

How to Migrate Your Legacy HR Account into the ARBenefits Rep Portal

Follow these steps successfully migrate your account from the legacy system to the new portal. This will allow you to login securely with your work email and secure password. The account migration process requires two passcodes sent to your email to be entered on the screen.

Account Registration

1

Navigate to the **ARBenefits Rep portal**. Enter the following URL into your web browser's address bar to access the login page:

<https://hr.pas-uat.ebd.arkansas.gov/>

Then click the **Account Type** dropdown to select your user type.

AR BENEFITS

Login to AR Benefits HIR Portal

Account Type *
Select Account Type... (dropdown menu highlighted with an orange circle)

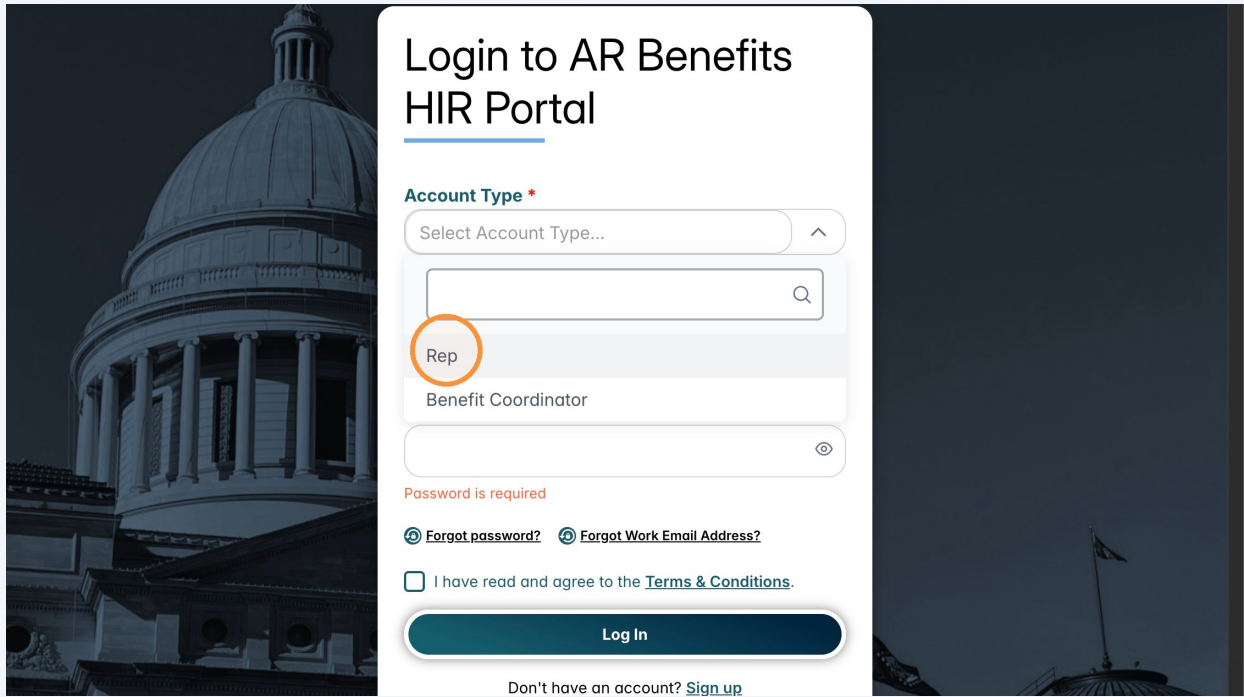
Work Email Address *
[Input field with @ symbol icon]
Work Email Address is required

Password *
[Input field with eye icon]
Password is required

[Forgot password?](#) [Forgot Work Email Address?](#)

☐ I have read and agree to the [Terms & Conditions](#).

- 2 Select **Rep** from the dropdown if you are an agency representative.



Login to AR Benefits HIR Portal

Account Type *

Select Account Type...

