

SELF-SERVE INSTRUCTIONS

1 Register for the portal by logging on to:

<https://transamerica.benselect.com/>

Employee ID or SSN:

PIN: Last 4 digits of your SSN and the last 2 digits of your birth year

2 Review the Welcome screen for important plan information. When ready **click Next** to continue

3 Next, you will be asked to enter Dependent information. To add a dependent, **click the + sign** and enter the dependent's information. To edit an existing dependent, **click the pencil icon** on the right side of the dependent. After making any changes, **click save** on the bottom of the page. Once you are finished with this section, **click next**.

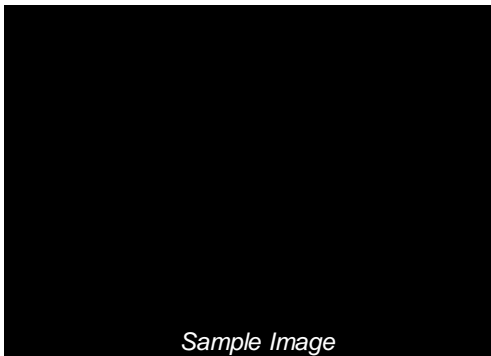
4 Once you are at the me7(l)22(plan)39 at the me7(l)22(plan)39, **click next** to go to the review page.

5 may click on the individual coverage options listed under **"My Benefits"** or by choosing the coverage under the **"My Benefits" menu** at the top of the screen.

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Sample Image

If you have any questions regarding your benefits, call:

Benefits Service Center
(855) 441.6130

Monday - Friday: 8:00 AM - 7:00 PM (CST)
Saturday: 9:00 AM - 3:00 PM (CST)