

# Welcome to the DEMCO Retiree Portal!

**Anytime. Anywhere.  
Get the information  
you need when you  
need it.**

This guide will assist you as you navigate through the DEMCO Retiree Portal. To begin, login to <http://retire.demco.org>.

The welcome page features DEMCO's mission statement and a brief list of upcoming events and important announcements.

Near the top of the screen you can choose from several menu options to guide you to the information you are seeking. Please browse the site to familiarize yourself with the many resources available to you online.

Please follow the instructions on this guide to login for the first time. For questions or assistance, please contact Russchelle Overhultz in the HR Dept. at DEMCO by calling 225-262-3061.

## LOGIN INSTRUCTIONS:

Your account will be created on the Retiree Portal after providing a valid email address to the DEMCO HR Department. Once your account is created you will receive an email from [webmaster@graham-group.com](mailto:webmaster@graham-group.com) with a temporary link to the site. Please click the link found in the email and proceed as follows:

1. Click the 'Log in' button
2. Enter the username shown in your email
3. Enter your desired password in the 'Password' field
4. Enter your desired password again in the 'Confirm password' field
5. Scroll to the bottom of the page and click the 'Save' button

You can now begin navigating the site.

## UNDER CALENDAR, YOU'LL FIND:

### ⇒ Upcoming Events

- ⇒ Regularly updated list of upcoming events and important announcements

## UNDER BENEFITS, YOU'LL FIND:

### ⇒ Medical Insurance

- ⇒ Information, forms and documents pertaining to your medical coverage through Blue Cross Blue Shield of La

### ⇒ Dental Insurance

- ⇒ Information, forms and documents pertaining to your dental insurance through AlwaysCare (administered by Starmount)

### ⇒ Vision Insurance

- ⇒ Information, forms and documents pertaining to your vision insurance through NRECA (administered by CBA (Cooperative Benefit Administrators))

### ⇒ Health Savings Account (HSA)

- ⇒ Information, forms and documents pertaining to your MySmartSaver HSA through Bancorp (insured's with Medicare do not have HSA's)