

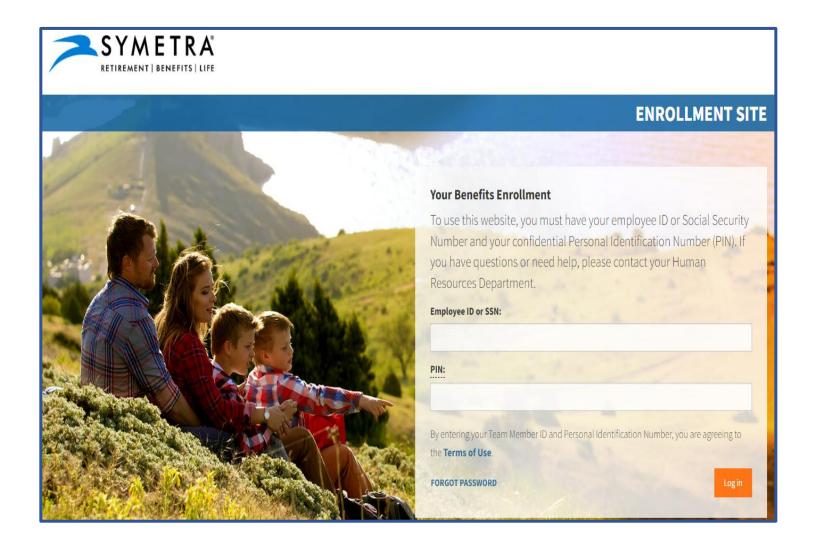
Step-by-Step Instructions to ADD your Beneficiaries to the NEW Employer-Paid Basic Life Insurance!

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

<u>User ID</u>: Your Social Security Number (no dashes)

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





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





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

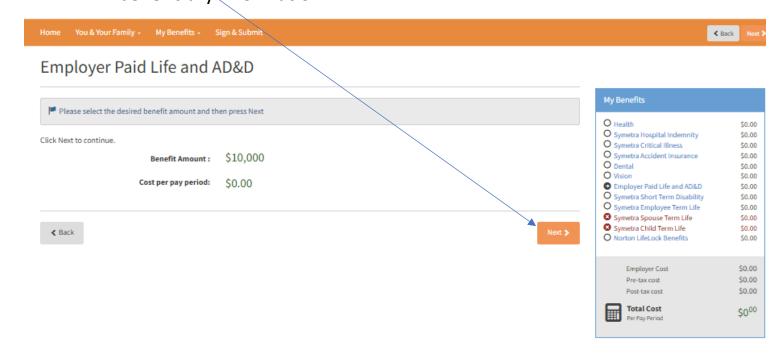
<u>Symetra Hospital Indemnity</u> <u>Symetra Critical Illness</u>

<u>Symetra Accident Insurance</u> <u>Dental</u>

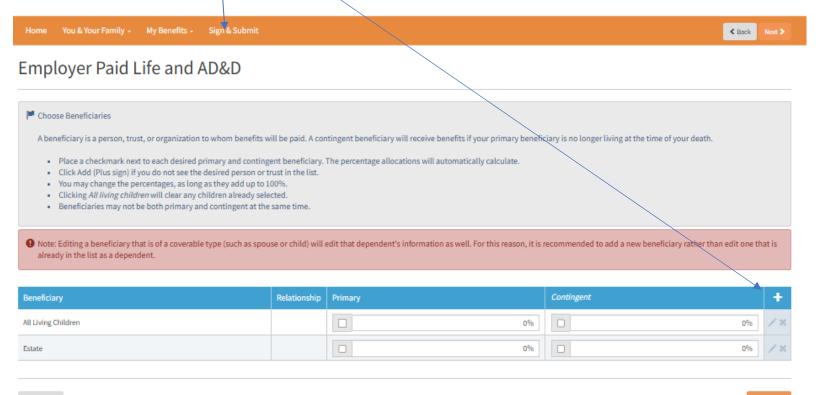
Vision

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

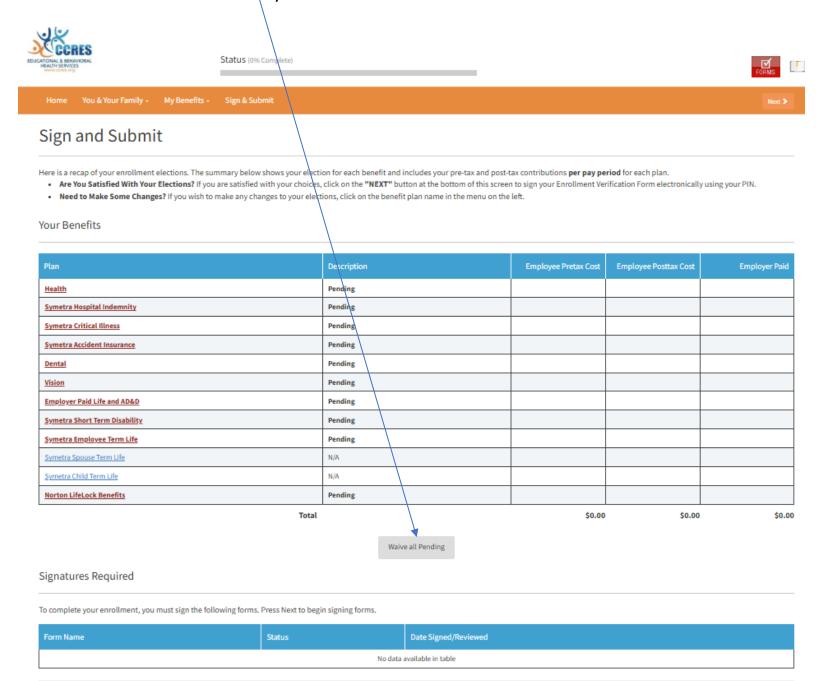
3. Click **NEXT** to go to the next screen where you can add your beneficiary information.



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



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.



6. Here is your benefit confirmation, which includes your Employer-Paid Basic Life coverage and your named beneficiaries on page .

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

Name Date of B		Date of Birt	Home Phone Work Pho		Work Phone	Address					
				E-mail Address							
Employee ID	Hire/Elig Date	Date Gender						NEWARK	, DE 19711		
	10/31/2024	M	(owenm291@outlook.com							
Location			Depar	rtment				Reason fo	or Completing	Form	
CCRES		Kennett High School					Open Enrollment				
Job Class		Title									
Full Time Hourly		1									
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Benefit Plan	Option	Option		Ded	Effective Date	Benefit Amount	Benefit	Cost	Employe Pre-tax	e Cost After-tax	Employer Cost
Health	Waived	•		- July						July 188	0001
Symetra Hospital Indemi		Waived									
Symetra Critical Illness	Waived	Waived									
Symetra Accident Insura	nor Waived	Waived									
Dental	Waived										
Vision	Waived	Waived									
Employer Paid Life and	AD- Employer Pa	Employer Paid Life and AD&D		26	01/01/2026	10,0	00		0.00	0.00	0.5
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Norton LifeLock Benefits	Waived										
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Page 1 of 2										rev. 0	8-19-2021
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*PIN: (Last 4 digits of your Social Security Number followed by the last 2 digits of your birth year.)

Click here to return to your Benefits Portal!

