

Step by Step Instructions to View/Print your Benefit Confirmation

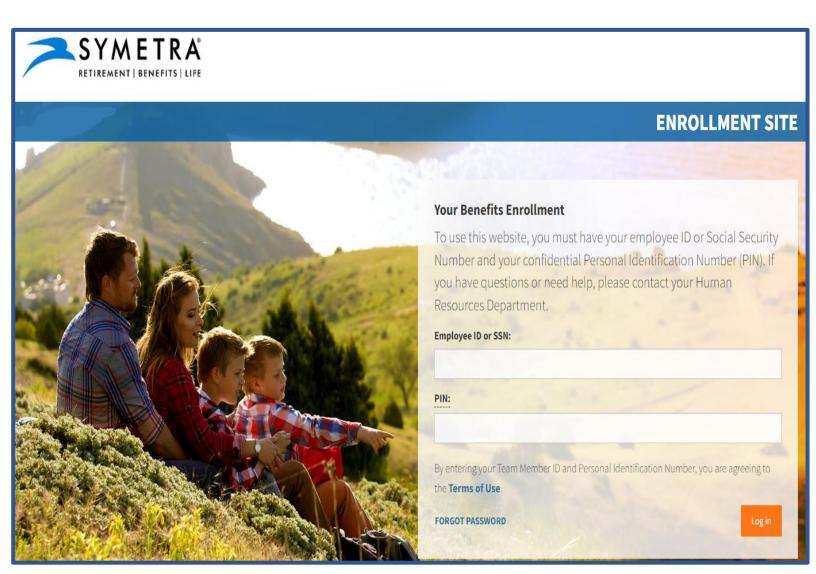
1. Click on the following link (or copy and paste it into your internet browser):

https://symetra.benselect.com/ccres

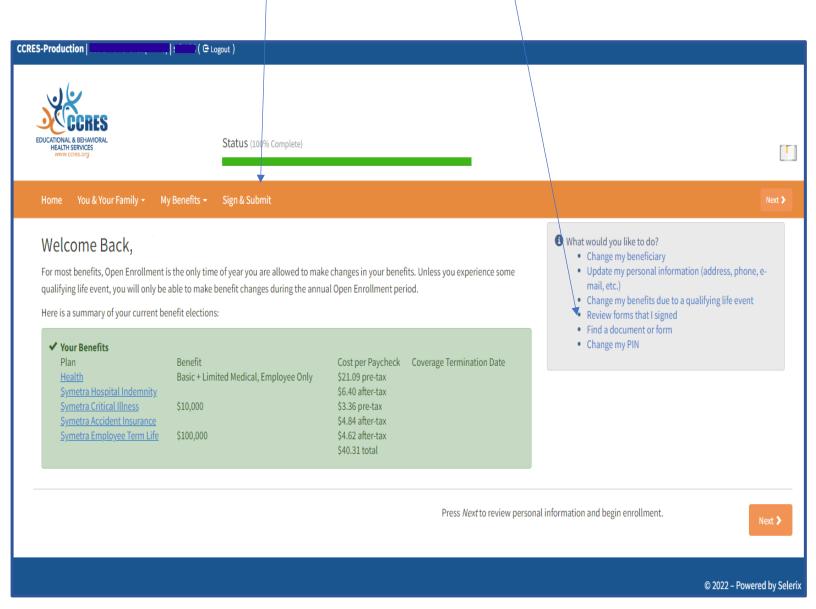
User ID: Your Social Security Number

Password (PIN): Last 4 digits of your Social Security Number followed by the last 2

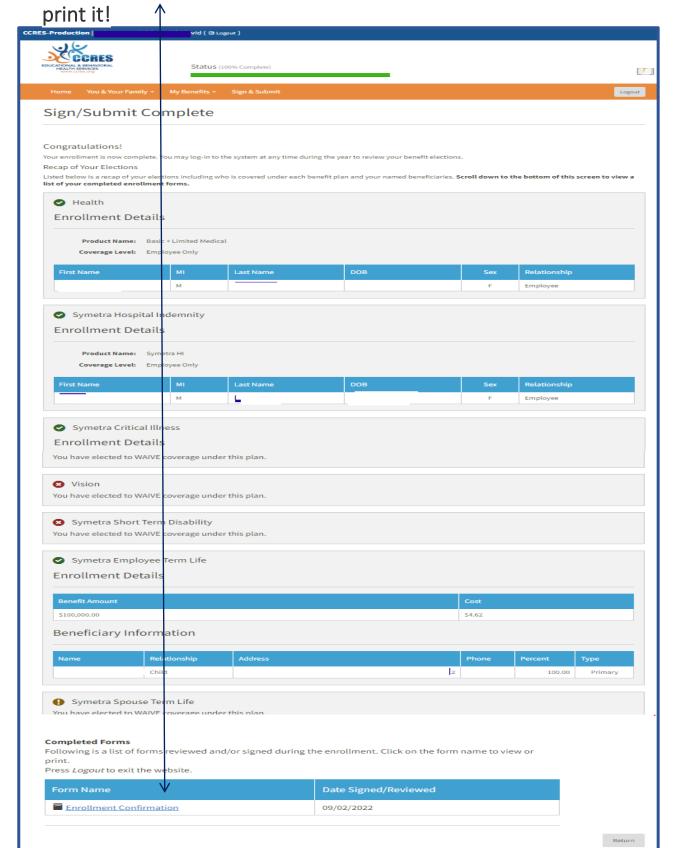
digits of your birth year



2. Click under <u>Sign & Submit</u> or <u>Review Forms that I signed</u>, and a new window should display with the benefit plans. Just scroll down the page.



3. Below is a recap of your elections, including information about your dependents and named beneficiaries. Scroll down to the bottom of this screen to the completed forms and click under Enrollment Confirmation. You may save the form as a PDF or





Important:

> You will not be able to make changes to your elections in this system.

Additionally:

- ➤ You can view/print the Benefits Confirmation sheet and email Kara Davidson in HR at KaraDavidson@ccres.org with any changes, questions, or discrepancies you see.
- ➤ You can request the Carriers' contact information from HR and contact them directly if you have additional questions about ID Cards or if the member ID # is needed to start making doctor appointments.