



### Logging In/Forgot Login Information

- Open the online portal site at <https://standard.benselect.com/riversideca>
- Your user name is your 9 digit Social Security Number with no dashes or your Employee Identification Number. Either number can be used as your username.

### First Time

- When you first log in, your personal identification number (PIN) will be the last four digits of your SSN followed by the last two digits of your birth year.



### Previously Logged In

- If you have previously logged in and forgot your password, click “Forgot your PIN?”



### Change PIN

- The first time you log in, you will be prompted to change your PIN. Your personalized pin must be a minimum of eight characters and include at least three of the following: UPPER case letter, lower case letter, number, a special character.
- Answer the security questions and enter in your email address. In most situations, your email address is your work email, alternatively it would be the email you have provided to your employer.
- Once you have entered your information, click **SAVE NEW PIN**


### Home Screen

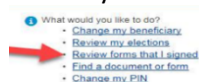
- Once you have logged in, click **NEXT**. This will guide you through the entire enrollment process.
- Utilize the home screen navigation options to get to the specific thing you would like to do (ie. change beneficiary).
- You will be able to logout and re-enter the portal any time to continue the process or modify your enrollments.
- Any changes or elections you saved will be available each time you logout or time out due to in-activity.

### Dependents

- Review any dependent information listed.
- You may add a dependent by clicking **+**, edit an existing dependent by clicking  the pencil icon or delete a dependent by clicking  the blue x.
- You must have dependents entered on this screen in order to enroll or change any available dependent coverage.


### Beneficiaries

- Click **+** to add a new beneficiary or click  pencil to change an existing beneficiary or X to delete a beneficiary.
- If the beneficiary you would like to designate is already listed, click the check box.
- You may designate more than one beneficiary and allocate different percentages between them.
- To change a Beneficiary at a later date; simply login and select “Change my Beneficiary” located on the right side of the screen. Follow the screens as prompted and save your changes.
- To find your current beneficiary designations, from the home page, select “Review Forms that I signed”





## Life Enrollment

- For Life enrollment, you can choose your benefit elections by selecting a level of coverage for you and your dependents. For some of the benefit options, you are able to watch a short video.
- Where applicable, slide the bar to increase or decrease the benefit amount and cost. The amounts shown as per pay period are the cost per month. Click **NEXT** after making your election.
- To learn more about each benefit, click on the [Benefit Guide](#) link or the icon in the upper right corner of the screen. It may look like 

## Critical Illness Enrollment

- You can elect different coverage amounts by moving the slider bar to the amount you want to elect. The cost per pay period listed is your cost per month for the coverage shown. Then, select whether you wish to enroll or decline the coverage. Then, select next:

COVER, ENROLLING, & TRACKING A BENEFIT CHOICE ONLY FOR YOU AND YOUR FAMILY.  
REVIEW THE COVERAGE AMOUNTS AVAILABLE TO YOU:  
• For more information and important details, click your benefit summary.  
• To enroll or continue coverage, choose the option that represents your election and confirm.  
• If you would like to cancel dependents in this coverage, you will need to add dependents. Click here to add dependents.

Benefit Name: Tobacco  
Employee Tobacco: Life Tobacco

Enroll Amount: \$0.00 / \$0.00

Cost per pay period: \$0.00

I want to enroll for this coverage.  
 I do not want to enroll for this coverage.

**Cancel** **Next >**

- If you are electing employee coverage you are eligible for Spouse coverage if applicable. To enroll you will need to click on your Spouse's name and it will open the enrollment for your Spouse. If you do not wish to enroll your Spouse click that you wish to Confirm your coverage if enrolling or you are able to select to cancel. Once you make your selections click "Next" to proceed:

Critical Illness

Next you can elect to enroll in Critical Illness. You can enroll in or change to the coverage and frequency costs.

Enroll	Coverage	Cost	Status	Action
Yes	Employee	\$15	\$0.00	Confirm

You may need to enroll for any of the individual dependents. To enroll, please click on the name of the person in the list below.

Enroll	Coverage	Cost	Status	Action
Yes	Spouse	\$15	\$0.00	Confirm

I want to enroll for this coverage.  
 I do not want to enroll for this coverage.

**Cancel** **Next >**

## Navigation

- If at any point you would like to go back to a plan to make a change, you can use the My Benefits at the top to navigate back to any coverage.
- To make a change to the coverage, click the **UNLOCK** button and continue through the enrollment process.



## Submit Enrollment

- After verifying your benefit elections, you will be brought to the Submit Your Enrollment screen. Your enrollment is not complete until you have clicked the **I AGREE** button on the bottom of this screen.



## Enrollment Confirmation Statement

You can access your Statement in two ways.

- Upon completion of your enrollment
  - From the Sign/Submit Complete screen, you may obtain copies of your enrollment summary. Scroll to the bottom of the page and click  [Enrollment Summary](#).
  - Please note: If you do not advance through the Submit Enrollment screens, you will not have an Enrollment Summary.
- Home Page
  - Log back into the system. On the right side of the screen, select *review forms I signed*  

    - [Change my beneficiary](#)
    - [Review my elections](#)
    - [Review forms that I signed](#)
    - [Find a document or form](#)
    - [Change my PIN](#)
  - Select the Enrollment summary for the period you are looking for.

## Evidence of Insurability (EOI)

- If you have elected an amount of coverage that exceeds the guarantee issue, you will be prompted to complete a medical history statement. The prompt appears after submitting your enrollment. Please follow the instructions for submitting evidence of insurability.
- Any amount of coverage you've elected over the guarantee issue amount will be pended until the medical review process is complete. You will be notified by The Standard once a decision is made on your application.