Rep

Benefit Coordinator

Password is required

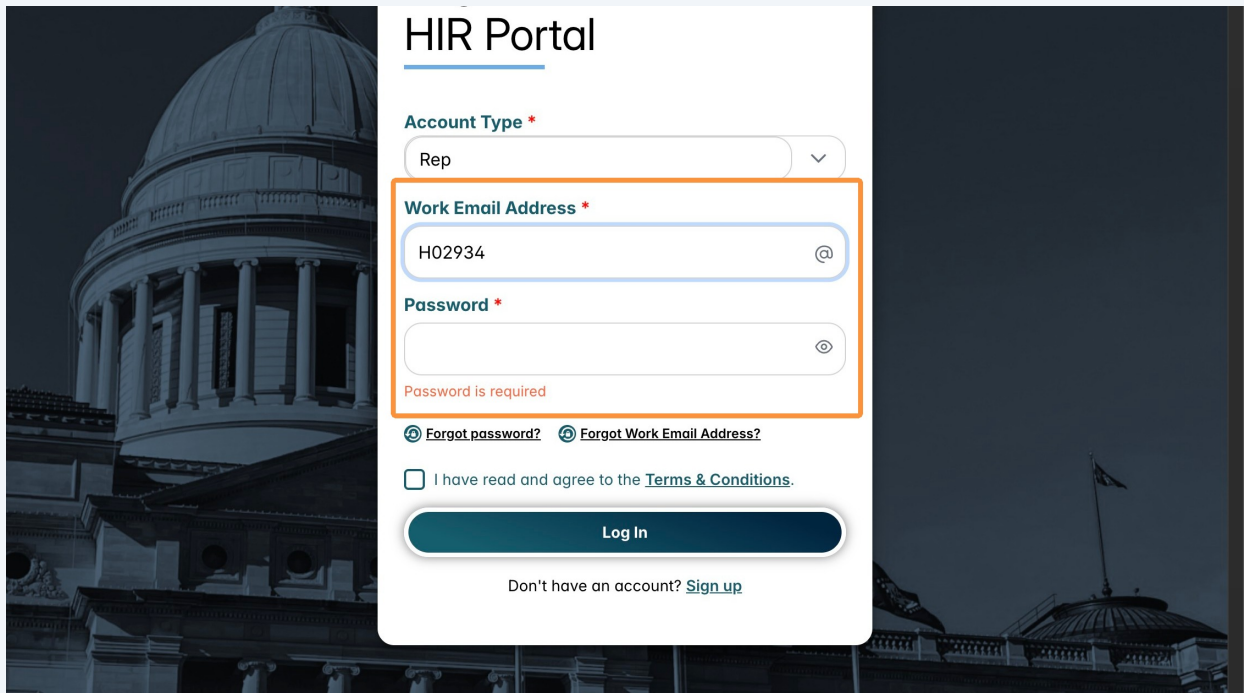
[Forgot password?](#) [Forgot Work Email Address?](#)

☐ I have read and agree to the [Terms & Conditions](#).

Log In

Don't have an account? [Sign up](#)

- 3 During account migration **only**, you will enter your Rep portal **H number** in the **Work Email Address** field and enter your **legacy** Rep portal password in the **Password** field.



HIR Portal

Account Type *

Rep

Work Email Address *

H02934

Password *

Password is required

[Forgot password?](#) [Forgot Work Email Address?](#)

☐ I have read and agree to the [Terms & Conditions](#).

