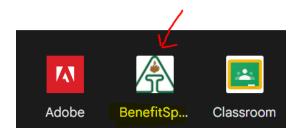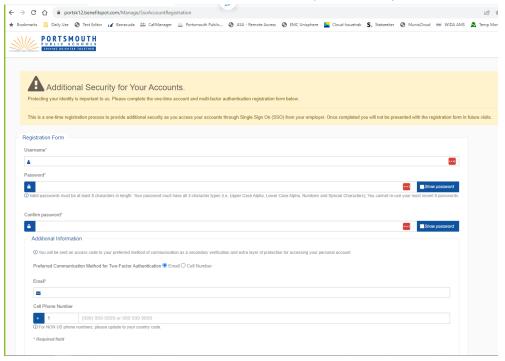**How to Access Portsmouth Public Schools BenefitSpot:**

1. From your PPS Google email, click the 'waffle' icon in the upper-right of your screen (next to the PPS Logo):

2. A pop out window will open with a list of available applications. Scroll down toward the bottom and select the **BenefitSpot** application:
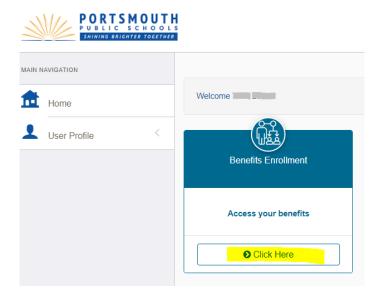

3. To complete your registration, you will enter information to secure your account. Please use your *@portsk12.com* email address for the **Username**, create a password, and select Email or Cell Number for two-factor authentication (an additional layer of security):

4. After logging in, you will be directed to the **BenefitSpot** landing page, select the "**Benefits Enrollment**" tile to arrive at the enrollment Home Screen:

A few items to note:

You will only need to complete the registration process the first time you access **BenefitSpot**. When you log into portsk12.com in the future, you will be able to access **BenefitSpot** directly through your Portsmouth Google account (steps 1 and 2 above) and you will NOT be prompted to enter your login credentials.

If you choose to access the site (https://portsk12.benefitspot.com) outside of the PPS network, you will be prompted to log in using your username (email address) and password you created during registration.

For questions or other inquiries related to your benefit options, you can contact **TRI-AD Benefit Support** at **844-624-1267** from 8:00 am to 9:00 pm Eastern Time, Monday through Friday, or email: portsk12benefits@tri-ad.com