

# City of San José - Standard Life Insurance

## Updating Beneficiary Information Guide

**Benefits Enrollment**

Log in with your user name (your employee identification number or Social Security Number) and your personal identification number (PIN). If you need help, please contact [EnrollmentsSystemsTeam@standard.com](mailto:EnrollmentsSystemsTeam@standard.com).

Is this your first time here?

User name:

PIN:

**Forgot your PIN?**

Unauthorized access is prohibited. Please review the Consent to Electronic Transactions & Enroll Electronically before entering your User ID and Personal Identification Number. By entering your User ID, Personal Identification Number, you are agreeing to enroll electronically and the terms of the [Consent to Electronic Transactions & Enroll Electronically](#).

For Your Review - [Security Information](#) | [Privacy Policy](#)

Administrators may log in to the [Administrative site](#).

The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of Portland, Oregon, in all states except New York, where insurance products are offered by The Standard Life Insurance Company of New York of White Plains, New York. Products not available in all states. Product features vary by state and company, and are solely the responsibility of each subsidiary. Each company is solely responsible for its own financial condition. Standard Insurance Company is licensed to solicit insurance business in all states except New York. The Standard Life Insurance Company of New York is licensed to solicit insurance business in only the state of New York.

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### Step 1:

Go to the City of San Jose's life insurance portal hosted through Standard Life Insurance:  
<https://standard.benselect.com/enroll/login.aspx?Path=sanjoseca>

**Username** = 6-digit Employee ID # (found on the back of your City ID), or Social Security Number

**PIN** = 1<sup>st</sup> time logging in - last four digits of your SSN + last two digits of your birth year

If you can't remember your password, or your password is not working - click on "Forgot Your PIN?"

This will bring you to an additional **Reset Password** page. Provide your personal or work email associated with your account.

Reset Password

**Problems Logging In?**  
If you are a first-time user  
Your login ID is your 6 digit Employee ID or SSN. Your PIN is the last four digits of your SSN, followed by the last two digits of your birth year.

If you are returning to the site and need to reset your PIN  
For security reasons, you will be required to answer a security question and respond to an e-mail sent to you by the server. Please enter your personal or work e-mail address, re-type the authentication code below, and click Continue to proceed.

E-mail Address:

Verification:

Continuing the verification process prevents computer programs from submitting fictitious information. Have trouble seeing the code? [Click here.](#)

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If you're unable to remember the email address associated with your account, email [EnrollmentSystemsTeam@standard.com](mailto:EnrollmentSystemsTeam@standard.com) for login assistance.

Home Me & My Family - My Benefits - Sign & Submit Logout

### Change MY PIN

Your PIN (Personal Identification Number) is the secret code you use to access the system. Entering your PIN is the equivalent of your digital signature.  
Please change your PIN. You may choose any combination of letters and numbers.

New PIN:

Re-enter your new PIN to verify:

Security Questions

To complete your PIN change, select a security question, answer it and provide your email address. This will allow you to reset your PIN if you forget it.

Select Security Question:

Answer:

Email Address:

Confirm Email:

**SAVE NEW PIN**

### Step 2:

If it is your first time logging in, you will be asked to create a new PIN.

You will enter a PIN of your choice that meets the listed criteria, choose a security question, and enter your email address.

Once you have entered your information, click on the “Save New Pin” button.

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## Updating Beneficiary Information Guide

What would you like to do?

- [Change my beneficiary](#)
- Review my elections
- Change my benefits due to a qualifying life event
- Review forms that I signed
- Find a document or form
- Change my PIN

Plan	Benefit	Cost per Deduction	Coverage Termination Date
Additional Life Plan 3, Vantage	\$10,000 requested	\$0.00 (\$0.45 pending) after-tax	
Additional AD&D Plan 3, Vantage	\$10,000	\$0.10 after-tax	
		\$0.10 total + \$0.45 pending	

Continue to review personal information and begin enrollment. [NEXT](#)

### Step 3:

You will then be brought to the Introduction and Information page.

To review/update your beneficiary information click on “**Change my beneficiary.**”

### Step 4:

On the Beneficiary page, you will be able to add new beneficiaries by clicking on the “+” symbol on the green header. If you need to update current beneficiaries already listed, you will need to click on the pencil icon  to the far right of their name.

A **primary beneficiary** refers to the first person you would like to receive the benefit.

