University of Vermont

How to Enroll or Cancel Voluntary Short-Term Disability

To enroll in voluntary short-term disability, you will not need to submit a paper form. This enrollment occurs online through The Standard’s website at this web portal address: https://standard.benselect.com/uvm Please follow the steps in this document to enroll. Your premium payment will be debited from a personal account as an Electronic Funds Transfer (EFT). You will need to provide your bank routing and account number at the time of enrollment. Please contact your bank for this information. To enroll, follow the steps on pages 2-7.

Please note if you are currently enrolled in short-term disability – no action is required. If you want to cancel your enrollment in short-term disability insurance effective 1/1/2020 follow the steps on page 8-9.

For additional assistance, please refer to Frequently Asked Questions on pages 10-11.
**STEPS TO ENROLL:**

**Step 1: Logging In:**

- Go to [https://standard.benselect.com/uvm](https://standard.benselect.com/uvm)
- For your Username, enter your seven-digit UVM Employee Identification Number (EmpID). This can be found in PeopleSoft on the “View Paycheck” Screen.
- When you first log in, your Personal Identification Number (PIN) will be the last 4 digits of your EmpID + the last 2 digits of your birth year. Example: If the last 4 digits of your EmpID is 2615 and the last 2 digits of your birth year is 76 your PIN = 261576

**Step 2: You will then be prompted to Change Your PIN:**

- Enter a new PIN of your choice, answer a security question and enter your email address. (NOTE: Your PIN must be a minimum of 8 characters and must include at least three of the following: 1 upper case letter, 1 lower case letter, 1 numerical digit or 1 special character.)
- Once you have entered your information, click the “SAVE NEW PIN”.
- To ensure you have access to your record in the future, be sure to save your Username and PIN in a safe place that you will remember.
Step 3: Home Page:
- Review the information and then click “NEXT”.

Step 4: Personal Information:
- Review add and/or correct personal information show. Your mailing address and email are required to enroll.
- Click “NEXT” to continue.
Step 5: Short-Term Disability Election:

- View your monthly premium based on your salary as of Oct 1
- To enroll, select “I want to apply for this coverage” and then select “NEXT” to continue.
- If you do not want to Enroll, select “I want to DECLINE this coverage”. Then click “Sign & Submit” in the blue ribbon at the top to finalize this change.

Step 6: EFT Authorization:

- After you enroll, you will be prompted with this pop up.
- Click “I AGREE” to proceed and enter your bank information to complete your enrollment.
Step 7: Bank Authorization:
• After you click “I AGREE”, you will be prompted to enter in either your Savings or Checking Account information.

Step 8: Payment Provider:
• Please be sure to fill out the Bank Name, Routing Number and Account Number. NOTE: If you do not know your bank’s routing number and account number, please contact your bank for this information.
• Click “CONTINUE” once complete.

Step 9: Bank Account Payment Information:
• You will be prompted with the following screen. Click “CONTINUE” to proceed.
Step 10: Verify Your Benefit Elections:
- Once you are prompted to this screen, please click “NEXT” to sign your Enrollment Summary.

Step 11: Submit Enrollment:
- Once you are prompted with this screen, please be sure to review your election carefully then click “I AGREE” at the bottom of the screen.
Step 12: Sign/Submit Complete:

- Once you reach the Sign/Submit Complete screen, you have successfully completed your enrollment.
- You may print copies of your enrollment summary by scrolling to the bottom of this page and clicking the link Enrollment Summary at the bottom left of the screen.

If you change your mind and do not wish to enroll:

- Select “I wish to DECLINE this coverage” and then click “NEXT”.
- You may print the confirmation form for your records after you click on ‘Sign & Submit’ to finalize your changes.
DIRECTIONS FOR EMPLOYEES WHO ARE CURRENTLY ENROLLED IN STD AND WANT TO CANCEL THEIR SHORT-TERM DISABILITY INSURANCE EFFECTIVE 1/1/2020:

Step 1: Logging back in:
- Go to https://standard.benselect.com/uvm
- For your Username, enter your seven-digit UVM Employee Identification Number (EmpID). This can be found in PeopleSoft on the “View Paycheck” Screen.
- When you first log in, your Personal Identification Number (PIN) will be the last 4 digits of your EmpID + the last 2 digits of your birth year. Example: If the last 4 digits of your EmpID is 2615 and the last 2 digits of your birth year is 76 your PIN = 261576

Step 2: To cancel your coverage:
- Go to “My Benefits” tab.
Step 3: To cancel your coverage:
- In order to make the change to the coverage, click the “UNLOCK” button.

Step 4: To cancel your coverage:
- Select “I wish to DECLINE this coverage” and then click “NEXT”.
- You then will proceed through Steps 10-12 as noted above to complete your change.
- You may print the confirmation form for your records after you click on ‘Sign & Submit’ to finalize your changes.
FREQUENTLY ASKED QUESTIONS:

I am having trouble accessing Standard’s website access portal (https://standard.benselect.com/uvm)

- Be sure you are using Internet Explorer or Google Chrome for your web browser to access https://standard.benselect.com/uvm. Do not use Microsoft Edge.

I forgot my password, what do I need to do?

- Employees can reset their passwords by selecting “Forget Password” from the employee login screen.
How do I update/change bank account information?

Updating Payment Information

- Once you log into Ready Enroll, click on “PAYMENT INFORMATION” in the blue ribbon on the top of the page.

Payment Provider

- You will see your Banking Account Payment Information reflected on the next screen.
- To update, click on “ENTER NEW BANK ACCOUNT” and fill out your updated payment information.