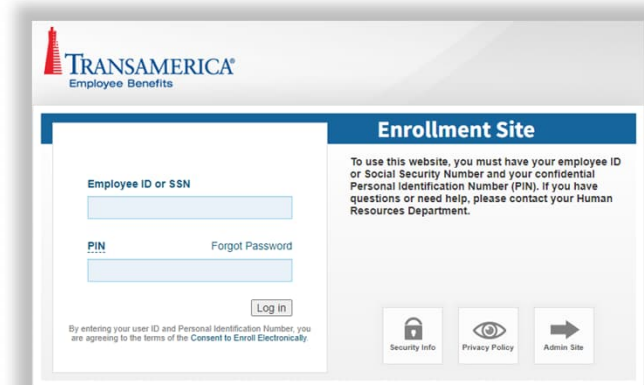


SELF-SERVE INSTRUCTIONS

- 1 Register for the portal by logging on to:
<https://transamerica.benselect.com/>
Employee ID or SSN:
PIN: Last 4 digits of your SSN and the last 2 digits of your birth year



- 2 Review the Welcome screen for important plan information. When ready **click Next** to continue

- 3 Next, you will be asked to enter Dependent information. To add a dependent, **click the + sign** and enter the dependent's information. To edit an existing dependent, **click the pencil icon** on the right side of the dependent. After making any changes, **click save** on the bottom of the page. Once you are finished with this section, **click next**.

- 4 Once you are at the medical screen, verify your medical plan election or decline the coverage. When you **click next**, you will advance to any coverage that you have not previously enrolled in.



- 5 If you would like to make changes to existing coverage, you may click on the individual coverage options listed under **“My Benefits”** or by choosing the coverage under the **“My Benefits”** menu at the top of the screen.

- 6 Once you select the coverage you would like to change, click on **“Unlock”** to access the options. Once you make a decision, **click next** to go to the review page.

- 7 Once on the **“Sign and Submit”** page, you will be able to review your elections. If you need to make changes, click on the link for that coverage. You will then unlock, make your change, and **click next**. This returns you to the **“Sign and Submit”** page. If everything is correct, **click next**.

- 8 On the **“Confirmation”** page, enter your PIN / Password used to log in. **This will finalize your enrollment.**

You can print the confirmation form, save it as a downloadable PDF, and e-mail a confirmation summary to the e-mail address on file.

If you have any questions regarding your benefits, call:

Benefits Service Center
(855) 441.6130

Monday - Friday: 8:00 AM - 7:00 PM (CST)
Saturday: 9:00 AM - 3:00 PM (CST)