



Christian Brothers Retirement Planning Services

Accessing Your Retirement Account Online

Let's get started! If you already have a Username and Password for the **Participants | myCBS** login, please follow steps 1, 2, and 3 below to access your pension benefits. Everyone else can start the registration process on page 2.

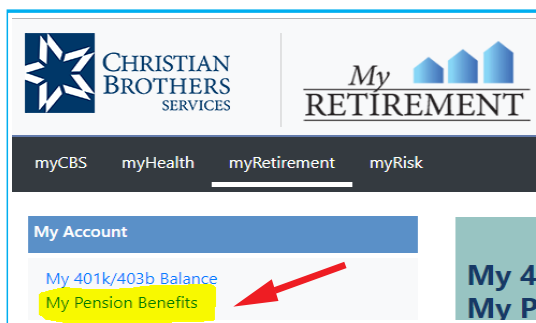
- 1 Go to: www.cbsservices.org and select **Participant|myCBS** from the Account Login as shown below. For assistance, click on **Forgot Username/Password?**



- 2 Click **My Retirement**



- 3 Click the **My Pension Benefits** link found under **My Account** on the left side of the page. (If you do not see My Pension Benefits under My Account, please contact our office.)



Should you have questions or concern, please contact Mary Sebby at (630) 378.2638 or Elisa Pantaleo at (630) 378.2632 or if you prefer, email us at: rpscustomerservice@cbsservices.org for assistance.



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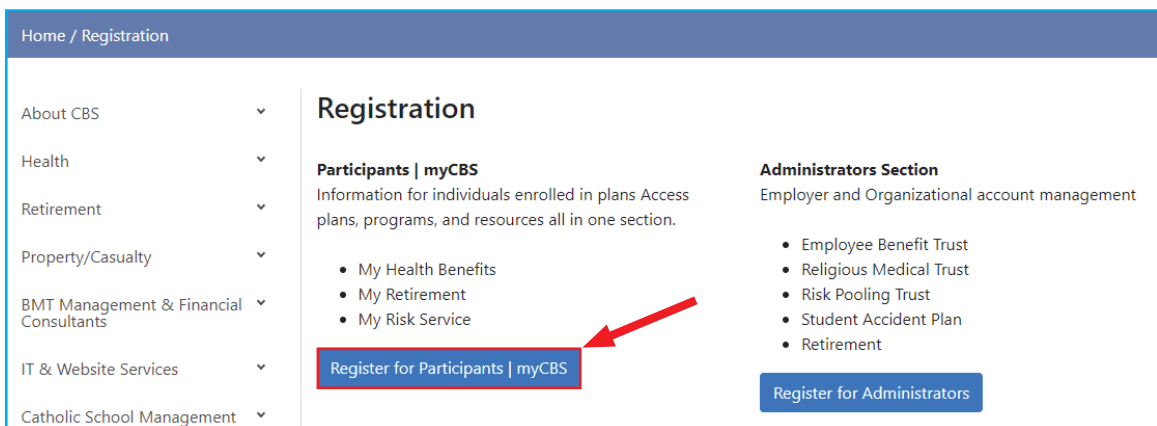
New registrants start here.

Step 1 of 2

- 1 Go to: www.cbsservices.org. Under the "Login" drop down menu, select "New User Signup Here".



- 2 Click on [Register for Participants | myCBS](#)



- 3 Next, you will need to complete the [myCBS registration form](#) which will include 3 sections: [Personal Information](#), [Security Settings](#), and [Retirement Planning Services](#)

A

Personal Information			
*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
Prefix:	<input type="text" value="-None-"/>	Religious Suffix:	<input type="text"/>
*Email:	<input type="text"/>	*Email Confirm:	<input type="text"/>
Alternate Email:	<input type="text"/>	Alternate Email Confirm:	<input type="text"/>



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- B** Complete the Security Settings section by entering a username, password, and answers to BOTH security questions. Then select which CBS communications you would like to receive in the Subscription Selection section before proceeding.

Security Settings

Username & Password Rules

- Must contain at least two numbers
- Cannot contain spaces
- Cannot contain your last name
- Must be at least 8 characters long
- Cannot contain your first name
- Cannot be your email address

*Username:

*Password: *Password Confirm:

*Security Question 1: Please select a question *Answer 1:

*Security Question 2: Please select a question *Answer 2:

Subscriptions

<input checked="" type="checkbox"/> CBS Website News	<input type="checkbox"/> HIPAA Privacy Policy	<input type="checkbox"/> Opt-Out of Emails for Value Added Services
<input checked="" type="checkbox"/> Maintaining Your Health Newsletter	<input type="checkbox"/> Online Privacy Policy	
<input checked="" type="checkbox"/> The OutReach Newsletter	<input checked="" type="checkbox"/> Risk Factor	

- C** Click the [Activate My Retirement](#) Access button shown and enter the information requested. (Please note suggested format)

Retirement Planning Services

401k/403b/ERP Account Participant:

[Activate My Retirement Access](#)

You must enter your [Social Security Number](#) (with or without spaces) and [Date of Birth](#) (using the format provided). When finished, please click the [Verify](#) button.

To activate your account for the My Retirement section, you must provide your Social Security Number.

SSN: ← (With or without spaces)

Date Of Birth: ← (Must be in mm/dd/yyyy format)

mm/dd/yyyy

**The Process is NOT complete until you finish
step #2 continued on the next page.**

Registering for Access to *Your Retirement*



Step 2 of 2

- 4 The registration process is a 2-step process. It is not complete until you have completed step 2. By now you should have completed the three sections ([Personal Information](#) / [Security Settings](#) / [Retirement Planning Services](#)) After you have clicked the [Verify](#) button, the following message will appear at the top of the page:

Email Verification

You will need to click the verification link in the email sent to you at the email address entered below in order to continue this process. If you do not receive the email please check your spam or junk email boxes. If the email below is inaccurate, you will need to create a new profile using the correct email address. |

- 5 Check the inbox of the [email address you used to register your account](#). The email will be from [Membercare](#) and the subject will be [Email Verification](#). The link is active for 24 hours (Saturday – Thursday) or until 10:00 PM (CST) Friday. When you click the link in the email that says [Click here to verify email](#) you will be taken to a screen that confirms that your email has been verified. If you [Click here to login](#) you will be taken back to the home screen.

CHRISTIAN BROTHERS SERVICES

Your email address has been verified.

Click the link below to login to myCBS automatically on this browser

Or if you prefer, enter the URL <http://mycbs.org> into a different browser and login using your username and password,

[Click here to login](#)

- 6 At this point you are registered for access to your retirement account. (You may need to log back in.) Once you are logged in, [click My Retirement](#) then [click My Pension Benefits](#) under [My Account](#) on the left side of the page. (If you do not see My Pension Benefits under My Account, please contact our office.)

Welcome to myCBS! Please make a selection from below.

CHRISTIAN BROTHERS SERVICES

My RETIREMENT

myCBS myHealth myRetirement myRisk

My Account

My 401k/403b Balance

My Pension Benefits

My 4 My P

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