



ENROLLMENT INSTRUCTIONS

HOW TO ENROLL

**Avoid making quick decisions - enroll early!*

You have the option to **call** one of our Benefit Counselors at the Benefits Service Center or go online for **self-service** to learn more about your benefits and complete your enrollment process by either electing, changing, or waiving benefits.

To complete your enrollment process, please have the following information ready: dependents' names, birth dates, social security numbers, addresses, and phone numbers.

Call Center Enrollment

Benefits Service Center: (866) 409-3174
Monday - Friday: 8:00 AM - 7:00 PM (CST)
Saturday: 9:00 AM - 3:00 PM (CST)

Online Enrollment

Online Enrollment Website:

transamerica.benselect.com/enroll

For online enrollment, use the following format as login information:

Employee ID or SSN: Your SSN with no formatting (#####)

PIN: Last 4 digits of your SSN and the last 2 digits of your birth year (#####)

Example:

John Smith | SSN: 123-45-6789 | DOB: 01-27-1993

Employee ID or SSN: 123456789

PIN: 678993

Visit [page 31](#) for more detailed self-serve instructions.

BENEFITS EFFECTIVE DATE

Generally, you cannot make any changes to your benefits during the year, unless you experience a Qualifying Life Event (QLE).

- **New Hires.** Your coverage begins the first of the month following your date of hire.
- **Current Employees.** Any changes you make during the annual open enrollment period will become effective on September 1.

The benefits plan year is September 1 through August 31.



2023 OPEN ENROLLMENT

Open Enrollment (OE) is **mandatory**, you must elect or waive benefits to be covered effective 9/1/2023.

OE runs from **July 5, 2023 - July 28, 2023.**

