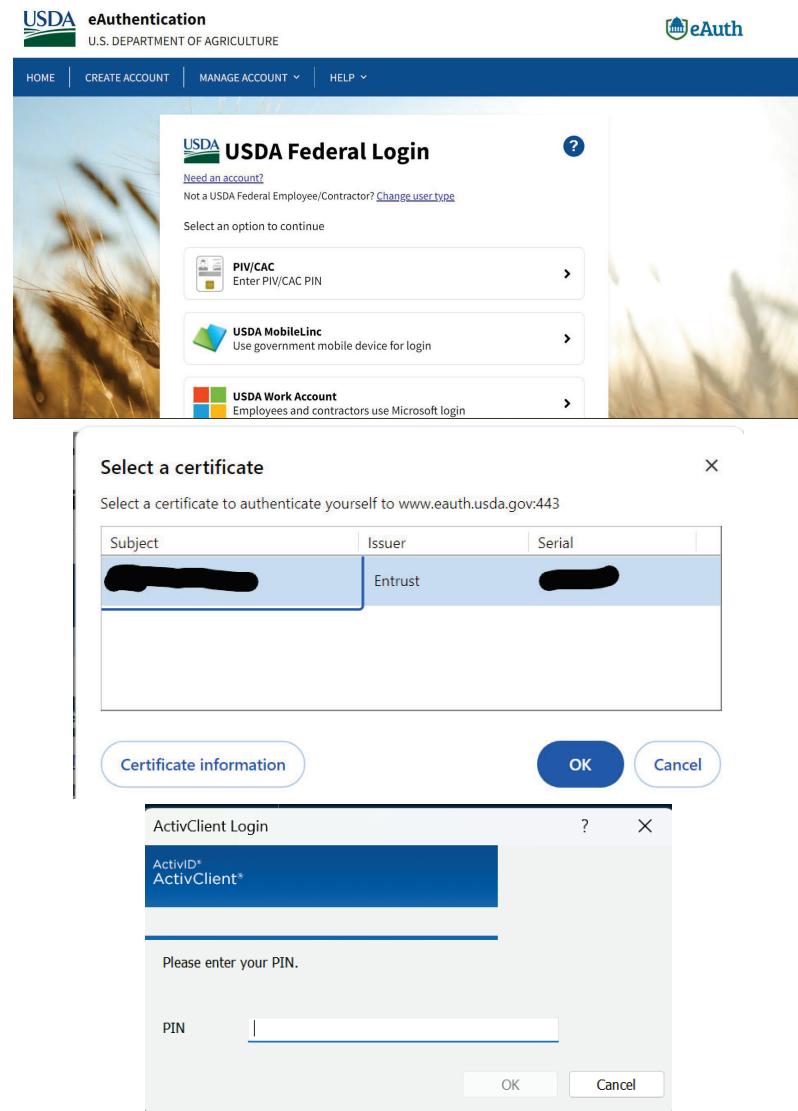


How to access the GRB Benefits & Retirement Navigator

1. Open your internet browser (Google Chrome is recommended) and go to ConnectHR website at the following link: <https://usdamrp.connecthr.com/Login.aspx?ReturnUrl=%2fDefault.aspx>



2. Click on the eAuthentication button. Select Log In with PIV/CAC. Select the “Authentication” certificate if the window pops up.

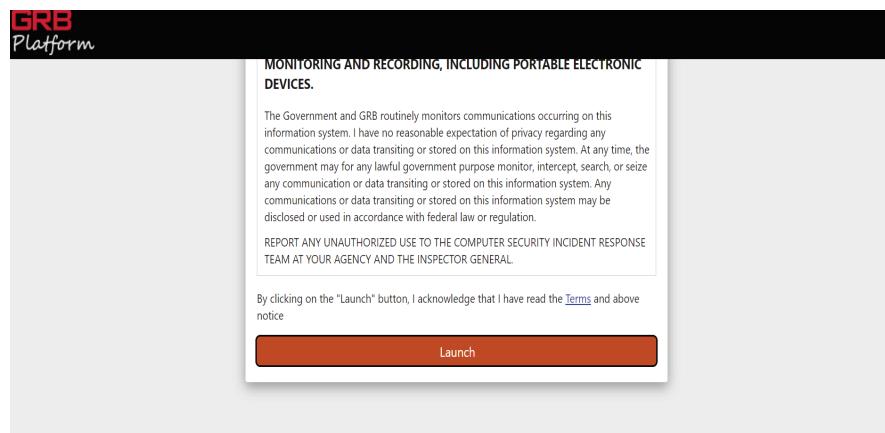


How to access the GRB Benefits & Retirement Navigator

- Once in Connect HR, there should be a list of “myLinks” on the left side. Click on the “GRB Benefits & Retirement Navigator” button.



