

**Employee Benefits Information System (EBIS):** Is a self-service Web application at: https://www.civilianbenefits.hroc.navy.mil/

You must use your Department of Defense (DoD) Common Access Card (CAC) and be behind a .mil, .edu or .gov environment to access the Web site. When prompted, use your email certificate.

**Employees can:**

- Make health insurance, life insurance, and Thrift Savings Plan (TSP) contribution elections.
- Review general and personal benefits information.
- Calculate retirement annuity estimates.
- Access the Personal Statement of Benefits.
- Retirement applications.
- Designation of beneficiary forms.

**How to Update Your Correspondence Address:** Every year thousands of documents are returned to the payroll/personnel offices, Thrift Board and health insurance carriers because the employee has changed their correspondence address, but has not notified them. To update your correspondence address, follow these two steps:

**Step 1. Notify the Payroll Office.** Department of the Navy employees are paid by the Defense Finance and Accounting Service (DFAS). You should update your address in the DFAS myPay Web site even if you receive your pay documents (Leave and Earnings statement and W-2, Wage and Tax Statement) electronically because when you update your address in myPay it also updates your address in the electronic personnel record system and the TSP system.

**Step 2. Notify Your Health Insurance Carrier.** If you are enrolled in a Federal Employees Health Benefit plan, you must submit a separate change of address to your health insurance carrier. Some health insurance carriers, such as Blue Cross Blue Shield, allow you to make an address change electronically on their Web site. You should contact your health insurance carrier for specific procedures.