



benefits selection

Benefits-Selection is an Internet-based platform that provides you with a comprehensive benefits enrollment solution at your fingertips. It offers you the ability to enroll or make changes to your benefit status online. Through Benefits-Selection, your benefit enrollment process is easy, flexible, and accessible 24-7.

enrolling step-by-step

electronic enrollment process is as easy as 1, 2, 3

Follow the steps of Reviewing Personal Info, Enrolling, and then Signing & Submitting Forms to complete the electronic enrollment process.

Enter Username and Password

The format for User Name or EID is as follows:

- Employee SSN or Employee ID

The six character format for Password is as follows:

- Last 4 digits of Social Security number; and
- Last 2 digits of birth year

Then follow the steps on the reverse side.

Go to:
awd.benselect.com



3-Simple Steps

Follow the steps mentioned below to enroll in the coverage choices your employer is offering to you.



Step 1: Reviewing Personal Info

Reviewing your personal information is the most important aspect of the overall enrollment process. This step consists of two or three screens for you and your dependent's information for coverage. After verifying all required information, you may click the 'Next' button at the bottom of each screen to proceed to the next screen.



Step 2: Enrolling

The enrollment method is a simple step by step process that allows you to review all of the coverage choices your employer is offering. The Enrolling step consists of three screens: 1. Information; 2. Application; and 3. Review. After viewing each aspect of the coverage, press the 'Next' button at the bottom of each screen to proceed to the next screen.



Step 3: Signing & Submitting Forms

The final step of the enrollment process is for you and/or the enroller to sign any necessary forms and submit the enrollment application. The forms to be signed depend upon the benefits that you have selected. A recap of your selections will display and should show all benefit plans as completed and the status of your enrollment should display as "Selected" or "Waived".

Before you complete the enrollment application by signing the forms, please review the selections made, and ensure that all information, including benefit plan and costs associated with the plan, are correct. To make any changes, either select the benefit plan from the 'Step 2: Enroll' menu list on the left, or click the name of the benefit plan. Once you are satisfied with all selections, press 'Next' to begin the signature process.

Before signing this final form, ensure that all information is correct. At the bottom of the form, you will need to enter the appropriate PIN number in the text box.



You're Finished

Congratulations, your enrollment is now complete. You may view the completed enrollment forms at the bottom of the 'Sign/Submit Complete page'. Simply click on the link to view the 'Enrollment Confirmation' form.

Remember to click the 'Logout' button when finished. This will ensure that your personal information will be protected!



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