



### 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 

### Home Screen



- Once you have logged in, click . 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.
- **Please note:** *The system may request you complete an enrollment action for coverages if you have not previously logged in.*

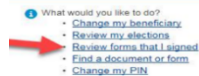
### Dependents

- 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  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”



## Long Term Disability (LTD) Enrollment

- You can review the enrollment and benefit information for LTD. The cost per pay period listed is your cost per month for the coverage shown. Then, please select whether you wish to enroll or decline the coverage. Then, select Next:

Below are the coverage choices available to you.

- The benefit amount shown below is based upon estimated pre-disability earnings as of the date of your enrollment and is before any Deductible Income and subject to change.
- For more information and important details, read your [benefit summary](#).
- To enroll or continue coverage, choose the option that represents your election and continue.

Benefit Amount: \$4,120.21 (60% x Insured Earnings)  
Cost: \$32.96

wish to apply for this coverage  
 wish to DECLINE this coverage

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## Short Term Disability (STD) Enrollment

- You will then be able to review your benefit information for Short Term Disability. You will be able to see the benefit amount and then also the cost per pay period. Please select “Next”:

Below are the coverage choices available to you.

- The benefit amount shown is based upon estimated pre-disability earnings as of the date of your enrollment and is before any Deductible Income and subject to change.
- For more information and important details, read your [benefit summary](#).
- To enroll or continue coverage, choose the option that represents your election and continue.

Benefit Amount: \$950.82 (60% of Monthly Salary)  
Cost: \$27.84

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## 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.