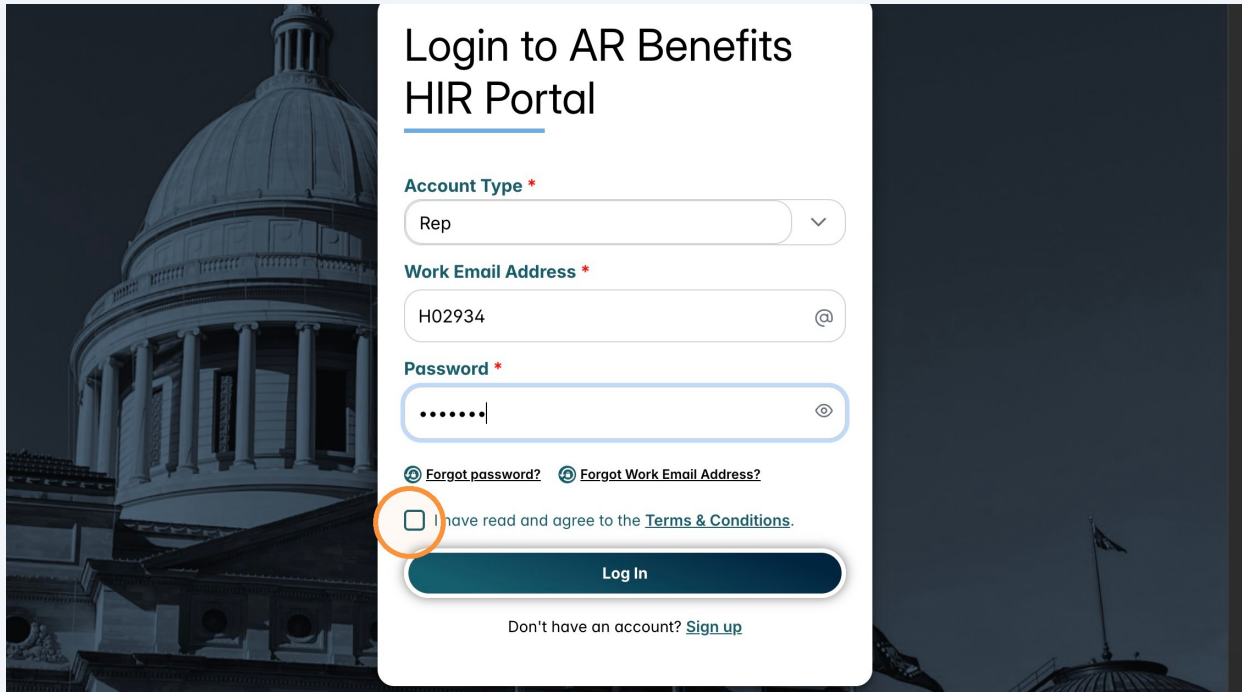
Log In

Don't have an account? [Sign up](#)

4

Click the checkbox to agree to the **Terms & Conditions**. You may click the **Terms & Conditions** link to review the security and privacy policies governing the ARBenefits system.

Note: This acknowledgment is a security requirement to log into the Rep portal. If the checkbox is not checked, you will **not** be allowed to login.



Login to AR Benefits
HIR Portal

Account Type *
Rep

Work Email Address *
H02934

Password *
.....

[Forgot password?](#) [Forgot Work Email Address?](#)

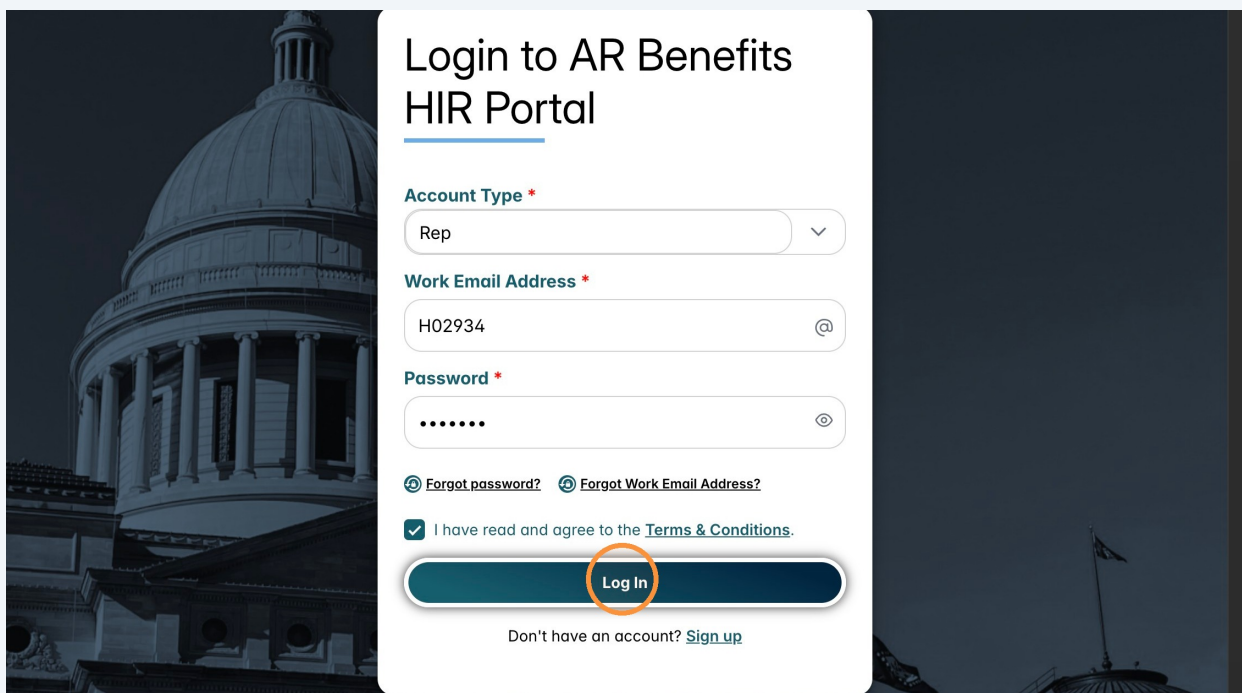
☐ I have read and agree to the [Terms & Conditions](#).

