

HUMAN RESOURCES SERVICE CENTER NORTHEAST

INSTRUCTIONS FOR
FAXBACK OF LATEST SF 2809

Call the Benefits Line at 1-888-320-2917

Press 1 for current Navy employee (may or may not get this question)

Press 2 for Benefits and Entitlements Services

Press 1 for current Navy employee

Press 1 to enter Social Security Number and PIN (PIN is the same as for EBIS, the first time you use EBIS or the Benefits Line, your PIN will be the month and year of your birth and you will be required to change it to a six digit PIN)

Press 2 and add or verify your work phone number

Press 1 for Federal Employee Health Insurance

Press 8 to obtain a faxed copy of most recent SF 2809

Press 1 if you are in the continental United States, press 2 if you are not

Enter 10 digit fax number

Verify 10 digit fax number

You should receive a message that your transaction has been completed.

It may take up to 15 minutes to receive the fax.