University of New Mexico
First Time Guide for Online Benefits Enrollment

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

- Your user name is your Banner ID.
- When you first log in, your personal identification number (PIN) will be your 8-digit date of birth without any special characters.
- For technical issues and/or questions regarding your benefits please contact enrollmentsystemsteam@standard.com or call 1-844-573-0229.

Change MY PIN

- You will be prompted to change your PIN the first time that you log in.
- You will enter in your new PIN of choice, answer a security question and enter in your email address.
- UNM strongly recommends creating a password/pin with at least all of the following criteria:
  - Minimum of eight characters
  - Passwords should not repeat a character more than twice in a row, ex., xx is acceptable, xxx is not acceptable
  - Passwords that are not personally relevant, such as dates of birth, names, or social security numbers
  - Passwords that contain characters from at least three of the following four character sets:
    - Numbers: 0, 1, 2, ...
    - Uppercase letters: A, B, C, ...
    - Lowercase letters: a, b, c, ...
    - Special characters: @ # % ^ * ( )
Introduction & Information Screen

You will view an information screen about enrollment and use of the portal.

- Following this introductory screen, you will begin your enrollment process by viewing and entering your elections for each benefit option.
- You may logout and re-enter the portal 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 Information Screen

- Please verify that your personal information is correct. If any information is not correct, please contact the UNM HR Service Center at (505) 277-MyHR (6947).
Dependents Screen

- Review and update your dependent information.
- Click the plus sign to add your spouse/domestic partner and/or dependent children.
- You will have the opportunity to enroll dependents from this list into available benefit plans during the enrollment process.

Benefit Election Screens

- Choose your benefit elections by selecting what level of coverage you want for you and your dependents.
- For more information on your benefits, you can click on the icon located in the upper right hand corner.
Choosing your Beneficiary

- You will be prompted to add a beneficiary after selecting a coverage that requires a beneficiary designation.
- Adding a beneficiary is required. Select the plus sign to add a new beneficiary.

Amounts Pending Approval

- If you have selected an amount of coverage over the guarantee issue amount, you will see the screen illustrated here which outlines the amount of coverage in force and pending.
- At the very end of your enrollment process, you will be prompted to complete an EOI form.
Navigating the enrollment screens

- If at any point you click the ‘Back’ Button and it does not take you back to the prior screen, you can use the ‘My Benefits’ drop down menu to return to the product you are interested in.
- If you elect or decline a benefit at any time and decide you want to make a change, click the Unlock button to make a change.

Verify Your Benefit Election Screen

- When you are ready to finalize your benefits enrollment, you must first verify and sign your elections.
- When you come to the Verify Your Benefit Elections screen, your enrollment is not yet complete. You must click Next to complete your enrollment.
Submit Your Enrollment

- Once you are prompted to this screen, **be sure to click the green ‘I Agree’ button on the bottom of the screen.**
- You may print these forms as a permanent record of your benefits enrollment once you have clicked the ‘I Agree’ button.
Sign/Submit Complete

- Once you reach this screen, you have successfully completed your enrollments.
- You may print copies of your enrollment summary from this screen by clicking the form name at the bottom of the screen.

Submit Your EOI Form

- This alert will appear if Evidence of Insurability (EOI) is required for any of your elected amounts.
- If you are ready to complete the EOI form, you can click the “Complete the EOI Form Now” button to be directed to a separate site where you will be able to complete and submit your EOI form by following the prompts.
- Please note that you will need the UNM policy number which is 649112.
- Medical records and/or exams may be required.