

WELCOME TO BENEFIT RESOURCE, LLC

# New User Instructions

## HOW TO LOG IN TO BRIWEB (MAIN CONTACT)

1. The Main Contact must go to the BRI Employer Portal: <https://employer.briweb.com/login>
2. Click on **First-Time Login** under the yellow login button
3. Enter your **Login ID** which is your **Employer Tax ID**.
4. You should receive an email from BRI within 5 to 10 minutes.
  - *This can sometimes be routed to your junk/spam folder – please check there first. If you have not received it within 1 hour, please let us know.*
5. Click the link and **create a secure password**.
  - *Please follow the security protocols of your company. Passwords should never be written down or shared. If another member needs a login, an additional login should be set up.*
6. Return to the BRI Employer Portal and enter your Login ID and Password.

**For COBRA/Direct Billing administration:** Click on the COBRA/Direct Billing tab to the left of your home screen to access the COBRA portal.

- *If this single sign on (SSO) feature is not yet activated, please email your dedicated COBRA administrator.*

## HOW TO SET UP ADDITIONAL USERS

1. The Main Contact should login to the BRI Employer Portal.
2. Click on your **company name** in the left-hand navigation menu.
3. Click on **Manage Users** (it should be the middle option).
4. On the right-hand side of the page, click on **Add New User**.
5. Create a **Login ID** and enter the user's **email address**.
  - *If you would like this user to be able to set up additional logins or disable current logins, make sure the **Manage User** box is checked.*
6. Click **Submit**.
7. Make sure to provide the Login ID to the user with the steps below so that once the login is created, they can register.

**For COBRA/Direct Billing administration:** If the new user needs access to the COBRA portal, please email your dedicated COBRA administrator to enable our single sign on (SSO) feature.