**INITIAL LOG IN**
- Click Register button
- Enter your Social Security Number
- Enter the Company Key “must”
- Enter your Date of Birth
- Click continue
- Create a unique Username and Password
- Select a security phrase and answer
- Enter your assigned username (your email address), password, and click login button

**NOTE:** Passwords must be at least 7 characters, using letters and numbers

**UPDATE YOUR RECORD**
- Login at www.mustmt.com (MUST Online Market)
- Click Start Here—Change My Benefits button
- Choose the appropriate reason for change from the drop down menu or type in key words in the search tool

You will need to proceed through the following sections by clicking NEXT
- About You—your personal and dependent information
- Election Information—your benefits
- Review—verify your information is correctly updated
- Click Approve

**LOG OUT**
- Click on the Log Out link, under your name, in the top right corner

* If you are in the middle of a change, the system will ask you if you want to continue the change or abandon the change.

**PASSWORD TIP**
This system requires a password reset every 60 days. Even if you remember your password from your last visit during open enrollment, you will be required to change your password.

Please go to “forgot password” to set up your new password.

**NOTE:** Accessing the system is dependent on your school’s participation. Please check with your representative for details.