STATE OF UTAH

First Time User Guide for Online Benefits Enrollment

Open the online portal site at:
https://standard.benselect.com/stateofutah

- Your login ID is your employee ID. You do not need to enter your SSN.
- Your PIN is your date of birth.
- Example, if your date of birth is Jan 1, 1990, your PIN would be 01011990.

For technical assistance, please email our enrollment team at:
enrollmentsystemsteam@standard.com

Introduction & Information Screens
you will view several information screens about enrollment and use of the portal.

- Following these introductory screens, you will begin your enrollment process by viewing and entering your election.
- You may logout and re-enter the portal system at any time to continue the process or modify your enrollments. Any changes or elections you make will be saved each time you logout.

Personal Info

Name:	Walter		Test	
	First	MI	Last	Suffix

Date of Birth: 01/01/1980

Gender: ● Male ○ Female

Contact Info

Address: USA
Country

123 Main St
Street

Street (cont.)

SLK | UT | 14564-5641
City | *State* | *Zip*

Personal Info Screen

- Please verify that the State of Utah has your personal and contact information correct. If any information is not correct, please contact your Human Resources Coordinator.

Voluntary Short Term Disability

Protect your income and those who depend on it.

| Overview | Pregnancy | Back Surgery |

How many paychecks could you miss?

This coverage replaces a portion of your income when you can't work because of a qualifying disability. Even if you're healthy now, it's important to protect yourself and the people who count on your income. This insurance can help you pay the bills when you're unable to work.

Below are the coverage choices available to you.

- The benefit amount shown is based upon estimated pre-disability earnings as of the date of your enrollment and is before any Deductible Income and subject to change.
- For more information and important details, read your benefit summary.
- To enroll or continue coverage, choose the option that represents your election and continue.

My Benefits

Voluntary Short Term Disability — $0.00

Total Cost — $0.00
BiWeekly

● 7 Day Benefit Waiting Period
○ 30 Day Benefit Waiting Period

Benefit Election Screens

- Choose your benefit elections by selecting either Option 1 - 7 day benefit waiting period or Option-2 30 day benefit waiting period.
- Your Benefit Amount will be automatically calculated based on the salary that is provided by the State of Utah.
- Your cost per bi-weekly deduction will automatically be calculated based on your age.

Enrollment Summary

Name	Date of Birth	Home Phone	Work Phone		Address
Walter Test	01/01/1980				123 Main St
Employee ID	Hire/Elig Date	Gender	E-mail Address		SLK, UT 145645641
123456	02/01/2017	M	walter.baker@standard.com		

Location		Department		Reason for Completing Form	
Dept of Human Services		200			
Job Class		Title			
200		HR Analyst			

Benefit Plan	Coverage Tier*	Effective Date	Total Approved Benefit Amount	Deduction Frequency	Total Pending Coverage Amount		Employee Cost per Benefit Deduction	
					Benefit	Cost	Pre-tax	After-tax
Voluntary Short Term Disability	EO	02/01/2017	$ 604.04	26			$ 0.00	$ 28.44

* EO = Employee Only | SO = Spouse Only | CO = Child(ren) Only | FA = Family | ES = Employee/Spouse | EC = Employee/Child(ren) SC = Spouse Child(ren)

		Total:	$ 0.00	$ 28.44

Please note: Benefit amounts listed above are based upon estimated predisability earnings as of the date of your enrollment and are before any deductible income and subject to change.

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Electronic Signature: By clicking the button marked "I agree," I acknowledge that I am signing this document electronically. I understand that this electronic signature shall be enforceable under the applicable state or federal law and is equivalent to a manual signature.

[I AGREE]

Review & Sign Form

- Once you are prompted to this screen, please be sure to click "I AGREE" button to complete your enrollment.
- You may print or save these forms as a permanent record of your benefits enrollment once you click "I AGREE".