Log In

Don't have an account? [Sign up](#)

5

Click "Log In"



Login to AR Benefits
HIR Portal

Account Type *
Rep

Work Email Address *
H02934

Password *
.....

[Forgot password?](#) [Forgot Work Email Address?](#)

☒ I have read and agree to the [Terms & Conditions](#).

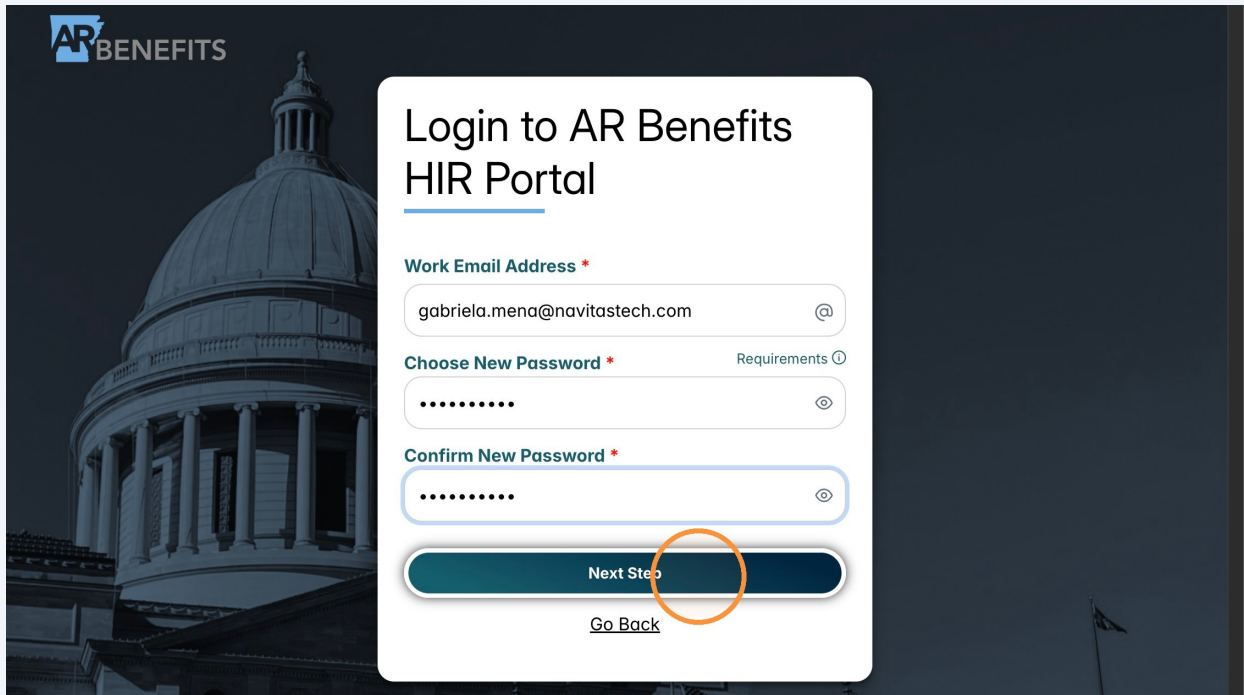
Log In

Don't have an account? [Sign up](#)

Password Setup

- 6 On the next screen, input your **work email address** and create and confirm a new, **secure password**. Then click **Next Step**.

