



Participation Required
You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.
1. Onboarding
2. Benefits Enrollment
3. HR tasks
Lets Begini

Step 1: Log In

Go to <u>www.pbs-select.com</u> to get started.

- Returning Users: Login with the username and password you selected. Don't remember your username? Click RESET PASSWORD.
- First Time Users: Click NEW USER REGISTRATION and enter in the required information including your Company Identifier: CTCPA

Step 2: Welcome!

After you login, click Let's Begin to complete your required tasks.



Step 3: Start Enrollments

After clicking Start Enrollment, you'll need to complete some personal & dependent information before moving to your benefit elections.

ТІР

Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.

Step 4: Benefit Elections

To enroll dependents in a benefit, click the checkbox next to the dependent's name under Who am I enrolling?

Below your dependents, you can view your available plans and cost per pay. To elect a benefit, click **Select Plan** underneath the plan cost.

Who	am	enrol	ling?
-----	----	-------	-------

- A Myself
- Elizabeth Reynolds (Spouse)
- Gwen Reynolds (Child)



Feding which all environments protons you from paying the kill over of enclosed an extension where proton grant as is a field with taken to sub-grant parts from all entry is the end of a backformer management.	View steps
Who am I enrolling?	My Selections Current: No election yet
≜ kaywel' O Socure Umplayee (Socuro)	
Which plan do I want?	
S90.13 Director on 04.01/10 Cost per pay period	
compare solor	

Click Save & Continue at the bottom of each screen to save your elections.

If you do not want a benefit, click **Don't want this benefit?** at the bottom of the screen and select a reason from the drop-down menu.



If you miss a step, you'll see Enrollment Not Complete in the progress bar with the incomplete steps highlighted. Click on any incomplete steps to complete them.

Step 6: Review & Confirm elections

Review the benefits you selected on the enrollment summary page to make sure they are correct. Then, click **Sign & Agree** to complete your enrollment.

You can either print a summary of your elections for your records or login at any point during the year to review your summary online.



Step 7: HR Tasks (if applicable)

To complete any required HR tasks, click Start Tasks. If your HR department has not assigned any tasks, you are finished!