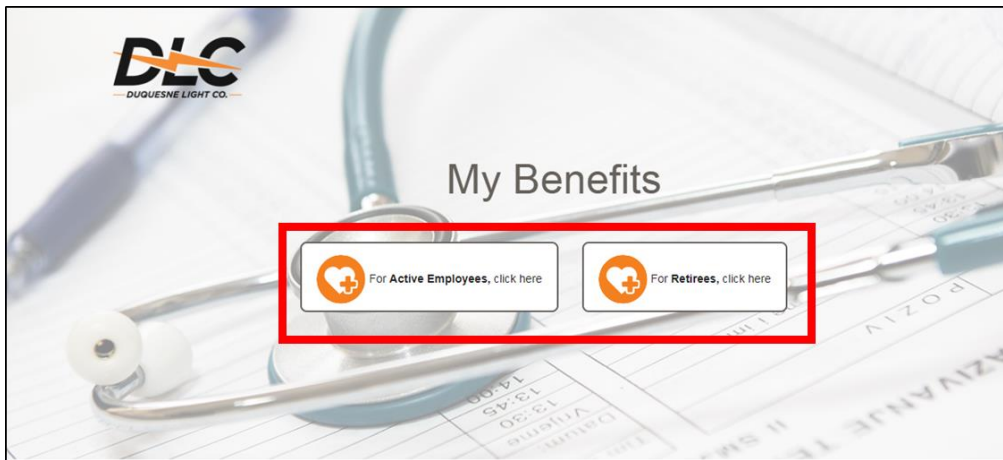


Registering with My Benefits Online

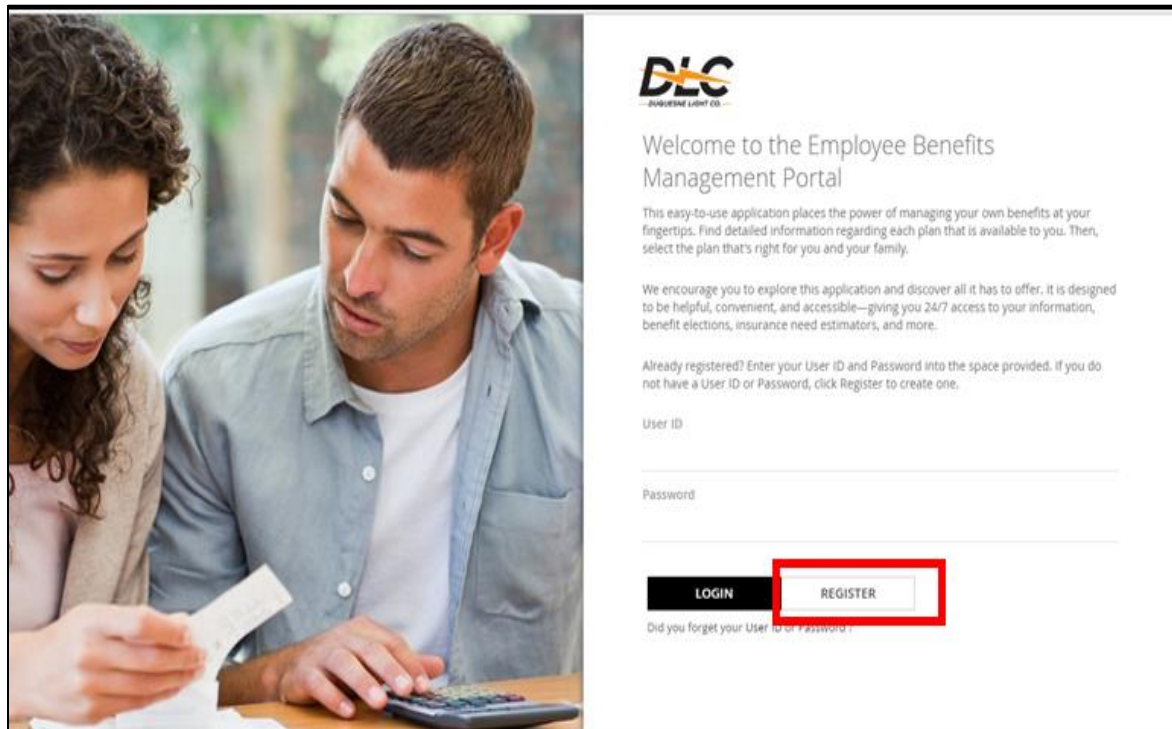
Registering with My Benefits Online (First Time User)

When you log into My Benefits Online for the first time, you will be required to register with the website. Follow the instructions below to do so.

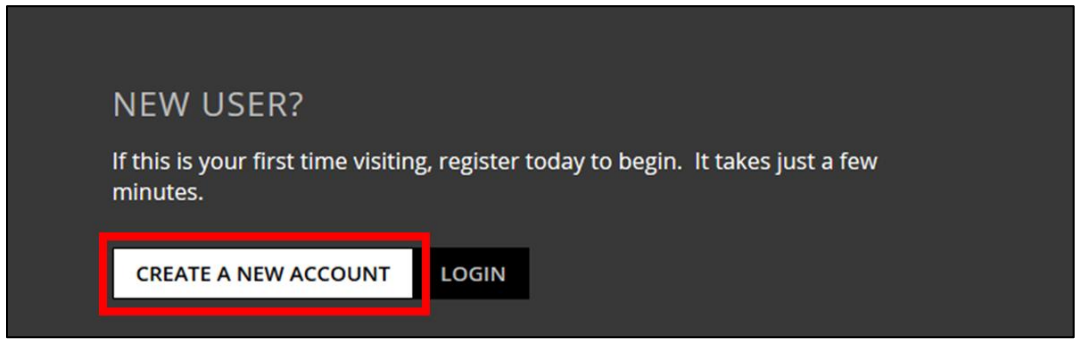
1. On the **DLC My Benefits Online** page, click on the hyperlink for your employment status
 - a. All active employees should select the **Active Employees** hyperlink (Note: if you are off the network, you will be prompted to log-in to the network)
 - b. Individuals without network access should select the **Retirees** hyperlink (e.g. Retired Employees, Surviving Spouses, Continuees, Employees on long-term leave)



