

Step by Step instructions to view your Benefits Confirmation

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

https://chubb.benselect.com/PTOWNSD

User ID: Your Social Security Number

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

CHUBB.

Enrollment Site

To enroll, you need your Employee ID or Social Security Number and your confidential Personal Identification Number (PIN).

If you have any questions, contact your Human Resources Department.



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2. Click on Review Forms that I signed and a new window should display with the benefit plans. Scroll down the page.



Active / Complete (100% Complete)



You & Your Family +

My Benefits +

Sign & Submit

Welcome Back,

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 annual Open Enrollment period.

Here is a summary of your current benefit elections:

✓ Your Benefits

Plan Benefit PPO 10/20/70, Family Medical Capital Rx 10/35/50, Family \$8.52 pre-tax Prescription Dental United Concordia, Dental Vision Davis Vision, Family

Healthcare FSA \$500 Basic Life and AD&D-1x salary - \$98,000

Short Term Disability **Employee Assistance**

Program

<u>Teachers</u>

Coverage Termination Cost per Paycheck Date

\$192.52 pre-tax

Employer-paid Employer-paid

\$22.73 pre-tax 8/31/2025 Employer-paid

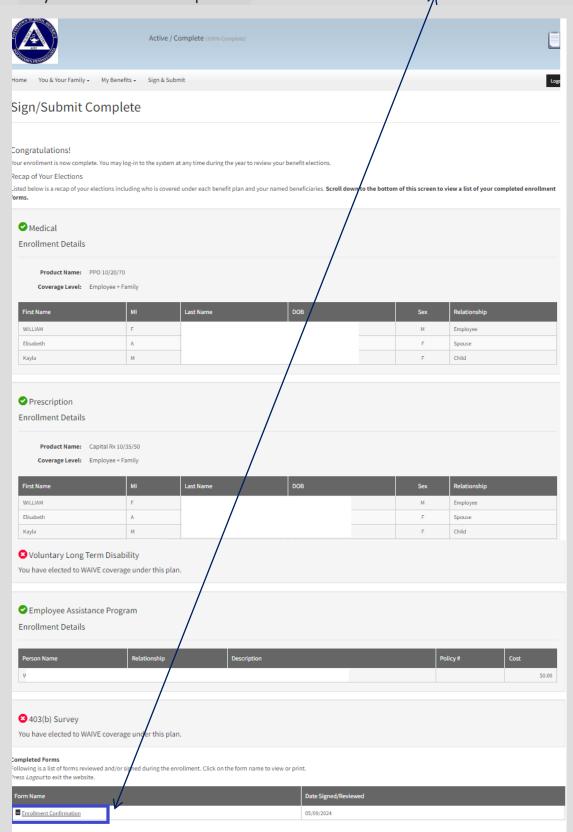
50% of weekly salary - \$462 Employer-paid

\$0.00 pre-tax \$223.77 total What would you like to do?

- Change my beneficiary
- · Review forms that I signed
- Find a document or form
- · Change my PIN



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 on Confirmation Statement You may save it as a PDF or print it!





You cannot change your Benefit Elections in the system after submitting your elections/waivers with the PIN.

- ☐ You can view/print the Benefits Confirmation sheet and email Susan Davis, Benefits Coordinator, at sdavis@pottstownk12.org with any changes, questions, or discrepancies you see.
- ☐ You can request the Carriers' contact information from the Benefits Coordinator or visit the Benefits Portal, pottstown.mybenefitsinfo.com, under Additional Resources to find the list and contact them directly if you have additional questions about ID Cards or if the member ID # is needed to start making doctor appointments.

