



Enroll Online Step-by-Step

Selecting your benefits is fast, easy and convenient with the online enrollment system. You can make decisions and changes online and get immediate confirmation of your selections.

Step 1

Connect to the Website through your web browser at <https://www.benselect.com/enroll>

Step 2

At the “Employee Login” screen, enter your Social Security Number and your personal identification number (PIN). Your PIN is a combination of the last 4 digits of your Social Security Number and the 2-digit year of your birth.

For example, if the last 4 digits of your SSN are 3214 and you were born on September 21, 1968, your Pin would be “321468”.

If you are having trouble logging on the system, contact your HR Business Partner for assistance.

Step 3

When the Welcome Page appears on your screen, that means you are in!

Follow the onscreen instructions to enroll in your benefits, find answers to your questions, download forms and more.



Your Benefits Home Page

Home You & Your Family - My Benefits - Sign & Submit Logout Back Next

My Benefits

Below is a list of your current benefit elections. Click "Review" for benefit information and to elect or decline coverage.

☐ Medical
You have to complete enrollment in this plan.
Review

☐ Allstate Group Accident
You have to complete enrollment in this plan.
Review

☐ Dental
You have to complete enrollment in this plan.
Review

My Benefits

<input type="radio"/> Medical	\$0.00
<input type="radio"/> Allstate Group Accident	\$0.00
<input type="radio"/> Dental	\$0.00
<input checked="" type="radio"/> Basic Life/AD&D	\$0.00
<input checked="" type="radio"/> Term Life & AD&D	\$0.00
<input checked="" type="radio"/> 401K	\$0.00
<input checked="" type="radio"/> HSA	\$0.00
<input type="radio"/> Parking Test	\$0.00
<input checked="" type="radio"/> Test DBN	\$0.00

Pre-tax cost	\$0.00
Post-tax cost	\$0.00
Total Cost Per Pay Period	\$0⁰⁰

1. Review Personal Info

Start your benefits enrollment by clicking on **Next** to review your personal and dependent information.

2. My Benefits

Snapshot of your current elections.

3. Enroll

Click **Next** to continue through the plan information or on the benefit plan names under My Benefits to enroll or waive coverage. A green check means "enrolled". A red X means "waived" or "not eligible". A blank means "not yet enrolled".

4. Sign & Submit

You must complete all steps to process your enrollment choices. In this step, you will sign a benefit confirmation form electronically using your PIN.

5. Next Button

Click the Next button at the top (or bottom) of the screen to begin your enrollment for that benefit.

6. Form Library

Click the Form Library icon to view a copy of the benefit guide.