A **contingent beneficiary** is the person second in line to receive the benefit if the primary beneficiary is not able to receive the benefit.

You may choose to add multiple **Primary** and **Contingent** beneficiaries. The totals for primary and contingent beneficiaries must **each equal 100%** before proceeding to the next page.

Once your beneficiary updates are complete, click on the green “**Next**” button.

### Beneficiary: Additional AD&D Plan 3, Vantage

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.

- Check the box next to the name of each beneficiary you wish to assign.
- To add a beneficiary to the list, click the *Add* button.
- You may adjust the percentages assigned to each beneficiary, as long as the percentages add up to 100%.

Beneficiary	Relationship	Primary	Contingent	
Mrs Employee	Spouse	<input type="checkbox"/> 0.00%	<input type="checkbox"/> 0.00%	
Mom Employee	Parent	<input checked="" type="checkbox"/> 100.00%	<input type="checkbox"/> 0.00%	

[BACK](#) [NEXT](#)

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## Updating Beneficiary Information Guide

Life Event: Please Confirm

By entering my PIN below, I am formally changing the beneficiary designations for the specified life and/or disability plans.

Click to finalize changes:

[← BACK](#)

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### Step 5:

Confirm your beneficiary designations by clicking on the green check box.

Verify Your Benefit Elections

**Signature** I wish to make the choices indicated on this form, including, if applicable, consent to the terms and conditions set forth in the Consent to Electronic Transactions section. If electing coverage, I authorize deductions from my wages to cover my contribution, if required, toward the cost of insurance. I understand that my deduction amount will change if my coverage or costs change. I represent that the statements contained herein, including, if applicable, those made in response to the Evidence of Insurability questions, are true and complete to the best of my knowledge and belief, and I understand that they form the basis of any coverage under the Group Policy(ies). I understand that any misstatements or failure to report information which is material to the issuance of coverage may be used as a basis for rescission of my insurance and/or denial of payment of a claim. I agree to notify Standard Insurance Company (The Standard) of any change in my medical condition while my enrollment application is pending. I agree that if my application is approved by The Standard, the effective date of any coverage will be determined in accordance with the terms of the Group Policy(ies), including any applicable Active Work requirement and my coverage will be subject to all terms and conditions of the Group Policy(ies).

**Your Benefits**

Plan	Description	Pre-tax Cost	Post-tax Cost
Basic Life and AD&D	\$20,000	\$0.00	\$0.00
Additional Life and AD&D Plan 3, Vantage	Waived		
Spouse Additional Life and AD&D Plan 3, Vantage	Waived		
Child Additional Life Plan 3, Vantage	Waived		
Total		\$0.00	\$0.00

**Signatures Required**

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

Form Name	Status	Date Signed/Reviewed
Enrollment Summary	Unsigned	

[Next >](#)

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### Step 6:

You will then be brought to a “Verify Your Benefits Elections,” page.

If everything looks in order, click the green “Next” button on the bottom right corner.



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**Sign/Submit Complete**

Step 3 of 3  
Congratulations!  
Your enrollment is now complete. You may log-in to the system at any time during the year to review your benefit elections.

**Recap of Your Elections**  
Listed below is a recap of your elections including who is covered under each benefit plan and your named beneficiaries. Scroll down to the bottom of this screen to view a list of your completed enrollment forms.

Basic Life and AD&D  
Enrollment Details

Benefit Amount	Cost
\$20,000.00	\$0.00

**Beneficiary Information**

Name	Relationship	Address	Phone	Percent	Type
[Redacted]					

Additional Life and AD&D Plan 3, Vantage  
You have elected to WAIVE coverage under this plan.

Spouse Additional Life and AD&D Plan 3, Vantage  
You have elected to WAIVE coverage under this plan.

Child Additional Life Plan 3, Vantage  
You have elected to WAIVE coverage under this plan.

**Completed Forms**  
Following is a list of forms reviewed and/or signed during the enrollment. Click on the form name to view or print. Press *Return* to exit the website.

Form Name	Date Signed/Reviewed
<input checked="" type="checkbox"/> Enrollment Summary	
<input checked="" type="checkbox"/> Enrollment Summary	02/07/2024

**LOGOUT**

### Step 8:

You are all done!

Your updated beneficiary information should be displayed on the **Sign/Submit Complete** page.

You may then click on the green **“Logout,”** button.