



LOGIN & SELF - ENROLL

BENEFITS ENROLLMENT

ONLINE SELF-SERVICE INSTRUCTIONS FOR NEWLY ELIGIBLE EMPLOYEES

LOGIN

Dependent information is required to enroll eligible dependents - gather DOBs and SSNs for all eligible dependents before you login

Navigate to the website:
<https://trustmark.benselect.com/MSDWayne>

Enter your school issued email address as your Work Email

Enter your 6 digit PIN:
the last 4 digits of your SSN, then
the last 2 digits of your birth year

ENROLL

Click the "Next" button to move from one benefit screen to another - reviewing all plans in sequential order

Add dependent and beneficiary information

Choose an election for every benefit offered - selecting "Enroll or Waive"

CONFIRM

After selecting all benefit elections - review the benefit summary screen to confirm your coverage requests

Once accuracy is confirmed - sign electronically by re-entering your 6 digit PIN

Before logging out - print or save a copy of your completed benefits summary then **verify your final enrollment status shows "100% complete"**

PRINT

After signing electronically - scroll to the bottom of the "Sign/Submit Complete" enrollment page

Click "Enrollment Confirmation" to view your final benefits summary - choose to save as a PDF or print

If logging in to re-print - return to the "Sign/Submit Complete" enrollment page by clicking "Sign & Submit" after logging in

QUESTIONS?

SHANDY BRICKLER
shandy.brickler@wayne.k12.in.us