Online Enrollment Instructions

Austin County is moving to an online benefit administration system for your medical, dental, vision, STD, LTD and supplemental life insurance. All fulltime employees are required to sign in and create an account. Below are the instructions to sign in.

Austin County group#: 320387

LOGIN INSTRUCTIONS

1. Go to austincounty.com
2. Go to the Human Resources Section
3. Click on the "Employee Online Benefits Portal"
4. Enter your username and password and click Sign In
   - First time user instructions
   - Username will be: yourlastname.last4ofyourSSN.320387
   - Password will be: date of birth with slashes *mm/dd/yyyy*

You must now choose and confirm a new password and/or user name that will be easier for you to remember. You will also be prompted to set your security questions.

Please read the BenefitMall user agreement carefully as it explains your rights and responsibilities regarding the website and online enrollment. Then click on the appropriate statement on the bottom of the page to verify your understanding of the agreement.

You may now proceed to online enrollment or to view your personal profile and benefits.

IF you are trying to log in and need help resetting your password please call Customer service 410-512-3840 / 410-512-3849