For enhanced account security, ensure your new password is at least 10 characters long and includes a combination of upper and lower case letters, numbers, and special characters.



AR BENEFITS

Login to AR Benefits HIR Portal

Work Email Address *

gabriela.mena@navitastech.com

Choose New Password * Requirements ⓘ

.....

Confirm New Password *

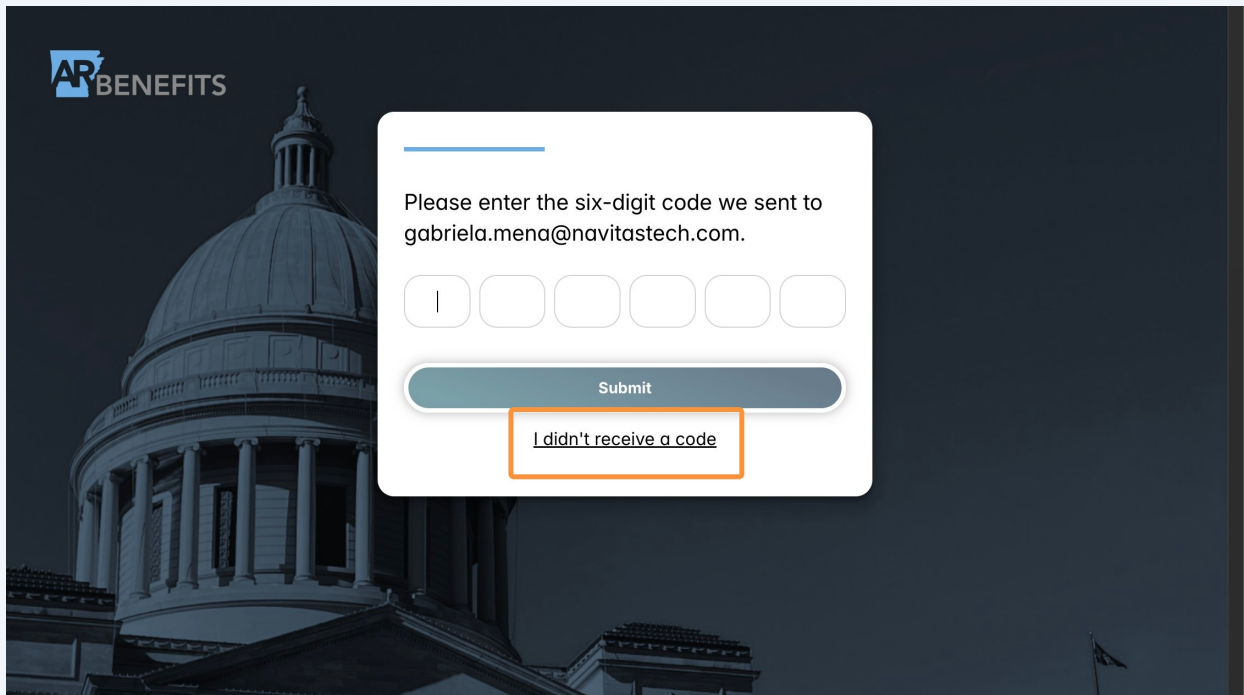
.....

Next Step

[Go Back](#)

7

A **6-digit code** will be sent to the work email address you provided to associate it to your account and confirm your identity. Copy and paste the code into the boxes. If you don't receive a code within three minutes, click **I didn't receive a code**.



AR BENEFITS

Please enter the six-digit code we sent to gabriela.mena@navitastech.com.