2. On the **Empyrean Benefits Management Portal Page**, click **Register**



3. Select **Create A New Account**.



4. On the **Welcome** page, enter your first and last name, date of birth, and social security number, and then click **Next**. **Note:** Some employees may not see this page and should skip to Step 5.

A white rectangular box representing a web form. At the top left is the "DLC" logo with "DUQUESNE LIGHT CO." underneath. The main heading is "Welcome". Below it is a sub-heading: "Please enter your information below to help us identify you. Do not include the dashes when entering your SSN." There are four input fields: "First Name*", "Last Name*", "Date of Birth*" (with a calendar icon), and "Social Security Number*" (with a question mark icon). At the bottom are two buttons: "PREVIOUS" and "NEXT". The footer contains copyright information: "Copyright © 2017 EMPYREAN BENEFIT SOLUTIONS, INC. All Rights Reserved. Privacy Notice" and "COMPASS 2.145.6". A dark grey bar at the very bottom contains the text: "Preferred browsers for accessing this site are Internet Explorer 9+, Firefox 30+, and Chrome."

5. Create a user ID, new password, and security question/answer.

Active Employees: Make your user ID your full DLC email address (e.g. jsmith@duqlight.com) and your password the same as your network password. If you do not know your email address and/or network password, contact the Help Desk (x8255).

Retired Employees, Surviving Spouses, and Continuees: Make your user ID a personal email address (e.g. jsmith@gmail.com) and create a password. If you need assistance, contact the Duquesne Light Benefits Center 412-393-6039 (select Option 1).

DLC
DUQUESNE LIGHT COMPANY

Welcome

This one-time registration provides a secure way to create a User ID and Password for anytime, anywhere access to your benefits.

Your User ID must be between 8 and 200 characters in length. Example: johndoe88 or john.doe@duqlight.com
 Your Password must be between 8 and 20 characters in length and contain at least 1 number, 1 letter and 1 special character. Example: Scwfb23sl
 Your Security Answer must be 6 characters or more in length. Please note that your question response is case-sensitive.

Once you complete the registration process, you'll be automatically logged into this site when visiting from your employer's site. If your employer's site is unavailable, you can log into this site directly with your User ID and Password.

User ID*

New Password* ?

Confirm New Password*

Security Question*
 In what city or town was your first job?

Security Answer* ?

NEXT

6. Read the Terms and Conditions, and click the **I Agree** button

- I am responsible for reviewing any confirmation statements provided to me (in paper or electronic form) regarding any instructions, choices, or requests that I transmitted to me for inaccuracies. If there are any inaccuracies, I am responsible for correcting them using the tools available to me on this Web site or by contacting Duquesne Light Company, Inc. at 1-877-393-7800.
- I am solely responsible for any loss of privacy or confidentiality of any personal information if I disclose my user ID, password, security questions and/or other information covered by these terms and conditions. For these purposes, I acknowledge that "personal information" means, without limitation, data that is unique to an individual, such as my name, address, Social Security number, benefit elections, dependent information, bank account number or telephone number. I agree to contact Duquesne Light Company, Inc. or Empryean Benefits Center at 1-877-393-7800 if I have reason to believe that someone has gained unauthorized access to my password, security answers, or any other identifier.
- I understand that this Web site may not perform as intended at all times. I agree that Duquesne Light Company, Inc., its plans, Empryean and/or Empryean Benefits Center's interruption or delay in operation of or transmission through this Web site, communication line failure, or other circumstances beyond their control.
- I acknowledge that I may consent to receive benefit plan communications electronically by providing my consent within this Web site.
- I acknowledge that e-mail, like most, if not all, non-encrypted Internet communications, may be accessed and viewed by other Internet users, without my knowledge. Duquesne Light Company, Inc., Empryean and/or Empryean Benefits Center. For that reason, to protect my privacy, I will not use e-mail to communicate personal information to Empryean Benefits Center that I consider confidential.
- This website provides links to other third party web sites, not owned or controlled by Duquesne Light Company, Inc., Empryean and/or Empryean Benefits Center. By using my Credentials and signing in to this Web site, I acknowledge and understand that this Web site may present my Credentials to other third party web sites for my use. Duquesne Light Company, Inc., its plans, Empryean and/or Empryean Benefits Center, are not responsible for the privacy practices used by other web site owners. I acknowledge and agree links to various third party web sites do not constitute or imply endorsement by Duquesne Light Company, Inc., its plans, Empryean and/or Empryean Benefits Center of products or services described on these sites, or of any other material contained in them.

By clicking on the **I Agree** or **I Decline** buttons below, I acknowledge that

I AGREE | I agree with these terms and conditions of service and understand I may continue to use this Web site.

I DECLINE | I decline these terms and conditions of service and understand I may not continue to use this Web site.

7. You should be directed to the **Home** page for My Benefits Online