



Welcome New Hire!

We will be utilizing Abentras Access, the gateway that allows you 24/7 access to all your employee benefits. You can use this secure portal to elect benefits during your open enrollment or when you qualify for a life changing event. In addition, you can also make changes to your personal information, such as your address and contact information.

How to log in to Abentras Access:

1. On the Internet, go to <https://oreair.hrintouch.com>
2. Once on the login screen, you will be asked to provide your login ID and password

Your login ID is:

First Name, the 1st initial of last name, and the last 4 digits of SSN

Your login passwords have been reset to your Social Security Number without the dashes.

For Example:

If your name and SSN are:

Employee Name – John Smith

Employee SSN – 123-45-6789

Then your login ID and password are:

Abentras Access Login ID: johns6789

Abentras Access Password: 123456789

3. Click the “Log in” button
 - The first time you log in, you will be asked to change your password
 - Follow the on-screen instructions to change your password
 - By providing a security question, answer, and email address, you will be allowed to reset your password automatically. Otherwise you will be required to call during business hours to have your password reset.

If you need assistance using the system or have benefit questions, please call Abentras at 904-285-3300 Monday through Friday, 8:00 AM to 5:00 PM.

We hope you enjoy using this service and find it both convenient and informative!