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**YOU MUST SET UP YOUR AIR  
FORCE PORTAL ACCOUNT IN  
ORDER TO ACCESS GRB**

**How To Set Up your  
Air Force Portal Account**

Requires Common Access Card & PIN  
Open Internet—Click Login  
Select “Register for a new  
AF Portal Account w/your CAC/ECA  
Follow instructions to finalize set up

**Once your AF Portal Account is set up,  
you may enroll in your benefits  
through the Government Retirement  
and Benefits Application (GRB). Log  
on to**

[https://w45.afpc.randolph.af.mil/  
AFPCSecurenet40/checkPortal.aspx](https://w45.afpc.randolph.af.mil/AFPCSecurenet40/checkPortal.aspx)

On AFPC Secure page                      Click OK  
Choose a digital certificate              Click OK  
If applicable update & confirm email ad-  
dress, Click submit  
If applicable return to AFPC Secure Main  
Menu  
Click on GRB Platform (Formerly EBIS)  
Click on Launch  
Close Notification Window  
Click on the Benefit you want to change  
or view:  
-Health, Life, Dental & Vision Insurance  
-Thrift Savings Plan  
-Retirement  
-Long Term Care  
-Flexible Spending Accounts  
-Pay and Leave



**BEST**

**Benefits  
and  
Entitlements  
Service  
Team**

**AFPC/DP2SBB  
550 C Street West Ste 57  
Randolph AFB, TX 78150**

**September 2017**

**Services Provided by  
Randolph AFB, TX**

Health and Life Insurance

Federal Retirement \*

Survivor Assistance

Separations from Federal Employment

Leave Without Pay//Leave Without Pay—US

Military Deposits (see following link)

<http://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits.html>

Civilian Deposits/Redeposits (see above link)

Thrift Savings Plan

Designations of Beneficiary

\*See “What’s New” portion of brochure for GRB Platform

**How to Contact BEST**

Call 800 525-0102 or DSN 94-665-0102

or

myPers website link is below, my account, Instance Messages, email us, component Civilian Benefits & Entitlements, type subject, type question:

**Websites and Contact Phone  
Numbers**

For all other TSP Transactions  
[www.tsp.gov](http://www.tsp.gov) or call 1-877-968-3778

Fed Employee Dental & Vision Benefits  
[www.benefeds.com](http://www.benefeds.com) or call 1-877-888-3337  
TTY: 1-877-889-5680

Federal Flexible Spending Account  
[www.FSAFEDS.com](http://www.FSAFEDS.com) or call 1-877-372-3337

Social Security  
[www.ssa.gov](http://www.ssa.gov) or call 1-800-772-1213

Long Term Care  
[www.ltcfeds.com](http://www.ltcfeds.com) or call 1-800-582-3337

Office of Workers’ Compensation Program  
(OWCP)  
303-202-2500

**FEDERAL RETIREES**

For Assistance & Information Contact the  
Office of Personnel Mgt (OPM)

<https://www.opm.gov/retirement-services/> or  
1-888-767-6738

**QUESTIONS ON RETIREE DE-  
PENDENT ID CARDS**

801-777-1396

Building 430, Hill AFB UT 84056

**\* WHAT’S NEW!!! The GRB  
Platform go to the Menu:**

**Topics include Requests, Account,  
Notifications, Documents, Resource  
Library and New User Video**

**Within the New User Video it will  
cover the following topics and how  
to use GRB:**

- Retirement (eligibility, computation, survivor benefits, creditable service, taxation and types of retirement)
- Retirement for Special Groups  
Firefighters and Air Traffic Controllers
- Thrift Savings Plan
- Social Security
- Insurance (Health, Life, Dental & Vision, Long Term Care and Medicare)
- Flexible Spending Accounts
- Workers Compensation

**RESOURCE LIBRARY**

Library has video’s on the subjects mentioned above. Take your time and browse through the topics of interest.