

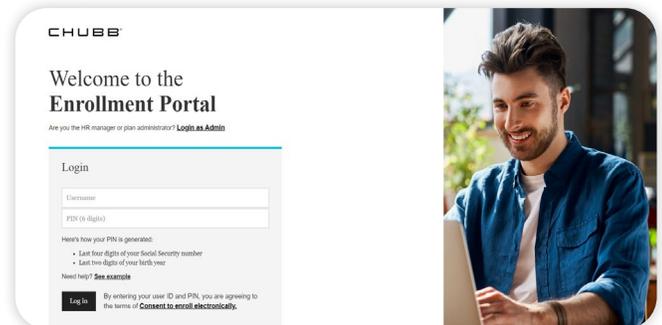
# Benefits Portal Log-In INSTRUCTIONS

**Enrollment Dates**  
July 29 - August 9

**1** Register for the portal by logging on to:  
<https://chubb.benselect.com/enroll>  
**Username:** Your SSN  
**Password:** Last 4 digits of your SSN and the last 2 digits of your birth year

**2** Follow the prompts to complete the registration process. Please review the personal demographic data and update as needed. Then **click next** to advance through each screen.

**3** Next, you will be asked to enter Dependent / Beneficiary information. To add a dependent, please **click the + sign** and enter the dependent's information. To edit an existing dependent, please **click the pencil icon** on the right side of the dependent. After making any changes, please **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 waive 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, please **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, please 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, please **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, please call:

**Benefits Service Center: (866) 332-1287**  
**Monday – Friday 8:00 AM – 7:00 PM (CST)**  
**Saturday 9:00 AM – 3:00 PM (CST)**