



The Benefits Line and EBIS:

*Two Tickets to
Easy TSP Open Season*

Transactions and Information.

Call the toll-free, 24 hour Benefits Line:

1-888-320-2917

OR

Visit the EBIS website at:

www.donhr.navy.mil and click on EBIS.

Want to make your TSP Open Season Change quickly by Phone?

If you have already established a PIN, just follow these easy steps:

1. **Dial 1-888-320-2917**
2. **Press 1** for current Navy serviced employees
3. **Press 2** - to access the Benefits and Entitlement Services System
4. **Press 1** - for current Navy serviced employees
5. **Press 1** - to enter your Social and PIN
-Enter your Social
-Enter your PIN
6. **Press 2** - to continue
7. **Press 1** - If your duty phone number is already on file and is correct.
8. **Press 3** - Thrift Saving Plan option
9. **Press 2** - To make open season change

Listen to the system prompts. They vary depending on whether or not you are already contributing.

Already contributing?

10. **Press 1** - to change your bi-weekly contribution amount then:

Press 1 - to enter a percentage you want to contribute **OR**

Press 2 - to enter the total dollar amount followed by a # (pound sign)

Follow remaining prompts to complete the transaction.

Not contributing yet?

11. You will hear the maximum you are able to contribute based on your retirement plan then:

Press 1 - to enter a percentage you want to contribute **OR**

Press 2 - to enter the total dollar amount followed by a # (pound sign)

Follow remaining prompts to complete the transaction.

Prefer to use the Internet for your TSP Open Season Change?

- Go to www.donhr.navy.mil
- Click on "EBIS"
- Click on "EBIS/Change Benefits"
- Click "Continue."
- If you already have a password, enter your Social Security number (without dashes) and your password. If you don't have a password, click on the "Set Password" button. It will be helpful to have your latest Leave and Earning Statement or Notification of Personnel Action (SF-50) to help you set up your password.
- Click on "EBIS1"
- Click on "TSP"
- Click on "Personal TSP Information."
- Click on "TSP Personal Transactions."
- Click on "TSP Open Season."(New employees who have been on-board less than 60 days should read the New Employee TSP Tutorial before making an open season change.)
- Click on "Continue."
- Enter your social and 6 digit PIN and click "Continue." If you have not selected a PIN, click on the blue PIN tab at the top of the screen.
- Select either a dollar amount or a percentage. Be careful to put the whole dollar amount or percentage. For example, if you are already contributing 12% and wish to increase to 13%, select 13% from the drop down menu. Click "Continue."
- Review your change and note the effective date. Follow the directions to proceed or to cancel your change if it is not what you wanted.
- Read the instructions regarding your electronic signature. Click "Yes" to process the transaction.
- Don't forget to print your receipt.



Human Resources Service Center-NE Benefits News You Can Use!

Tips to Make Your Life Easier

Tipsheet No. 2