

Geneva | Alight Access Instructions

Last Updated: November 23, 2023, by Jonathan Culley

To review or change your life and disability insurance enrollments, you must use the Alight online portal for your account. Please note that you will not be allowed to change your enrollments until the annual open enrollment period (usually during the first week of December), or if you have a qualifying life event.

If you are not familiar with the various benefits and their costs, please download and review the Life & Disability Rate Sheet (www.covenantpalmbay.org/staff > Life & Disability Insurance)

How to Access Alight Online Benefits Portal

- Go to genevabenefits.org/my-benefits, then under the “Access Personal Accounts” section, click “Insurance Account.” (Note that this portal has changed from the previous SmartBen portal.)
- Your **Username** is your Social Security Number (no dashes).
- Your **Password** is your six-digit date of birth in MMDDYYYY format (if this is your first time to log in). NOTE: After you log in the first time, you have the option to change your password.

After logging in, follow the prompts to make adjustments to your coverages.