- When the GRB Benefits & Retirement Navigator window opens, click the “Launch” button. Once logged in, a New User video will pop up. The video will show you the basics of how to use the GRB Benefits & Retirement Navigator. Many of the GRB Benefits & Retirement Navigator features discussed in the video are currently not available. To stop the video from playing every time you log in, click the box in the lower left corner of the window that says, “Do not show each time.”



How to access the GRB Benefits & Retirement Navigator

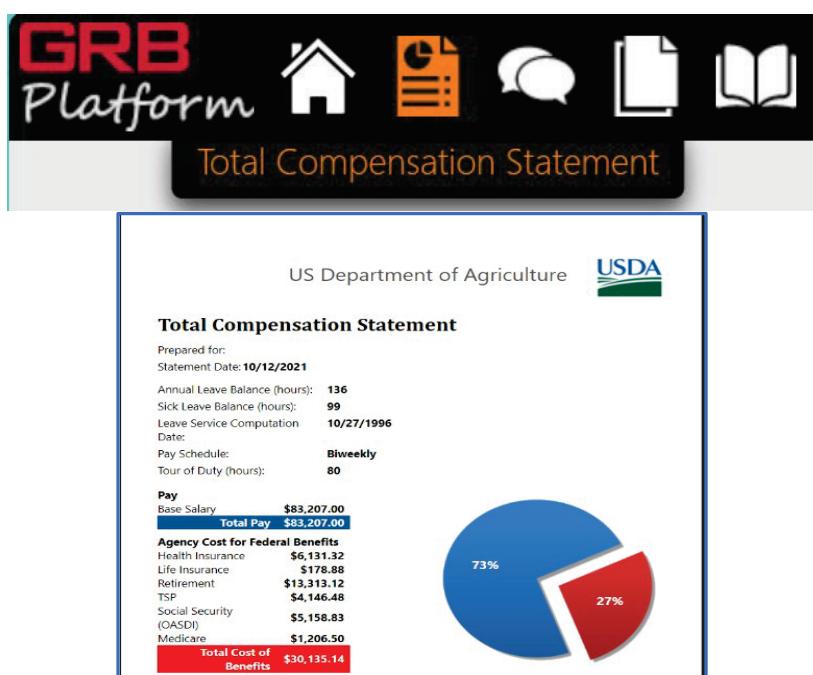
5. Main Menu: Once you have closed the New User Video, you will see the GRB Benefits & Retirement Navigator landing page. There are several thumbnails that you can select from. Most are informational in nature; however, the Retirement Thumbnail has the retirement calculator that we will discuss in the “How to Run a Retirement Estimate Guide.”



6. There are some other tools that you might find useful in the upper-left corner of the landing page.

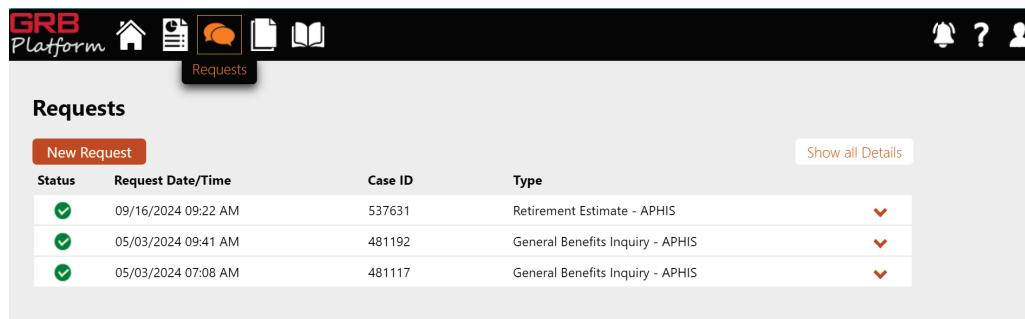


A. **Compensation Statement:** A snapshot of your current benefits similar to the annual Benefits Statement in the Employee Personal Page (EPP).



How to access the GRB Benefits & Retirement Navigator

B. **Requests:** This feature allows you to make benefits related requests of our Benefits Team and receive a response through the GRB system. It also allows you to track the status of your request.

