

# How to Enroll Guide

## 4 SIMPLE STEPS:

**Login.** Your Social Security Number and PIN are your credentials. PINs are defaulted to the last four digits of your social plus the last two digits of your birth year. You will be prompted to change your password. **Please remember your password for future changes or enrollments.**



Login Page: <https://aflac.benselect.com/Enroll>

E.g. Jane Doe, 123-45-6789, 01/01/1974: PIN: 678974

**Add Dependents.** Click on the Plus icon on the far-right hand side. This will bring up the screen to add additional dependents. To edit a dependent, simply click on their name in the list. Click Save once complete.

No Dependent Information Available

Name	SSN	DOB	Sex	Relation	Uploads	+
No items found.						

**Elect Benefits.** Follow the on-screen selections to elect or decline your benefit options. The system will display per pay period amounts and show the coverages available to you.

**Sign & Submit.** Finalize your benefit selections by signing the benefit summary at the very end of enrollment. You will utilize your PIN to electronically sign the benefits elected. **Print the benefit summary and keep it for your records.**

Current	
<b>M3 MEDICAL HDHP</b>  Your Cost:      Per Pay Period <input checked="" type="radio"/> Employee Only:      \$0.00 <input type="radio"/> Employee + Spouse:      \$92.31 <input type="radio"/> Employee + Children:      \$46.15 <input type="radio"/> Employee+Family:      \$138.46  Covered People: TEST TEST  <input type="button" value="Enroll"/>	<b>M3 MEDICAL PPO</b>  Your Cost:      Per Pay Period <input checked="" type="radio"/> Employee Only:      \$92.31 <input type="radio"/> Employee + Spouse:      \$276.92 <input type="radio"/> Employee + Children:      \$184.62 <input type="radio"/> Employee+Family:      \$369.23  Covered People: TEST TEST  <input type="button" value="Enroll"/>
<b>DECLINE COVERAGE</b>  You should only decline coverage if you are covered elsewhere. Declining coverage may require you to answer questions about your reasons for declining.  Your Cost:      \$0.00  <input type="button" value="Decline"/>	

PIN:

 

**CONGRATULATIONS! Your enrollment is now complete.**