



Step-by-Step Instructions to ADD your Beneficiaries to the NEW Employer-Paid Basic Life Insurance!

1. Click on the following link (or copy and paste it into your internet browser) to start the enrollment process:

Visit: <https://symetra.benselect.com/ccres>

User ID: Your Social Security Number (no dashes)

Password (PIN): The Last 4 digits of your Social Security Number, followed by the last 2 digits of your birth year.

The screenshot shows the SYMETRA Enrollment Site. The SYMETRA logo (Retirement | Benefits | Life) is in the top left. A blue banner at the top right says "ENROLLMENT SITE". The background is a photo of a family (man, woman, and two children) sitting on a grassy hill with mountains in the background. On the right, there is a white box titled "Your Benefits Enrollment" containing the following text: "To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department." Below this text are two input fields: "Employee ID or SSN:" and "PIN:". Below the PIN field is a link for "FORGOT PASSWORD". At the bottom right is a blue "Log in" button.

SYMETRA
RETIREMENT | BENEFITS | LIFE

ENROLLMENT SITE

Your Benefits Enrollment

To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department.

Employee ID or SSN:

PIN:

By entering your Team Member ID and Personal Identification Number, you are agreeing to the [Terms of Use](#).

[FORGOT PASSWORD](#)

[Log in](#)



2. Click under **Employer Paid Life and AD&D** to add your beneficiaries and make benefit distribution directly.

01/01/2026 - 12/31/2026 ⓘ



Status (54% Complete)



Home You & Your Family ▾ My Benefits ▾ Sign & Submit

Next >

Welcome to Your Benefit Enrollment for Plan Year 2026

At CCRES, we know that benefit requirements change. That's why we have an open enrollment period each year.

For most benefits, Open Enrollment is the only time of year you are allowed to make changes in your benefits. Unless you experience some qualifying life event, you will only be able to make benefit changes during the Open Enrollment period. During open enrollment, you should consider the benefits you have today and ask yourself if they will serve you and your loved ones well in the coming plan year.

Benefit enrollment is easy! Just follow these steps.

- First, review and contact HR to update personal information about you or your covered dependents.
- Review each of your benefit elections and make your choices.
- Sign the Enrollment Confirmation form to complete your enrollment.

Click *Next* to begin.

✓ Your Benefit Options

[Health](#)

[Symetra Hospital Indemnity](#)

[Symetra Critical Illness](#)

[Symetra Accident Insurance](#)

[Dental](#)

[Vision](#)

▼ [Employer Paid Life and AD&D](#)

[Symetra Short Term Disability](#)

[Symetra Employee Term Life](#)

[Symetra Spouse Term Life](#)

[Symetra Child Term Life](#)

[Norton LifeLock Benefits](#)

Press *Next* to review personal information and begin enrollment.

Next >

3. Click **NEXT** to go to the next screen where you can add your beneficiary information.

Home You & Your Family - My Benefits - Sign & Submit

Employer Paid Life and AD&D

Please select the desired benefit amount and then press Next

Click Next to continue.

Benefit Amount : \$10,000

Cost per pay period: \$0.00

My Benefits

- ☐ Health \$0.00
- ☐ Symetra Hospital Indemnity \$0.00
- ☐ Symetra Critical Illness \$0.00
- ☐ Symetra Accident Insurance \$0.00
- ☐ Dental \$0.00
- ☐ Vision \$0.00
- ☒ Employer Paid Life and AD&D \$0.00
- ☐ Symetra Short Term Disability \$0.00
- ☐ Symetra Employee Term Life \$0.00
- ☒ Symetra Spouse Term Life \$0.00
- ☒ Symetra Child Term Life \$0.00
- ☐ Norton LifeLock Benefits \$0.00

Employer Cost \$0.00

Pre-tax cost \$0.00

Post-tax cost \$0.00

Total Cost \$0.00

Per Pay Period

4. Add your designated beneficiaries to the system by clicking under the **+ symbol**. You do not need to include SSN information. Then, click **Sign & Submit** to recap and sign your benefits confirmation statement.

Home You & Your Family - My Benefits - Sign & Submit

Employer Paid Life and AD&D

Choose Beneficiaries

A beneficiary is a person, trust, or organization to whom benefits will be paid. A contingent beneficiary will receive benefits if your primary beneficiary is no longer living at the time of your death.

- Place a checkmark next to each desired primary and contingent beneficiary. The percentage allocations will automatically calculate.
- Click Add (Plus sign) if you do not see the desired person or trust in the list.
- You may change the percentages, as long as they add up to 100%.
- Clicking *All living children* will clear any children already selected.
- Beneficiaries may not be both primary and contingent at the same time.

Note: Editing a beneficiary that is of a coverable type (such as spouse or child) will edit that dependent's information as well. For this reason, it is recommended to add a new beneficiary rather than edit one that is already in the list as a dependent.

Beneficiary	Relationship	Primary	Contingent	+
All Living Children		☐ 0%	☐ 0%	✕
Estate		☐ 0%	☐ 0%	✕

5. Below is a recap of coverage. If you are waiving all other benefits, click **"Waive all Pending"**. Then click **NEXT** to sign the benefit confirmation statement with your PIN.



Status (0% Complete)



Home You & Your Family - My Benefits - Sign & Submit

Next >

Sign and Submit

Here is a recap of your enrollment elections. The summary below shows your election for each benefit and includes your pre-tax and post-tax contributions **per pay period** for each plan.

- **Are You Satisfied With Your Elections?** If you are satisfied with your choices, click on the "NEXT" button at the bottom of this screen to sign your Enrollment Verification Form electronically using your PIN.
- **Need to Make Some Changes?** If you wish to make any changes to your elections, click on the benefit plan name in the menu on the left.

Your Benefits

Plan	Description	Employee Pretax Cost	Employee Posttax Cost	Employer Paid
Health	Pending			
Symetra Hospital Indemnity	Pending			
Symetra Critical Illness	Pending			
Symetra Accident Insurance	Pending			
Dental	Pending			
Vision	Pending			
Employer Paid Life and AD&D	Pending			
Symetra Short Term Disability	Pending			
Symetra Employee Term Life	Pending			
Symetra Spouse Term Life	N/A			
Symetra Child Term Life	N/A			
Norton LifeLock Benefits	Pending			
Total		\$0.00	\$0.00	\$0.00

Waive all Pending

Signatures Required

To complete your enrollment, you must sign the following forms. Press Next to begin signing forms.

Form Name	Status	Date Signed/Reviewed
No data available in table		

Next >

Enter your **PIN** and click under **Sign Form** to complete the enrollment elections and receive the final benefit confirmation. After entering your **PIN**, save the benefit confirmation as a PDF or print it!

Page 1 of 2

rev. 08-19-2021

Page 1 [Download Form](#)

Please enter your PIN below and click on **"SIGN FORM"** to complete your enrollment and submit your elections. By entering your PIN, you are electronically signing the **Benefit Verification/Deduction Confirmation Form** above. Please review it carefully before entering your PIN.

PIN:

➤ **Click here to return to your Benefits Portal!**

