

## Logging In

- Open the online portal site at <https://standard.benselect.com/COR>




- You are able to log in using your 9 digit Social Security Number with no dashes or your Employee ID Number as your username.
- When you first log in, your personal identification number (PIN) will be the last four digits of your SSN followed by the last two digits of your birth year. Your PIN is a total of 6 digits.


## Forgot Login Information?

- If you have logged in previously and forgot your password, click “Forgot your PIN?” as shown in the picture above.


## Change PIN

- You will be prompted to change your PIN the first time that you log in. 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. *Please note, your pin cannot start with a special character.*
- Please select and answer a security question. Then enter in your email address.
- Once you have entered your information, click 




## Home Screen

- Once you have logged in, click . This will guide you through the enrollment process.
- If needed, you are able to logout and re-enter the portal any time to continue the process or modify your enrollments.
- Any changes or elections you make will be saved each time you logout or time out due to in-activity.


## Personal Information

- Verify your personal information is correct. If any information is not correct, follow the instructions on the screen, then click 

## Dependents



- Review any dependent information listed.
- You may add a dependent by clicking , edit an existing dependent by clicking  the pencil icon or delete a dependent by clicking  the blue x.
- You must have dependents entered on this screen to enroll or change any available dependent coverage.

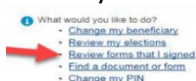
## Benefit Elections

- Review the short video about each benefit.
- Choose your benefit elections by selecting a level of coverage for you and your dependents.
- Where applicable, you are able to slide the bar to increase or decrease the benefit amount and cost. You are also able to use the arrows at either end of the slide bar to increase or decrease your election amount. Click  after making your election.
- To learn more about each benefit, click on the Benefit Summary icon in the upper right corner of the screen.




## Beneficiaries


- Click  to add a new beneficiary or click  pencil 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.
- Your designation applies to the plan for which you are currently enrolling.
- To change a Beneficiary at a later date; simply login and select “Change my Beneficiary” located on the right side of the screen. Follow the screens as prompted and save your changes.
- To find your current beneficiary designations, from the home page, select “Review Forms that I signed”



## Navigation


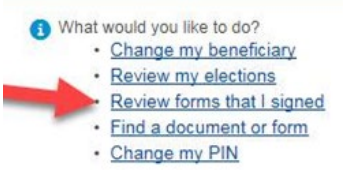
- If at any point you would like to go back to a plan to make a change, you can use the My Benefits at the top to navigate back to any coverage.
- To make a change to the coverage, click the  button and continue through the enrollment process.

## Submit Enrollment

- After verifying your benefit elections, you will be brought to the Submit Your Enrollment screen. Your enrollment is not complete until you have clicked the  button on the bottom of this screen.

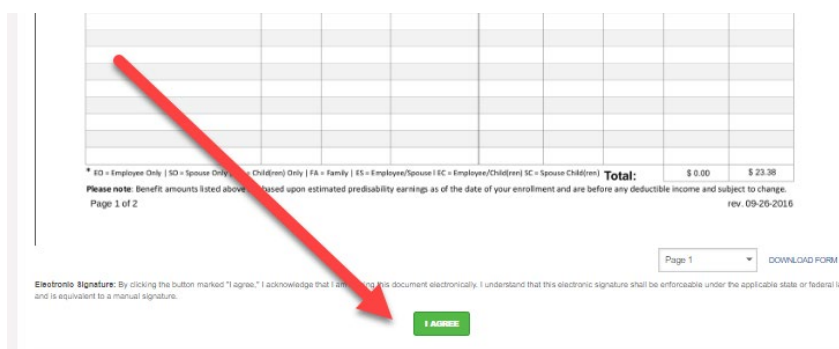
## Enrollment Confirmation Statement

You can access your Statement in two ways.

- Upon completion of your enrollment
  - From the Sign/Submit Complete screen, you may obtain copies of your enrollment summary. Scroll to the bottom of the page and click  [Enrollment Summary](#).
  - Please note: If you do not advance through the Submit Enrollment screens, you will not have an Enrollment Summary.
- Home Page
  - Log back into the system. On the right side of the screen, select *review forms I signed*

    - [Change my beneficiary](#)
    - [Review my elections](#)
    - [Review forms that I signed](#)
    - [Find a document or form](#)
    - [Change my PIN](#)
  - Select the Enrollment summary for the period you are looking for.

## Evidence of Insurability (EOI)

- If you have elected an amount of coverage that exceeds the guarantee issue, you will be prompted to complete a medical history statement. The prompt appears after selecting "I agree" from the Enrollment Confirmation screen. Please follow the instructions for submitting evidence of insurability.



\* FD - Employee Only | SD - Spouse Only | CD - Child(ren) Only | FA - Family | ES - Employee/Spouse | EC - Employee/Child(ren) | SC - Spouse Child(ren)

|               |         |          |
|---------------|---------|----------|
| <b>Total:</b> | \$ 0.00 | \$ 23.38 |
|---------------|---------|----------|

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.  
 Page 1 of 2 rev. 09-26-2016


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.

Page 1

- The following pop-up will then appear, informing you that Evidence of Insurability (EOI) is required.

Important
✕

**ATTENTION! Your election requires Evidence of Insurability. Please complete and submit your Evidence of Insurability. Your pending election(s) will expire if we do not receive your Evidence of Insurability application within 30 days of election. Please complete the online medical history statement.**

 You have pending EOI applications for the following people. Click on person's name link to start EOI application.

| Insured       | Plans  |
|---------------|--|
| Pamela Beesly | Additional Life - Plan F<br>Spouse Life - Plan F |



- Select “OK”
- Select “Complete Medical History Statement” to being the EOI submission.

### Sign/Submit Complete

Step 3 of 3

Congratulations!

Your enrollment is now complete. You may log-in to the system at any time during the year to review your benefit elections.

**ATTENTION!** Your election requires Evidence of Insurability. Please complete and submit your Evidence of Insurability. Your pending election(s) will expire if we do not receive your Evidence of Insurability application within 30 days of election.

**Action: Evidence of Insurability Needed**  
Please complete a Medical History Statement for the coverage(s) below.

| Insured       | Plans  | Action Needed                                      |
|---------------|--|--|
| Pamela Beesly | Additional Life - Plan F<br>Spouse Life - Plan F | <a href="#">COMPLETE MEDICAL HISTORY STATEMENT</a> |

- Any amount of coverage you've elected over the guarantee issue amount will be pended until the medical review process is complete.
- If you exit the submission phase before completing, once you log back into Ready Enroll, you will be taken to where you left off.
- You will receive reminder emails from The Standard reminding you to submit EOI.
- You will receive an email confirmation from The Standard once you've completed your EOI submission.
- You will be notified by The Standard once a decision is made on your application.