How to Self-Enroll

1 Register for the portal by logging on to: https://chubb.benselect.com/forsyth

Example

Joe Smithson
DOB: 1/1/1980
SSN: 123456789

Username: **123456789**

Password: **678980**

2 Your **Username** is your full Social Security Number without hyphens. Your **Pin** is the last four digits of your SSN and the last 2 digits of your birth year.

3 Follow the prompts to complete the registration process. Review the personal demographic data and update as needed. Then click next to advance through each screen.

4 Next, you will be asked to enter Dependent/ Beneficiary information. To add a dependent, click the + sign and enter the dependent's information. To edit an existing dependent, click the pencil icon on the right side of the dependent. After making any changes, click save on the bottom of the page. Once you are finished with this section, click next.

5 Once you are at the dental screen, verify your dental plan election or waive the coverage, click next.

6 Once on the "Sign and Submit" page, you will be able to review your elections. If you need to make changes, click on the link for that coverage. You will then unlock, make your change, and click next. This returns you to the "Sign and Submit" page. If everything is correct, click next.

7 On the "Confirmation" page, enter your PIN / Password used to log in. This will finalize your enrollment. You can print the confirmation form, save it as a downloadable PDF, and e-mail a confirmation summary to the e-mail address on file.

Forsyth County Schools