

# Accessing your Portal

**Go to: [Onesource.employeenavigator.com](https://Onesource.employeenavigator.com) (no www)**

## **New Users:**

If you have **never logged on** to the Benefits Portal, you will need to select "Register as a new user"

1. You will be required to enter in your: First Name (Legal Name), Last Name, Company Identifier (**TurnerBOE**), PIN number (Last four of social) and your date of birth.
2. After that you will be required to setup a "Username" (we recommend your email) and "Password"
3. The password credentials are: 8 character minimum, contains at least 4 different characters, can not contain your username 1 Uppercase letter, and 1 lowercase letter
4. After setting up your password you will be required to enter in the password and username once again to complete your login.

## **Returning Users:**

If you have **logged on and have forgotten your credentials**, you will need to either select "Forgot Username?" or "Forgot Password?"

1. If you select "Forgot Username?" it will ask that you enter in your email address and your username will be sent to you in an email.
2. If you select "Forgot Password" it will ask that you type in your username, and a password reset email will be sent to you.

If you have **logged on and remember your credentials**, you will need to enter your username and password on screen to access the portal.

**If you need further technical support, Give us a call at (229) 896-3436 or email us at [mybenefits@YourOneSourceSolution.com](mailto:mybenefits@YourOneSourceSolution.com)!**