

HOW TO ENROLL

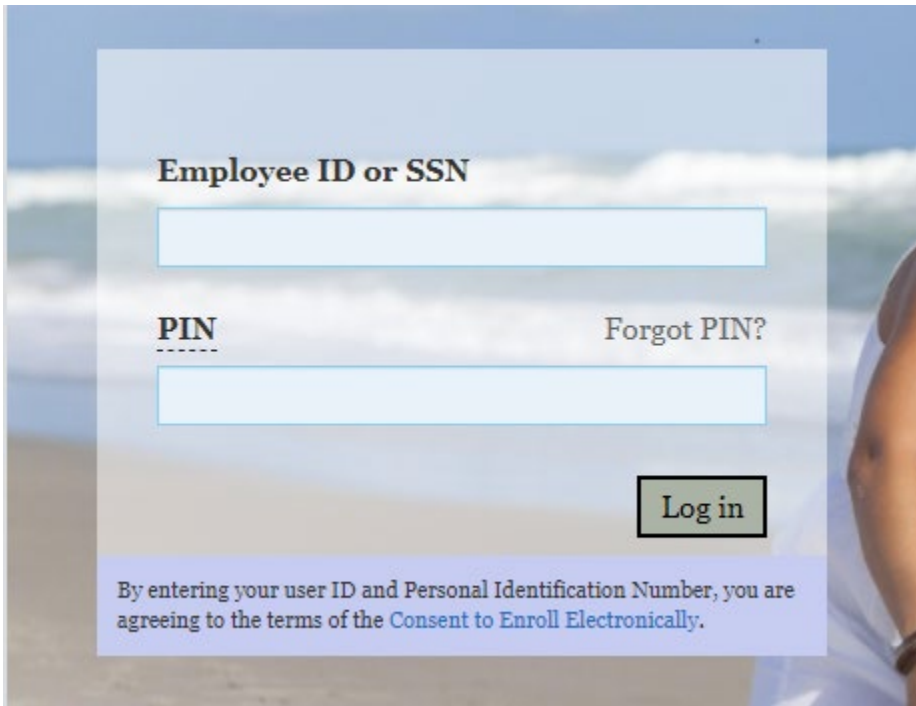
Revised: 3/10/2022

YOUR COMPLETE GUIDE TO ENROLLING IN YOUR LCTCS VOLUNTARY BENEFITS ONLINE

Enrolling in your benefits online has never been easier! Online enrollment is convenient and secure. You will find the online enrollment system user-friendly and easy to navigate. The system will walk you through the process from start to finish.

LOGIN

- Go to <https://aflac.benselect.com/Enroll>
- Enter your SSN and PIN to access the site.
 - Your login is your SSN (Social Security Number) with or without hyphens. 123456789 or 123-45-6789 or your Banner ID
 - PIN is the last four digits of your SSN plus the last two digits of your birth year.
 - Example: John Doe 123-45-6789. DOB is 01/15/1965. PIN would be 678965.



NAVIGATING THE ENROLLMENT SYSTEM

- Throughout the enrollment you will be guided by directional arrows and buttons.
- Click on the Next button to select or waive a benefit and to continue your enrollment.
- You must review each section and either Enroll or Decline the coverage.
- If you stop your enrollment at any point, use the Logout button at the top right. The system will store your selections and information until you return.
- If you enroll in a benefit and decide to make a change, you must click on the benefit name from the My Benefits dropdown and then click on the Unlock button to make the change.

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ENROLLING IN AFLAC (ACCIDENT, CRITICAL ILLNESS, AND/OR HOSPITAL INDEMNITY) COVERAGE(S)

- You will be asked a series of Enrollment questions:
 - When asked, “Which best describes the manner in which you are applying for coverage?” The answer will be “Internet (self-enrolled).
 - Are you actively at work? Yes. This question is determining whether you are currently an Active Employee.
- Aflac wants to know if you currently have this type of coverage with them.
 - Are you currently covered under, or does this coverage replace, an Aflac (Accident, Critical Illness, and/or Hospital Indemnity) insurance policy? If Yes, the system will want to know “Does this coverage replace or change any existing insurance?”
 - If you mark Yes, you will be required to provide the carrier and policy number
 - If you mark No, you will read an Aflac Disclaimer and mark Yes or No after reading. If you answer No the application will not be processed. If you answer Yes the application will go through.
- If you are electing to enroll in the LCTCS group policies to replace or change your current individual policies, you will need to provide your Aflac policy number. If you are unsure of your Aflac policy number, please call Aflac Customer Service at 800.992.3522 and request your policy number(s).

COMPLETE YOUR ENROLLMENT

- Once you have reviewed all areas and have either enrolled or declined the coverage, review the Sign and Submit section to make sure you have successfully selected your benefits.
- Click Next to review your Confirmation Statement.
- Last, you must Sign your Confirmation Statement. Enter your PIN number and click on Sign Form.
- Congratulations! You have completed your enrollment!

NEED ASSISTANCE?

- Please contact the HR office at your college for any questions or needed support.