

How to Login (After Account Migration) to the ARBenefits Rep Portal



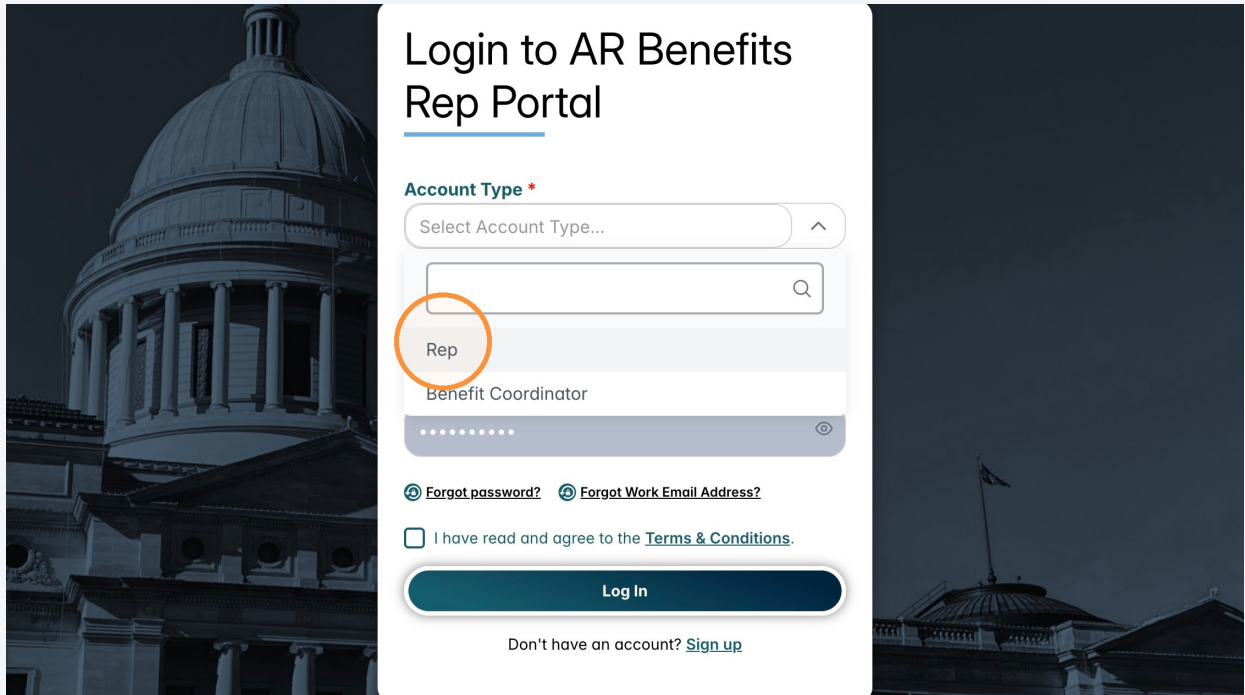
If you have already migrated your account, USE this guide for your day-to-day login to the Rep portal. If this is your first time logging into the new ARBenefits Rep portal, then refer to either the Account Migration (you had an account in the legacy ARBenefits Rep portal) or Representative Registration (new user, new account) guides.

1

Navigate to the new ARBenefits Rep portal. Make sure the URL is correct before entering your credentials. <https://training-hr.pas-uat.ebd.arkansas.gov/login>

A screenshot of the ARBenefits Rep Portal login page. The page has a dark background with a large image of the Arkansas State Capitol dome. The login form is a white card in the center. It has the title 'Login to AR Benefits Rep Portal' with a blue underline. Below the title are three input fields: 'Account Type' with a dropdown menu, 'Work Email Address' with the text 'gabriela.mena@arkansas.gov', and 'Password' with masked characters. There are links for 'Forgot password?' and 'Forgot Work Email Address?'. A checkbox for 'I have read and agree to the Terms & Conditions.' is present. A blue 'Log In' button is at the bottom of the form. Below the button is a link: 'Don't have an account? Sign up'.

- 2 Select **Rep** from the **Account Type** dropdown.



Login to AR Benefits Rep Portal

Account Type *

Select Account Type...

Rep

Benefit Coordinator

.....

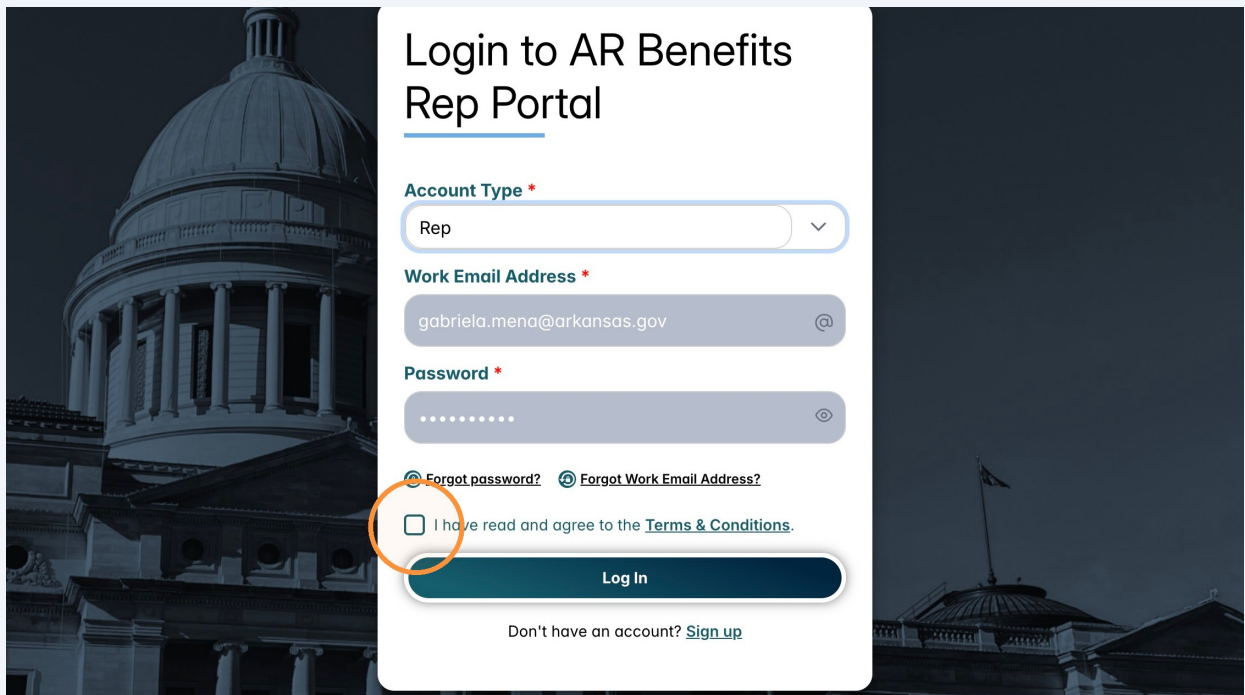
[Forgot password?](#) [Forgot Work Email Address?](#)

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

Log In

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

- 3 Next, enter your **work email address** and your **password**. Select the checkbox to agree to the ARBenefits Terms & Conditions, then click **Log In**.



Login to AR Benefits Rep Portal

Account Type *

Rep

Work Email Address *

gabriela.mena@arkansas.gov

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](#)

4

You will receive a 6-digit code at your email address. Copy and paste the code into the boxes provided, and click Submit.

If you don't receive a code within **3 minutes**, click on **I didn't receive a code**.

AR BENEFITS

Please enter the six-digit code we sent to gabriela.mena@arkansas.gov.

7 7 3 5 4 4

Submit

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