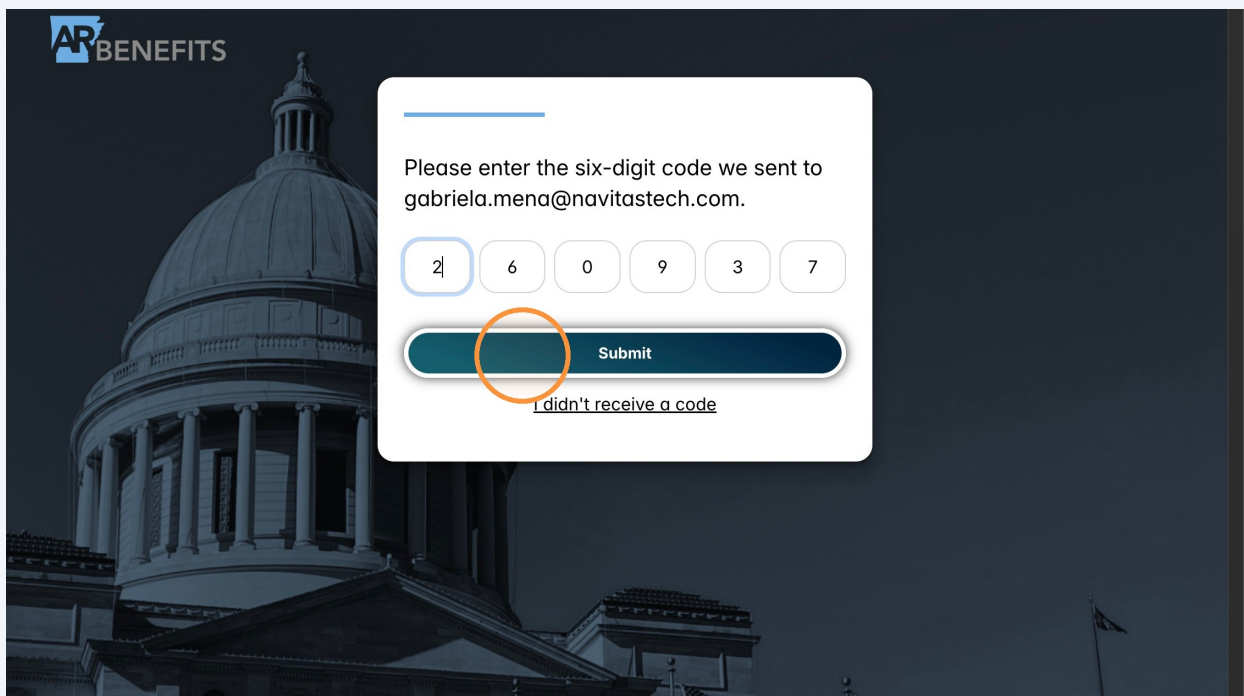
|

Submit

[I didn't receive a code](#)

8

Click **Submit** after entering the code.



AR BENEFITS

Please enter the six-digit code we sent to gabriela.mena@navitastech.com.

2 6 0 9 3 7

Submit

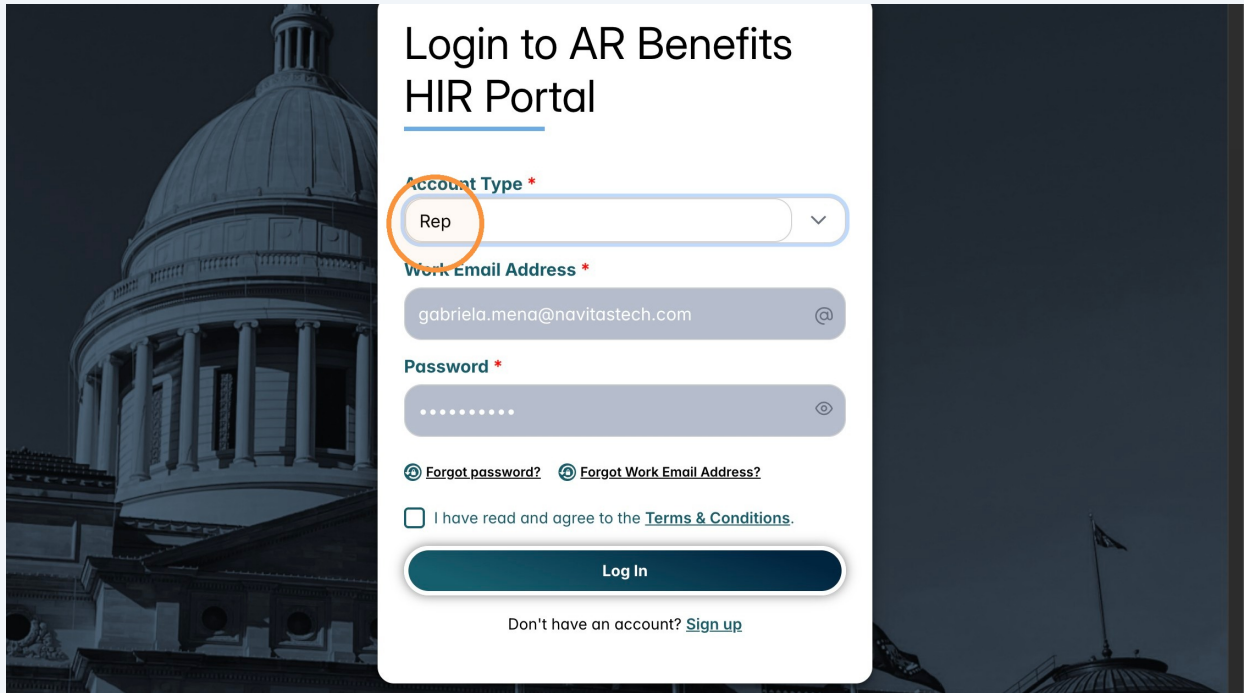
[I didn't receive a code](#)

