

June 26, 2023

## NOTICE OF CHANGES TO THE BENEFITS IDENTIFICATION (BID) PORTAL

Starting July 6, 2023 the BID portal will no longer be available on PBC's ADMINnet website. HBT will be moving the portal to a new platform.

Please be advised that changes and requirements outlined below will impact you:

- There will be a black-out period expanding over one weekend in order for HBT to migrate data from the old portal to the new portal. The black-out period will begin on July 6.
- You will receive an email when the black-out period has ended with instructions on how to log in to the new BID portal.
- HBT will provide the link to the location of the new platform in a subsequent eflash.
- Once logged in, you will be required to change your password. You will also be asked to complete a security question.
- HBT will provide you with the new BID guide to assist you in navigating the new portal.

We appreciate your patience and cooperation during this time of change. Our primary goal is to enhance your user experience and provide you with an upgraded and more reliable system.

***Please forward this document to all departments within your organizations that may require and rely on this information.***

## Questions

If you have any questions, please contact the HBT Benefits Team:

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