



## Step 1: Log In

Go to <u>www.pbs-select.com</u> to get started.

FIRST TIME USERS: ClickNEWUSER REGISTRATION and enter in the required information including your Company Identifier: AllWaste

Participation Required
You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.
1. Onboarding
2. Benefits Enrollment
3. HR tasks
Lets Begint

### 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.

#### ТІР

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.

Who	am	enrolling?
-----	----	------------

- A Myself
- Elizabeth Reynolds (Spouse)
- Gwen Reynolds (Child)

vedical	Progress: 2 of 18
nelog in Mediad exercise regionary parties you firm parjegithe fall east of modical accision of weights of the grant exists. Safet weight below to safety and your financial accessity in the access of a band to new manyon y	View steps >
Vho am Lenrolling?	My Selections Current
L. Mysel" D. Socure Limitapee 300.00	
Which plan do I want?	
Analherri Pilana - HSA 35,020	
\$90.13 Director on 20.01/10 Cost per per period	
compare cents subst	

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.



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.

# 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.

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!