Portal Login

9

For the **first time login only**, you will be redirected to the login screen after confirming your email address with the first 6-digit code.

You can now login using your **work email address** and newly created **password**. Be sure to select **Rep** as the account type and click the **checkbox** to accept the Terms and Conditions before clicking **Log In**.



Login to AR Benefits
HIR Portal

Account Type *

Rep

Work Email Address *

gabriela.mena@navitastech.com

Password *

.....

[Forgot password?](#) [Forgot Work Email Address?](#)

☐ I have read and agree to the [Terms & Conditions](#).

Log In

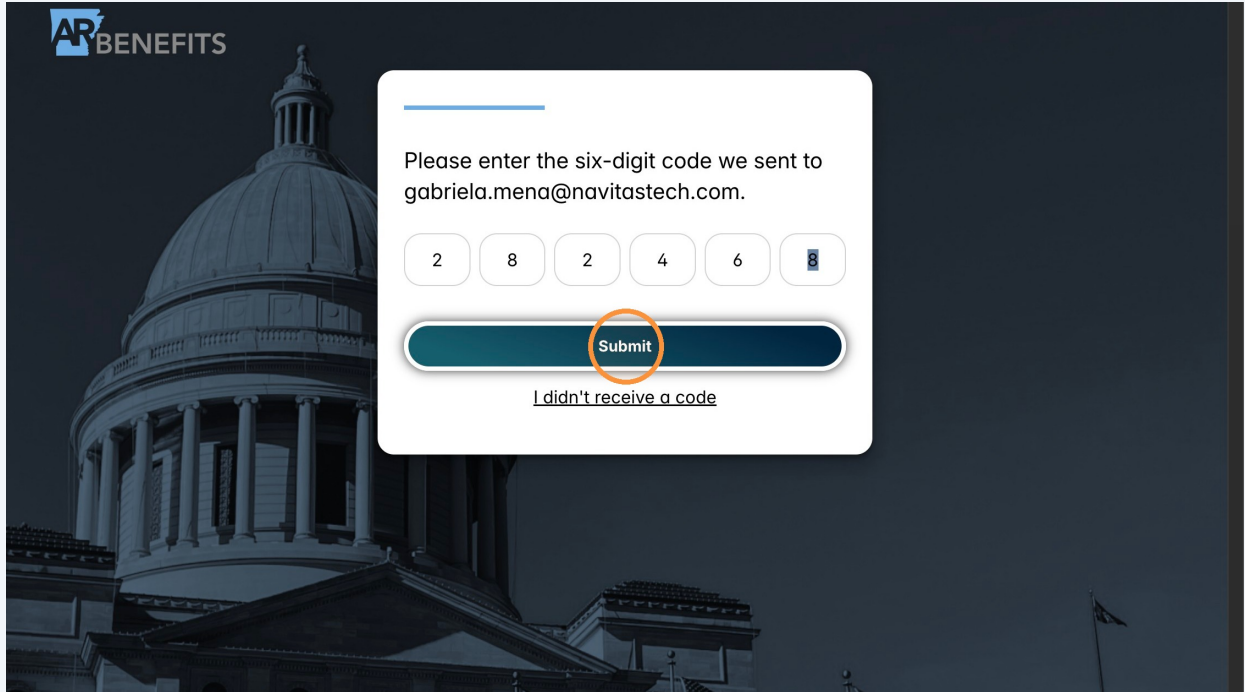
Don't have an account? [Sign up](#)

10

You will receive a **second** 6-digit code to your work email address. Copy and paste the code into the boxes shown.

