# How to Enroll Online

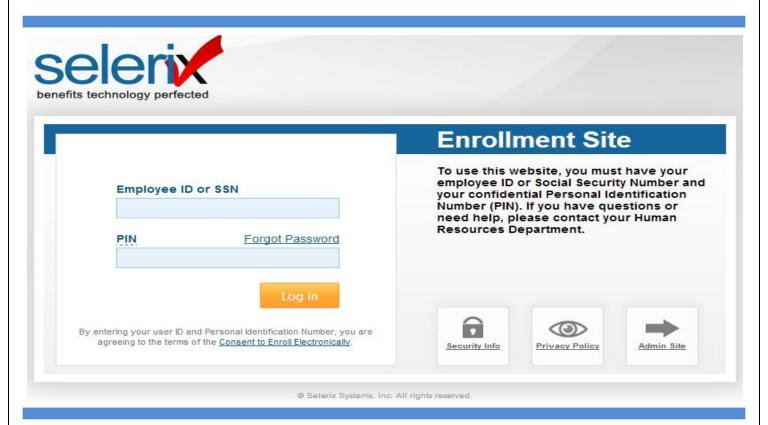
Your complete guide to enrolling in your benefits online

Enrolling in your benefits has never been easier! Just a few clicks of your mouse and you're done – it's convenient, fast, efficient, and secure. Take advantage of this quick and easy way to sign up for your benefits. You will find the online enrollment system user-friendly and easy to navigate, with no long forms or confusing questionnaires. The system will walk you through the process from start to finish.

## Go to https://www.benselect.com/Enroll/Login.aspx

#### Enter your SSN and PIN to access the site.

- Your login is your Social Security Number. Example: 123-45-6789
- PIN is the last 4 digits of your SSN plus the last two digits of your birth year. Ex. John Doe 123-45-6789. DOB is 01/15/1965. PIN would be 678965



#### **Navigating the Enrollment System**

- Throughout the enrollment you will be guided by directional arrows and buttons.
- Click the directional arrows on the bottom of your screen for more information about the individual benefits as you go.
- Click on the **Next** button to select or waive a benefit and to continue your enrollment.
- If you have to stop your enrollment at any point, use the **Logout** button at the top right. The system will store your selections and information until you return.
- If you enroll in a benefit and decide to make a change, you must click on the benefit name from the **My Benefits** dropdown and then click on the **Unlock** button to make the change.

### **Complete your Enrollment**

- Review the Sign and Submit section to make sure you have successfully selected the benefits that you
  want.
- Click Next to review your Confirmation Statement.
- Last, you must **Sign your Confirmation Statement.** Enter your PIN number (the last 4 digits of your SSN + last two digits of year of birth) and click on **Sign Form.** *Please be sure to use your web browser scroll bar to locate the area to enter your PIN.*
- Congratulations! You have completed your enrollment!
- Print your Confirmation Statement by click on Enrollment Confirmation at the bottom of the page.
- Click Logout to exit the enrollment system.

