


# BenSelect Self-Enroll Instructions

If you are a new hire or have a Qualifying Life Event during Open Enrollment, you **MUST** sign for your benefit(s) for both plan years. If you have any questions, please contact your Human Resources Department.

**IMPORTANT – MUST ENROLL WITHIN 5 DAYS OF ORIENTATION**  
If not enrolled within 5 days, must wait for the next open enrollment period.

## Instructions for enrolling in the Supplemental Insurance Plans

- Go to <https://harmony.benselect.com/enroll>
- Enter your User ID: Your Social Security Number with or without dashes (ex. 123-45-6789 or 123456789)
- First time User PIN - Last 4 digits of your SSN + the last 2 digits of your birth year (ex. 678970)
- Change your PIN
  - Enter a New PIN
  - Verify your new PIN
  - Select a security question
  - Answer the security question
  - Verify your e-mail address
  - Click **Save New PIN**
- Click **Next**
- **Verify all personal information that has been pre-entered for you.**
  - Make any corrections needed
- Click **Next**
- Add dependents (if needed) – Click on the 
  - SSNs are not required
  - When finished click **Save**
  - If you need to edit a dependent, click on the dependent's name
  - When finished click **Next**
- Review employment information
  - Any corrections or concerns, please contact Human Resources
  - When finished click **Next**
- Enroll in your benefits - if you have questions about your benefit(s), click on the **Benefit Booklet**
  - New hires are eligible to enroll in Colonial Insurance products, Spending Accounts, Sun Life Long-Term Disability, Delta Dental, Colonial Group Term Life, Superior Vision and Call A Doctor Plus Telemedicine
- Click **Enroll** link for the benefit(s) you wish to elect
  - Select the appropriate coverage tier
  - Click **Decline** link for any benefit(s) you wish to decline
- Once you have completed making your elections – Click on **Sign & Submit**
  - Review summary of your benefit selections
  - When finished, click **Next**
  - Enter the new PIN you established at the beginning of the enrollment
  - Click on **Sign Form**
- Click on **Benefit Confirmation** and print a copy of the summary page as proof of your elections and the date that they were made.

You may log back into this system at any time to view your benefit elections.

Changes to your benefit elections only within 30 days of a qualifying life status change event or during the annual open enrollment period.