

The Standard Benefits Portal Online Instructions – 10 Steps to Enroll

1. The Standard online portal is located at: <https://standard.benselect.com>. For the initial log in:
User ID: Your SSN
Pin/Password: Last 4 digits of SSN and Last 2 digits of Birth Year (000065, for example)
You will be prompted to create a new user ID and Pin/Password.
2. Review the Introductory Page and click “Next.”
3. You will be prompted to review your personal information to ensure that it is correct. Click “Next.” Please note that your email is required in order to continue thru the enrollment process.
4. The “My Benefits” page will appear, with a list of available life insurance benefits. After reviewing the page, click “Next.”
5. Confirmation of your basic employer-paid life insurance will appear. Click “Next.” If you have additional employer-paid life coverage, the next page will reflect the amount you are enrolled in.
6. You will then be prompted to enroll your beneficiaries, before enrolling in Voluntary Life.
 - a. If you are unsure about your beneficiaries, click “Estate,” and confirm your beneficiaries at a later date. You can update your beneficiaries anytime. The City will no longer collect or maintain paper beneficiary forms.
7. The Voluntary Life page will display the maximum Voluntary Life Insurance amount that you are eligible to select under guarantee issue. If you want less or more than the guarantee issue amount(s) for you or your spouse (registered domestic partner), click the drop down and choose the desired amount.
 - b. Amounts in excess of guarantee issue require that you submit the Evidence of Insurability form to The Standard for approval.
8. Once you make your selection and click “Next,” you will be allowed additional options based on your marital status (spouse life coverage). Continue with enrollment of underage dependents.
9. Once you have completed your selections, an Enrollment Summary will appear. You will be prompted to “Sign and Submit” your electronic signature.
10. The enrollment summary page will appear. Click “I Agree,” and your Confirmation of Completion will appear on the screen. Once you see the “Congratulations” page, your enrollment is complete and you can exit the system.