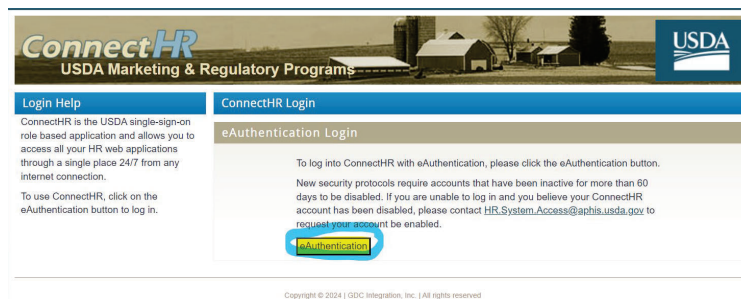
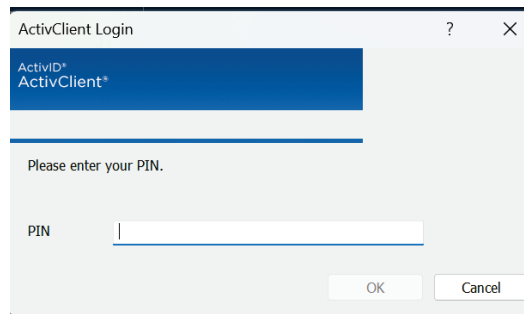
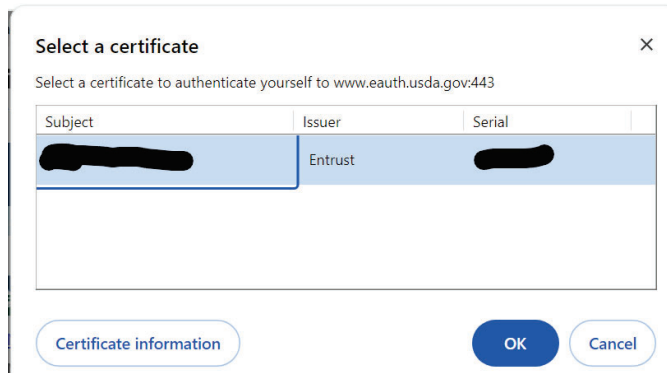
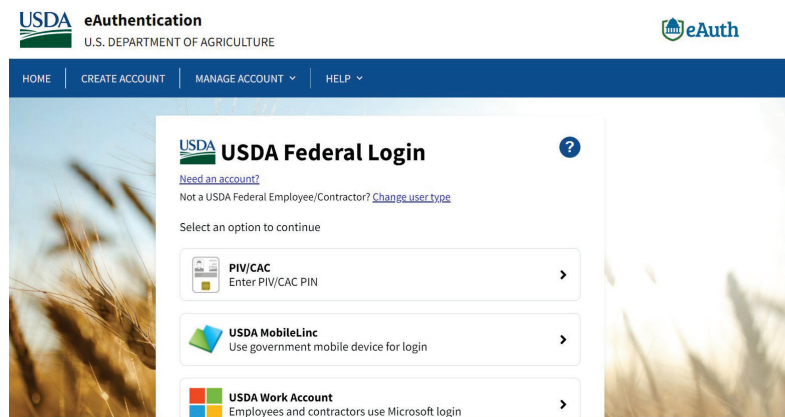


How to access the GRB Benefits & Retirement Navigator

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.

