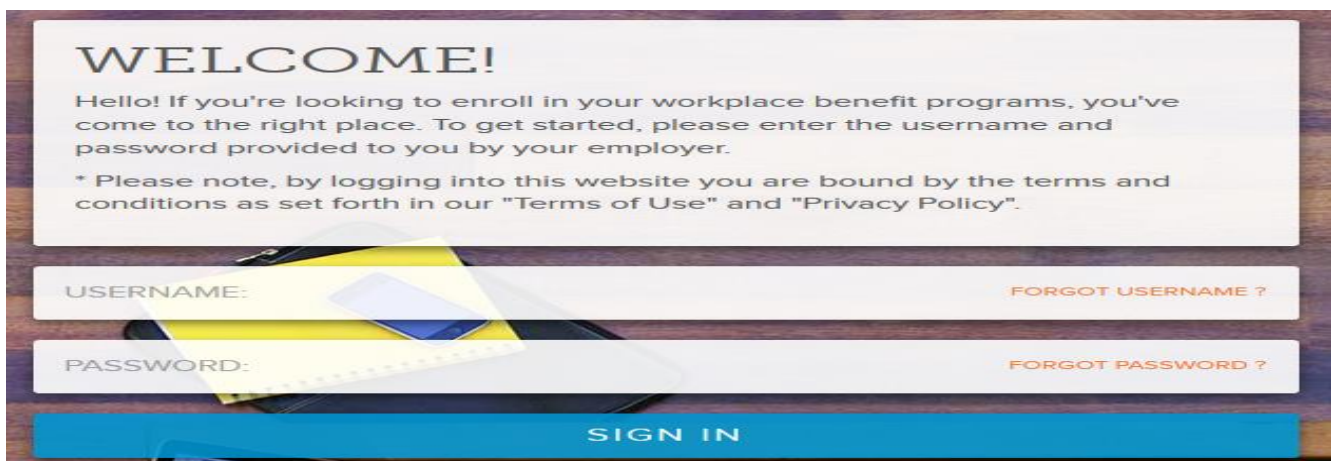
1. To Access GSA Online:

- 🔑 Go to www.gsanational.com
- 🔑 Navigate to the middle of the home page
- 🔑 Click on **“GSA Online: Employee Login”**



2. Log in instructions:

- 🔑 The welcome screen for the GSA Online portal will appear
- 🔑 All users will have a **pre-assigned username** which will be:
 - the first 6 letters of your last name
 - first initial of your first name
 - and last 4 digits of the Social Security Number (SSN)
 - i.e.: John Smith = SmithJ1234
- 🔑 Upon first login, you will have a **pre-assigned password**. Your password will be your SSN which you must change once you log in. Your SSN should contain no spaces or dashes.
- 🔑 Follow the prompts on the screen to complete the registration process



Questions?

Please contact GSA toll-free at 1.800.250.2741 or email GSA at CustomerSupport@gsanational.com