

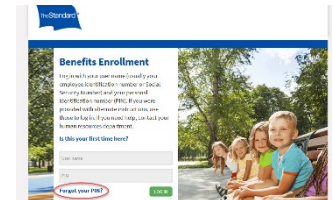


Fairfax County Government

Ready Enroll User Guide

Logging In/Forgot Login Information

- Open the online portal site at <https://standard.benselect.com/fairfax>
- Your user name is your Social Security Number.
- When you first log in, your personal identification number (PIN) will be the last four digits of your Social Security Number followed by last two digits of birth year.
- *If you have previously logged in and forgot your password, click “Forgot your PIN?”*




Change PIN

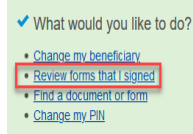
- The first time you log in, you will be prompted to change your PIN. Your personalized pin must be a minimum of eight characters and include at least three of the following: UPPER case letter, lower case letter, number, a special character.
- Answer the security questions and enter in your email address. In most situations, your email address is your work email, alternatively it would be the email you have provided to your employer.
- Once you have entered your information, click **SAVE NEW PIN**
- *If you have previously logged in and forgot your password, click “Forgot your PIN?”*

Home Screen

- Once you have logged in, click **NEXT**. This will guide you through the entire beneficiary designation process.
- You will be able to logout and re-enter the portal any time to modify designations.
- Any changes or elections you saved will be available each time you logout or time out due to in-activity.

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 check box.
- You may designate more than one beneficiary and allocate different percentages between them.
- 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 make a change, you can click the ‘Next’ button or click on ‘My Designations’ at the top to navigate back to your beneficiary designation.
- To make a change to your beneficiary, click the **UNLOCK** button and continue through the designation process.


Submit Designation

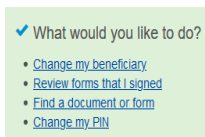
- After verifying your beneficiary designations, you will be brought to the Submit Your Designation screen. Your designation **is not complete until you have clicked** the **I AGREE** button on the bottom of this screen.



Beneficiary Summary

You can access your Summary in two ways.

- Upon completion of your designation
 - From the Sign/Submit Complete screen, you may obtain copies of your designation summary. Scroll to the bottom of the page and click  [Beneficiary Summary](#)
 - From the home page screen, you may select “Review Forms that I signed”



- Please note: If you do not advance through the Submit Designation screens, you will not have a Beneficiary Summary.

Reminder

- Your designation **is not complete until you have clicked** the  button on the bottom of the Submit Your Designation screen.