

HOW TO ENROLL

YOUR COMPLETE GUIDE TO ENROLLING IN YOUR BENEFITS ONLINE

Enrolling in your benefits online has never been easier! Online enrollment is convenient and secure. You will find the online enrollment system user-friendly and easy to navigate. The system will walk you through the process from start to finish.

LOGIN

- Go to <https://trustmark.benselect.com/enroll>
- Enter your username and PIN to access the site.
 - Your username is the first initial of your first name and your last name. E.g. John Doe, username jdoe
 - Your initial PIN is CASE2022

NAVIGATING THE ENROLLMENT SYSTEM

- Throughout the enrollment you will be guided by directional arrows and buttons.
- Click on the Next button to select or waive a benefit and to continue your enrollment.
- If you stop your enrollment at any point, use the Logout button at the top right. The system will store your selections and information until you return.
- If you enroll in a benefit and decide to make a change, you must click on the benefit name from the My Benefits dropdown and then click on the Unlock button to make the change.

COMPLETE YOUR ENROLLMENT

- Review the Sign and Submit section to make sure you have successfully selected your benefits.
- Click Next to review your Confirmation Statement.
- Last, you must Sign your Confirmation Statement. Enter your PIN number and click on Sign Form.
- Congratulations! You have completed your enrollment!