Purpose

The purpose of the BenefitsCal Quick Guide is to provide instructions to assist Community Based Organization Managers submit an Access Request, to gain access to the BenefitsCal application.

Community Based Organizations can submit an access request to the County they work with the most. Once access is provided, the CBO may submit applications on behalf of customers in any County using BenefitsCal.

Please note: Only Counties currently using BenefitsCal will accept access requests for BenefitsCal.

CBO Request Account:

BenefitsCal Home Page
Click the Log In button.
Click **Register Your CBO Account** button on the Community Based Organizations (CBO) tile.
Register Your CBO Account

1. Enter the name of the Organization for the user requesting access.
2. Enter the First and Last name of the user requesting access.
3. Enter the actual address of the user requesting access.
4. From the drop list select the County the user works with most often. If that county is not currently using BenefitsCal, select a BenefitsCal County that you serve. This is the County that will review the access request.

Please note: this County can be different from the address provided within the form.

5. Enter the email address for the user. This will become the user’s ID to access BenefitsCal.

Mark the check box for Terms and Conditions.

Click the Register button.
Request is on its way

Account request sent to the County specified in the form, for review and to provide access.

CBO Email

When the County approves the request and provides access, the CBO user will receive an email like this below.

The user should click **Complete your BenefitsCal Registration** hyperlink to verify the email address and set the password for future logins.