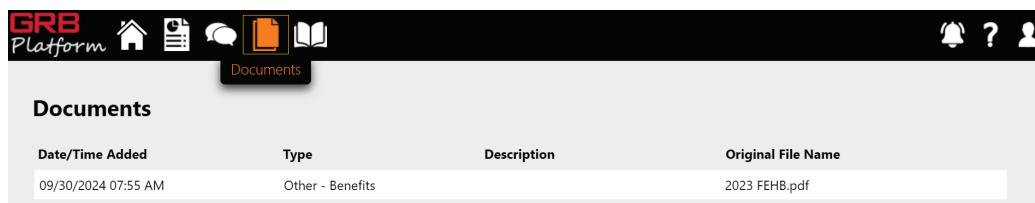


The screenshot shows the 'Requests' section of the GRB Platform. At the top, there is a navigation bar with icons for Home, Requests, and other system functions. The main area is titled 'Requests' and contains a table with three rows of data. The columns are labeled 'Status', 'Request Date/Time', 'Case ID', and 'Type'. The data rows are as follows:

Status	Request Date/Time	Case ID	Type
✓	09/16/2024 09:22 AM	537631	Retirement Estimate - APHIS
✓	05/03/2024 09:41 AM	481192	General Benefits Inquiry - APHIS
✓	05/03/2024 07:08 AM	481117	General Benefits Inquiry - APHIS

There is a 'New Request' button at the top left and a 'Show all Details' button at the top right.

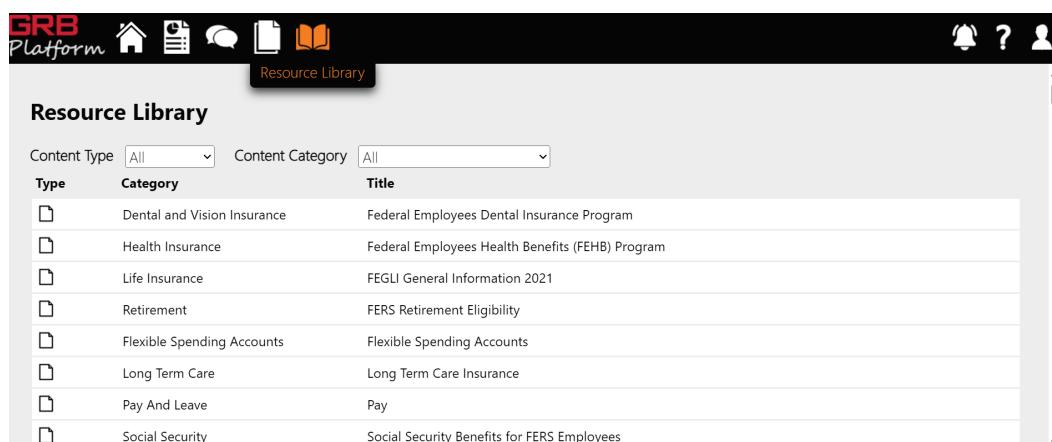
C. **Documents:** This feature allows you to upload or view a document that you or a member of the Benefits Team has uploaded. There is no corresponding messaging system to alert you or the Benefits Team when a document has been added.



The screenshot shows the 'Documents' section of the GRB Platform. At the top, there is a navigation bar with icons for Home, Requests, and other system functions. The main area is titled 'Documents' and contains a table with one row of data. The columns are labeled 'Date/Time Added', 'Type', 'Description', and 'Original File Name'. The data row is as follows:

Date/Time Added	Type	Description	Original File Name
09/30/2024 07:55 AM	Other - Benefits		2023 FEHB.pdf

D. **Resource Library:** A list of informative videos, documents, forms, and links about retirement and benefits. You can sort by type and category to find relevant information.



The screenshot shows the 'Resource Library' section of the GRB Platform. At the top, there is a navigation bar with icons for Home, Requests, and other system functions. The main area is titled 'Resource Library' and contains a table with eight rows of data. The columns are labeled 'Type', 'Category', and 'Title'. The data rows are as follows:

Type	Category	Title
□	Dental and Vision Insurance	Federal Employees Dental Insurance Program
□	Health Insurance	Federal Employees Health Benefits (FEHB) Program
□	Life Insurance	FEGLI General Information 2021
□	Retirement	FERS Retirement Eligibility
□	Flexible Spending Accounts	Flexible Spending Accounts
□	Long Term Care	Long Term Care Insurance
□	Pay And Leave	Pay
□	Social Security	Social Security Benefits for FERS Employees