If you don't receive a code within three minutes, click **I didn't receive a code**.

Once the code is entered, click **Submit**.



AR BENEFITS

Please enter the six-digit code we sent to gabriela.mena@navitastech.com.

2 8 2 4 6 8

Submit

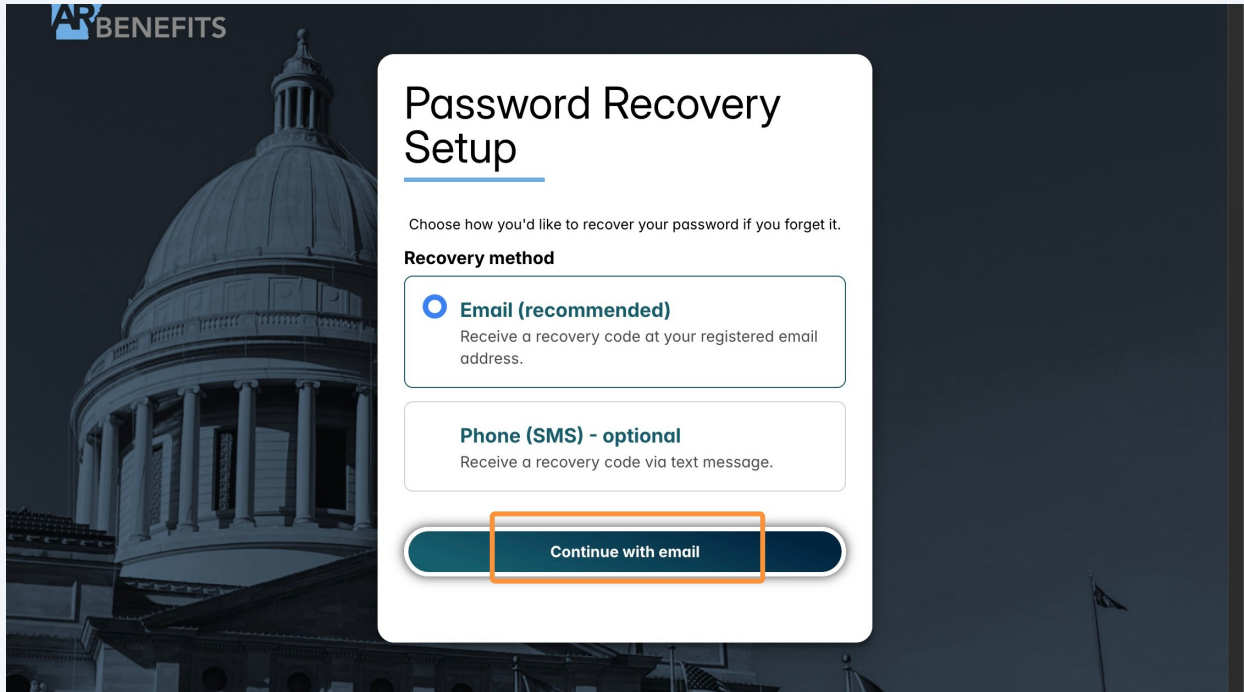
[I didn't receive a code](#)

Recovery Setup

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Congratulations! You have officially migrated your account into the new ARBenefits Rep portal. Now, select your **preferred account recovery method**, either phone or email, in case you forget your password in the future. Click **Continue** with email (or phone) to proceed.

Note: you can change your preference once inside the portal.



ARBENEFITS

Password Recovery Setup

Choose how you'd like to recover your password if you forget it.

Recovery method

☒ **Email (recommended)**
Receive a recovery code at your registered email address.

☐ **Phone (SMS) - optional**
Receive a recovery code via text message.

Continue with email