

# Quick Reference Guide

## Your guide to online benefit selections

This reference guide will walk you through the process of signing into the Verko EFP Voluntary Benefit enrollment system. You are strongly encouraged to speak with a licensed Benefit Counselor from our benefit education partner, EFP, to learn about your available options and talk through any questions you may have. Benefit Counselors will be available Monday-Friday, 8am to 8pm. You may reach the NYP/EFP Voluntary Benefit Service Center by calling **855-656-7759**.

## Getting Started

To access or set up your EFP Voluntary Benefit account, please follow this link:

<https://efpbenefits.myverko.com>

**Note: Be sure to use Chrome, not Internet Explorer, when accessing this link**

Enter your login credentials or under **“Login”** Click on **“Create Account.”**

If you are creating an account for the first time, you will be asked for your Last Name, Employee ID\* and your Date of Birth.

**\*(If you have trouble accessing your Employee ID, please call an EFP Benefit Counselor at 855-656-7759)**

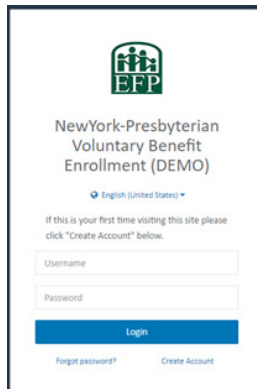
### Your Username must:

- Contain only alphanumeric characters
- Be between 8 and 128 characters in length

### Your Password must:

- Not contain your username
- Be between 16 and 128 characters in length
- Use at least 3-character types:
- Uppercase, lowercase, numeric, non-alphanumeric

The system will then ask you to create two security questions. Click on Create Account and you will be taken back to the employee login page. Enter your newly created Username and Password. Click login.



## Forgot Your Password or Username?

Click **“Forgot Password”** to reset your password and receive a link to the email provided in your profile. If you forgot your username, you can contact the EFP Benefit Service Center at 855-656-7759 and a Benefit Counselor will be able to assist you.

## Protect Your Password

Your unique username and password grants you access to your personal information. This electronic ‘signature’ carries the same authority as your handwritten signature. It authorizes all of your elections and their corresponding deductions from payroll. Keep this information secret! The EFP Voluntary Benefits portal gives you a direct line to our benefits information in one secure and convenient location that can be viewed from any computer with Internet Access, at any time.

## Before You Begin

Your personal email address is required for information. An email is needed to be able to communicate in the instance of a “Forgot Password”. Before you can select your benefits, you must first confirm that the information is on file for you and your dependents. Any changes to your personal information (address, phone, etc.) **MUST** be made in Workday. These changes cannot be made with in this EFP Voluntary Benefit portal. If you wish to add coverage for your dependents, you must click ‘add dependent’ and provide requested information.

