

Enroll Online: Step by Step



Selecting your benefits is fast, easy and convenient with our online enrollment system! Make your decisions and changes online – and get immediate confirmation of your selections.

STEP 1

Connect to the benefits selection website at <https://awd.benselect.com/Enroll/>.

STEP 2

Employee Login

At the Employee Login screen, enter:

- (1)** your Employee ID Number or Social Security Number and
- (2)** your Personal Identification Number (PIN).

Temporary PIN

Your PIN is a combination of the last four digits of your Social Security Number (SSN) and the two digit year of your birth. Example: If the last four digits of your SSN are 3214, and you were born on September 21, 1968, your PIN would be **321468**.

Create a new PIN

You will be asked to change your PIN the first time you log in to the system. Be sure to make note of your new, secure PIN for future use.

Enrollment Support

If you are having trouble logging in to the website, contact your benefits coordinator for assistance.

Please note: Every year, the PIN automatically defaults back to the last 4 digits of SSN + 2 digit year of birth. During each Open Enrollment period, you will need to change your PIN as outlined here.

STEP 3

When the Welcome Page appears on your screen, you are ready to enroll! Follow the onscreen instructions to enroll in your benefits, find answers to your questions, download forms and more.