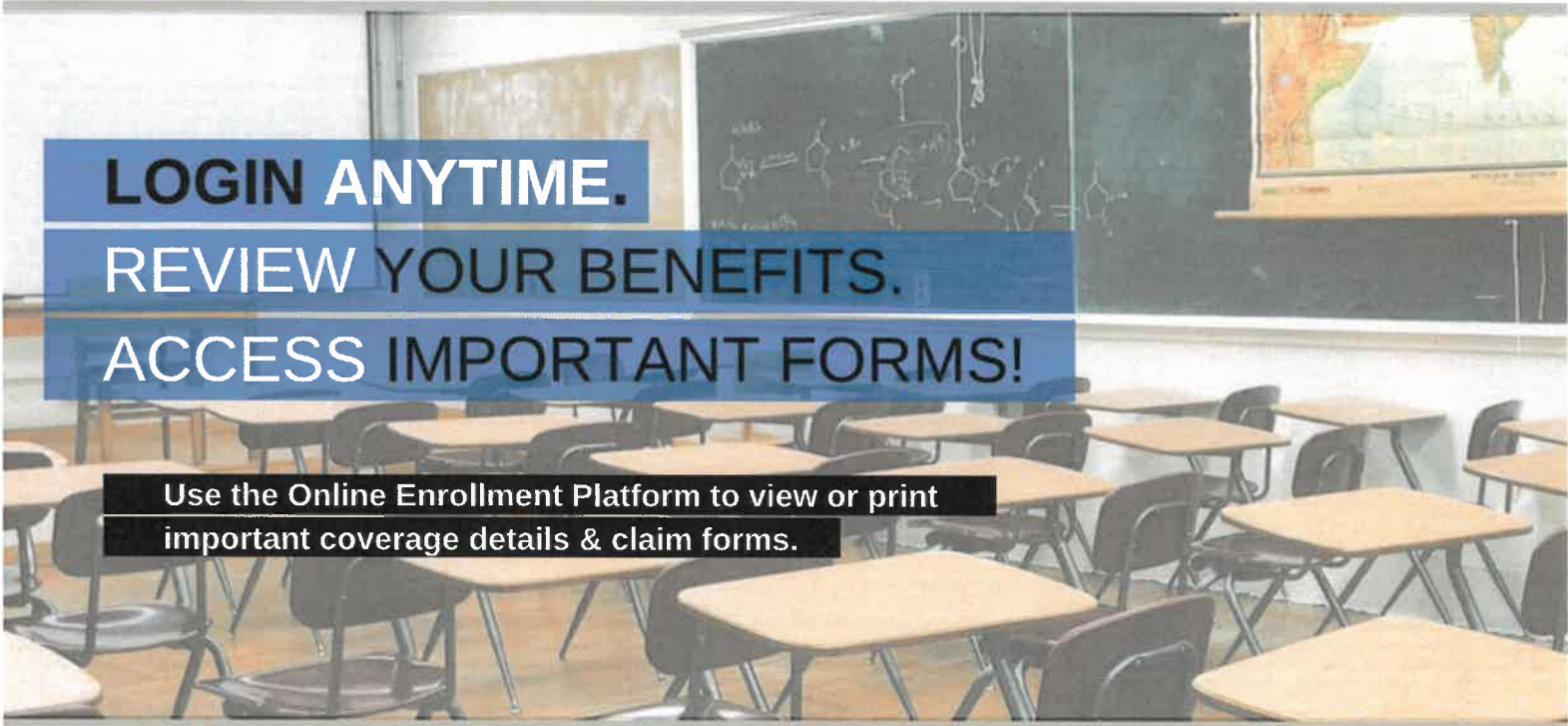




INSTRUCTIONS: ONLINE PLATFORM ACCESS Outside of Annual Open Enrollment



ACCESS THE ENROLLMENT PLATFORM OUTSIDE OF YOUR ANNUAL OPEN ENROLLMENT PERIOD



VISIT

<https://steele.benselect.com/enroll>



LOGIN

Employee ID: Enter your full Social Security Number (SSN) without dashes or spaces

PIN: Enter the last 4 digits of your SSN, then last 2 of your birth year (6 digits)



LOCATE FORMS

View important benefit forms (plan & election summaries, claim forms, etc.) stored in the platform's Forms Library

Click the "form" icon - located on the top right side of your screen to access Forms Library documents

Print or review any form stored in the Forms Library