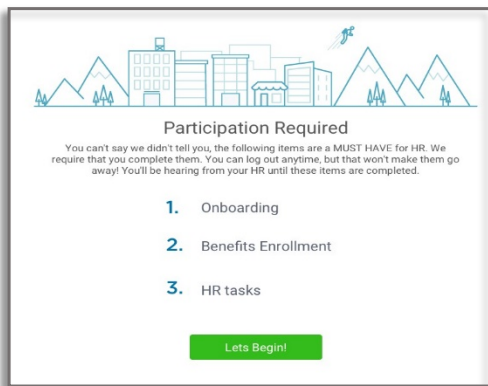


## Step 1: Log In

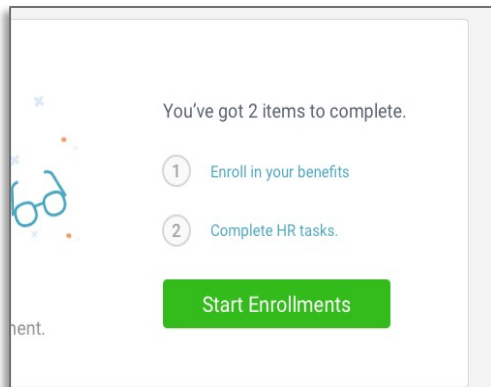
Go to [www.pbs-select.com](http://www.pbs-select.com) to get started.

- **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: **cies**



## 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.

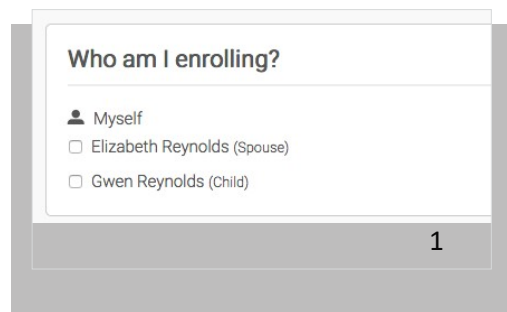
### TIP

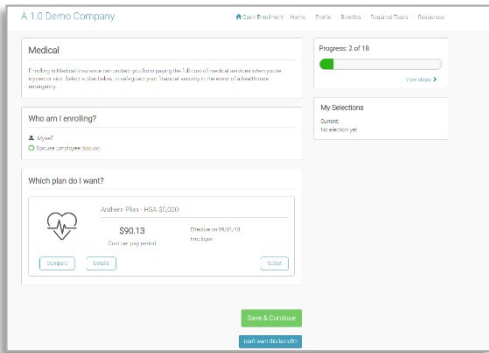
*Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.*

## Step 4: Benefit Elections

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

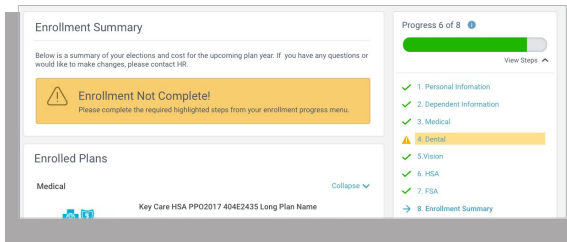
Below your dependents, you can view your available plans and cost per pay. To elect a benefit, click **Select Plan** underneath the plan cost.





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.

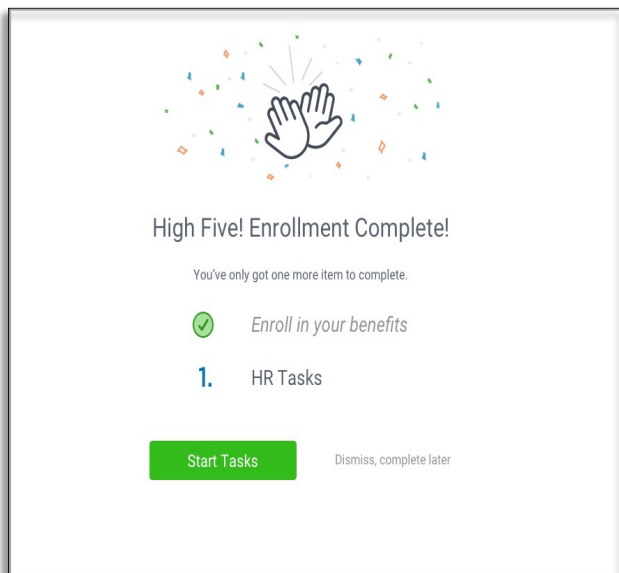


## Step 6: Review & Confirm elections

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

*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.*

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!