

**ON-LINE ACCESS TO BENEFITS ADMINISTRATIVE SYSTEM
(BAS) FOR BENEFITS COORDINATORS**

- Agency Benefits Coordinators may register for on-line access to the BAS enrollment system to view the benefit selections or print Summary Statements of Benefit Elections for their agency employees.
- Click on [*BAS Registration Form*](#) to download an application.
- Return the completed application form to:
Employee Benefits Division
310 W. Preston Street, Room 510
Baltimore, MD 21201
- After your registration is received a DBM IT Security Officer will contact you to establish your log-on ID.
- The Security Officer will give you a temporary password. You will be instructed to change your password the first time you access the BAS site. The new password must contain 8 characters, including one upper case letter, one lower case letter, and one number.
- Once you are registered you will access the BAS website through the Agency Benefits Coordinator site at <https://bas.dbm.state.md.us>.
- Contact the DBM HELP Desk at 410-260-7778 if you have any BAS access problems or questions. Identify yourself as an Agency Benefits Coordinator.