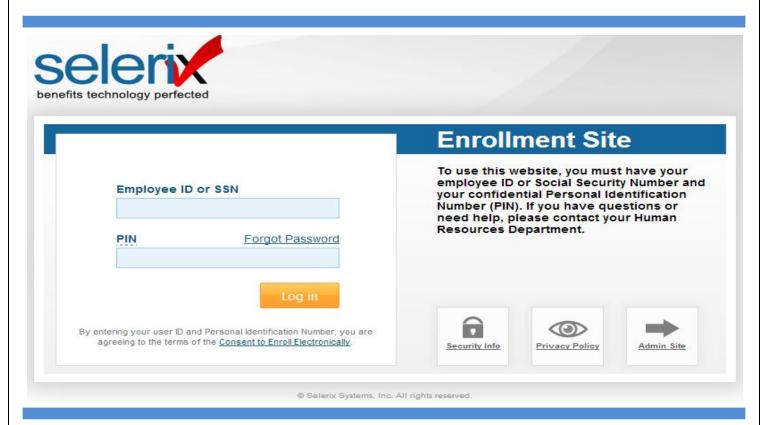# How to Enroll Online

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.

Okeechobee County Schools

Group Okeechobee District School Board 2013-2014
Name John Doe (1231231)   By MJ Rittenhouse

HOME   YOU & YOUR FAMILY   MY BENEFITS   SIGN & SUBMIT   LOGOUT

Sign/Submit Complete

Congratulations!

Your enrollment is now complete. You may log-in to the system at any time during the year to review your benefit elections.
Recap of Your Elections

Listed below is a recap of your elections including who is covered under each benefit plan and your named beneficiaries. Scroll down to the bottom of this screen to view a list of your completed enrollment forms.

✅ Health

Plan Name: Health **Coverage Level:** Employee Only

First Name	MI	Last Name	DOB	Sex	Relationship
John		Doe	6/6/1982	M	Employee

✅ Dental

Plan Name: Dental **Coverage Level:** Employee Only

First Name	MI	Last Name	DOB	Sex	Relationship
John		Doe	6/6/1982	M	Employee

✅ Vision

Plan Name: Vision **Coverage Level:** Employee Only

First Name	MI	Last Name	DOB	Sex	Relationship
John		Doe	6/6/1982	M	Employee

✅ Health Care FSA

You have elected an annual contribution: $500.00