Alabama State Employees Association – User guide

Logging In/Forgot Login Information
- **Open the Ready Enroll portal site at https://standard.benselect.com/asea**
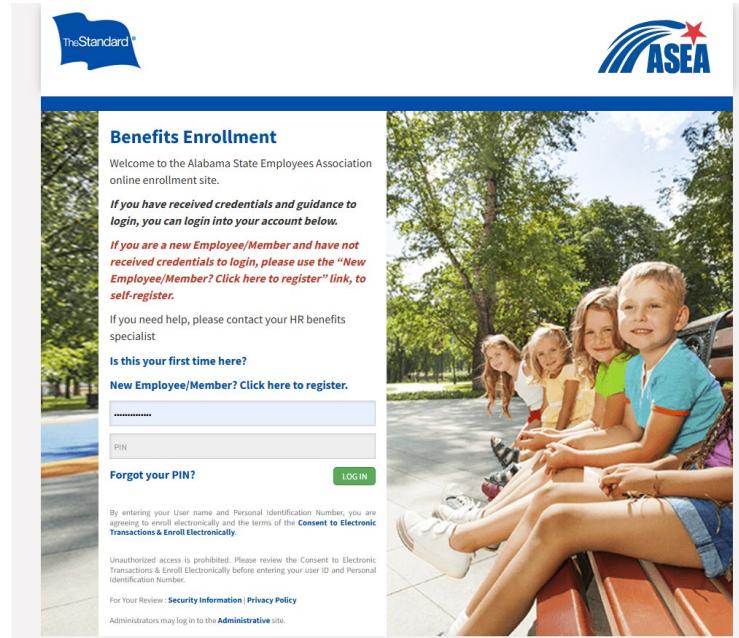
- Please use the "***New employee/member? Click here to register"*** link to begin registration
- After registration you will be asked to login using your username, which is your 9-digit Social Security Number with no dashes and your newly created PIN during your registration.
- *If you have previously logged in and forgot your password, click "Forgot your PIN?"*

Two-factor Authentication (MFA)
- After entering your credentials, you will be prompted to request the two-factor authentication code. The code can be sent to either an e-mail or mobile number by clicking on **Request Code** and entering it back into the prompt. (This will depend on whether your contact information has been previously provided)
- If your contact information has not been provided.
  - You will need authenticate your contact information prior to moving forward. This will occur after you have entered your initial credentials and will be followed by a "Contact Information" verification page.
  - Enter your contact information and click **VERIFY**. An authentication code will be sent to your e-mail or mobile number for verification.
  - Once you have successfully verified your contact information, you will be directed back to the Ready Enroll login page, where you will be prompted to re-enter your credentials and then verify a new authentication code.

  - There are max number of tries for both two-factor authentication and Security questions. When the max number of attempts is hit, the user account will be locked requiring user admin intervention. Please reach out to your user admin/HR contact at the Group to assist.
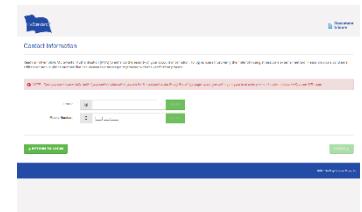
Change PIN

- 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 enrollment process.
- Utilize the home screen navigation options to get to the specific thing you would like to do (*ie. change beneficiary*).
- You will be able to logout and re-enter the portal any time to continue the process or modify your enrollments.
- Any changes or elections you saved will be available 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 **NEXT**

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 in order 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, slide the bar to increase or decrease the benefit amount and cost. Click **NEXT** after making your election.
- To learn more about each benefit, click on the Benefit Guide link or the icon in the upper right corner of the screen. It may look like **Benefit Guide**

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 **UNLOCK** 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 **I AGREE** 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*

    - Select the Enrollment summary for the period you are looking for.