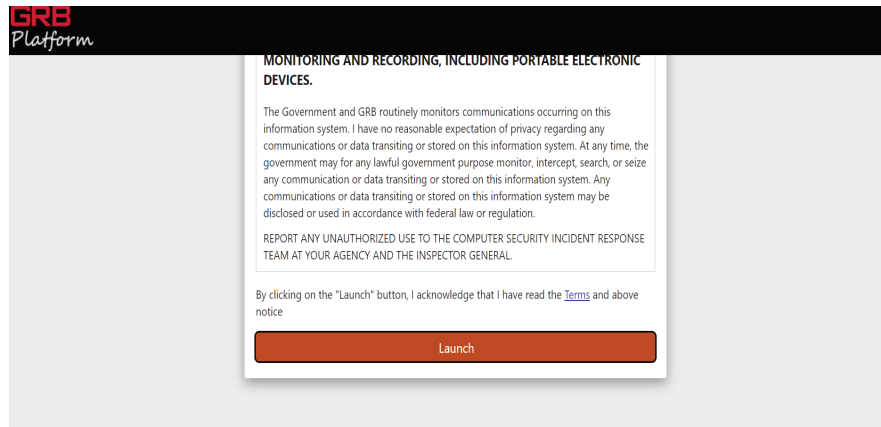


How to access the GRB Benefits & Retirement Navigator

- 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

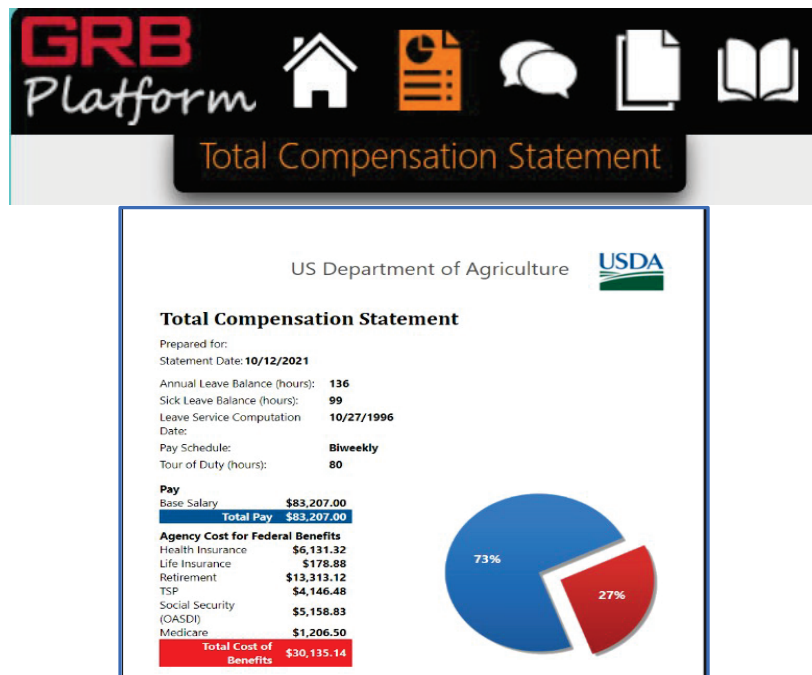
5. Main Menu: Once you have closed the New User Video, you will see the GRB Benefits & Retirement Navigator landing page. There are several thumbnails that you can select from. Most are informational in nature; however, the Retirement Thumbnail has the retirement calculator that we will discuss in the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

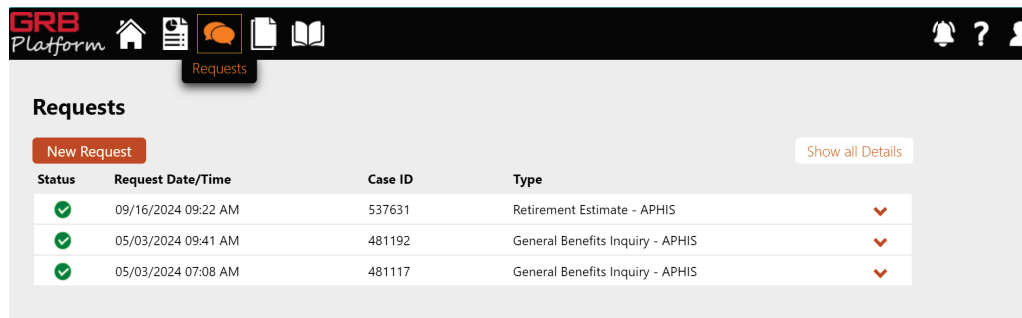


- A. **Compensation Statement:** A snapshot of your current benefits similar to the annual Benefits Statement in the Employee Personal Page (EPP).

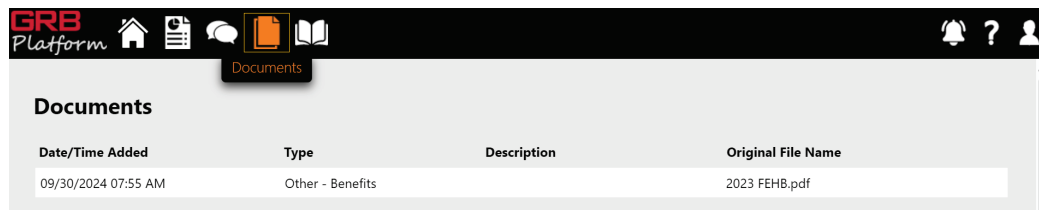


How to access the GRB Benefits & Retirement Navigator

- 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.



- 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.



- 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.

