

How to enroll:

1. Log in to <https://tbx.benselect.com>
2. Your username is your employee ID number with three zeros before the number (ex.000801001). Do not use an “e” in front of your ID#. You can also use your social security number (no dashes).
3. Under Personal ID Number (PIN): Enter the last 4 digits of your social security number and the last 2 digits of your birth year.

When you log in, scroll to the bottom of the page and click **Next**. Make sure your Personal Information is all correct and click **Next**. You will be able to add a Dependent on the third page by clicking on the blue **+ Add Dependent** box. The first benefit you will find is our health insurance. The premiums are noted on the bottom of the page. The links for each plan summary are also included on there. You can click on each link to learn more on what each plan covers. Make sure you ENROLL or DECLINE each benefit. At the end of enrollment, it will give you several forms. Please scroll to the bottom and SIGN FORM. Your enrollment will not show complete until you sign these forms. To sign these forms, click on the word **Sign Form**.

The Benefits Department will be available at your next New Employee Information Session (NEIS) to answer any question you may have regarding our plans.

If you need to **WAIVE**, you still need to sign in and waive coverage online. You are not required to enroll in medical to enroll in other benefits. Log in and waive or enroll in each benefit separately. The next open enrollment window will be in October 2020 for the year 2021. Your deductions will begin the month of coverage – for example, if your hire date is 1/4/2020, your benefits are effective 2/1 and your deductions will reflect in your February check.