

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



Enrollment Site

To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department.

Employee ID or SSN

PIN [Forgot Password](#)

[Log in](#)

By entering your user ID and Personal Identification Number, you are agreeing to the terms of the [Consent to Enroll Electronically](#).

[Security Info](#) [Privacy Policy](#) [Admin Site](#)

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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 scrollbar 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.



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