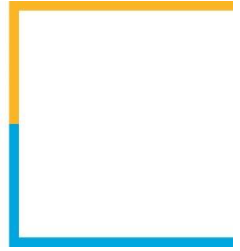



Renown Health Voluntary & Supplemental Benefit Enrollment Instructions




Logging In/Forgot Login Information

- Open the online portal site at <https://standard.benselect.com/renown>
- Your User Name is your 5 digit Employee ID
- 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.
- *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.
- Once you have entered your information, click 
- *If you have previously logged in and forgot your password, click “Forgot your PIN?”*




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 log out or time out due to inactivity.


Personal Information

- Verify your personal information is correct. If any information is not correct, follow the instructions on the screen, then click .


Dependents

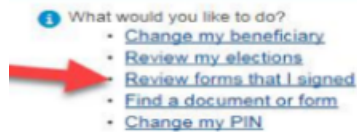
- Review any dependent information listed.
- You may add a dependent by clicking , edit an existing dependent by clicking  the pencil icon or delete a dependent by clicking  the blue x.
- You must have dependents entered on this screen in order to enroll or change any available dependent coverage.

Benefit Elections

- Review the short video about each benefit.
- Choose your benefit elections by selecting a level of coverage for you and your dependents.
- Where applicable, slide the bar to increase or decrease the benefit amount and cost. Click **NEXT** after making your election.
- To learn more about each benefit, click on the [Benefit Guide](#) link or the icon in the upper right corner of the screen. It may look like 

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 checkbox.
- You may designate more than one beneficiary and allocate different percentages between them.
- Your designation applies to the plan for which you are currently enrolling.
- 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”



Navigation



- If at any point you would like to go back to a plan to make a change, you can use the My Benefits at the top to navigate back to any coverage.
- To make a change to the coverage, click the **UNLOCK** button and continue through the enrollment process.

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.

Evidence of Insurability (EOI)

- If you have elected an amount of coverage that exceeds the guarantee issue, you will be prompted to complete a medical history statement. The prompt appears after submitting your enrollment. Please follow the instructions for submitting evidence of insurability.
- Any amount of coverage you've elected over the guarantee issue amount will be pended until the medical review process is complete. You will be notified by The Standard once a decision is made on your application.