



University of Vermont

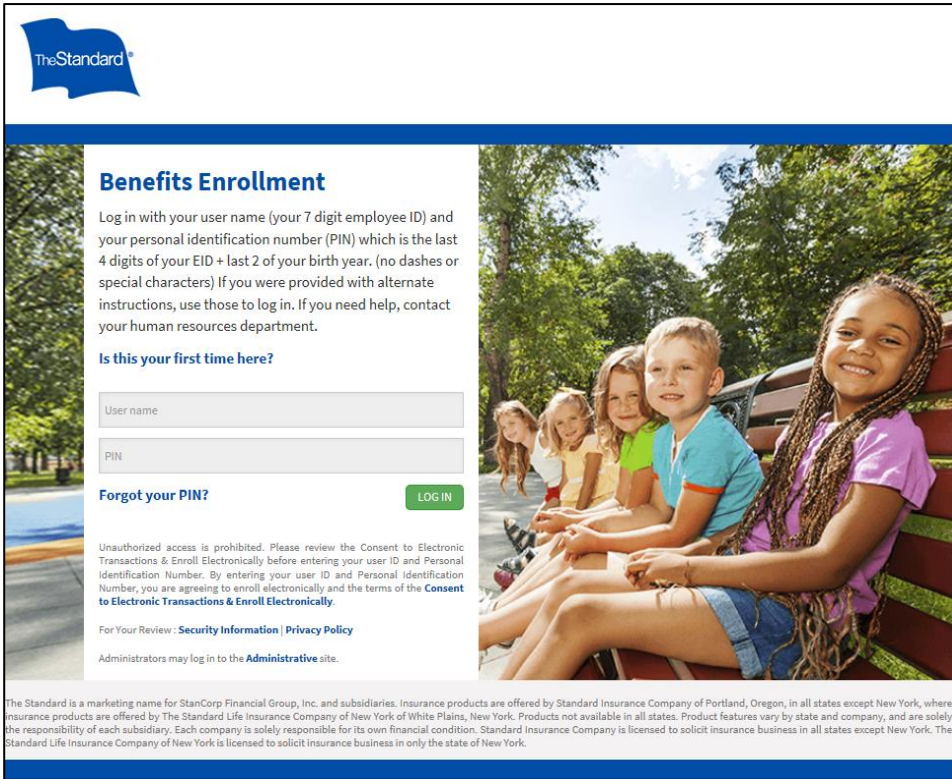
How to Enroll or Cancel Voluntary Short-Term Disability

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/uvrm> 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:



TheStandard

Benefits Enrollment

Log in with your user name (your 7 digit employee ID) and your personal identification number (PIN) which is the last 4 digits of your EID + last 2 of your birth year. (no dashes or special characters) If you were provided with alternate instructions, use those to log in. If you need help, contact your human resources department.

Is this your first time here?

User name

PIN

Forgot your PIN? **LOG IN**

Unauthorized access is prohibited. Please review the Consent to Electronic Transactions & Enroll Electronically before entering your user ID and Personal Identification Number. By entering your user ID and Personal Identification Number, you are agreeing to enroll electronically and the terms of the **Consent to Electronic Transactions & Enroll Electronically**.

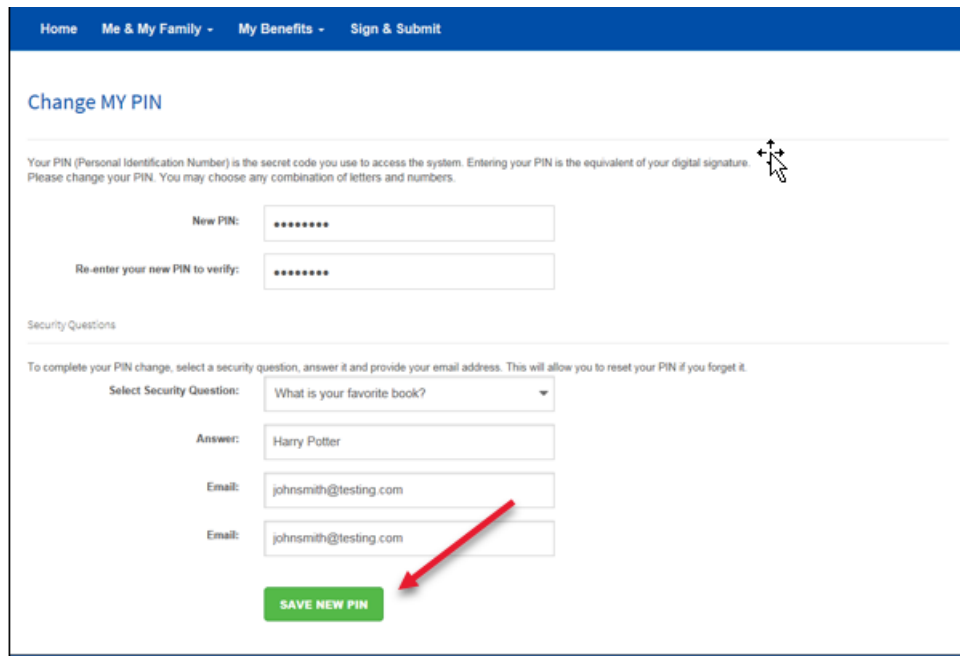
For Your Review: [Security Information](#) | [Privacy Policy](#)

Administrators may log in to the **Administrative** site.

The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of Portland, Oregon, in all states except New York, where insurance products are offered by The Standard Life Insurance Company of New York of White Plains, New York. Products not available in all states. Product features vary by state and company, and are solely the responsibility of each subsidiary. Each company is solely responsible for its own financial condition. Standard Insurance Company is licensed to solicit insurance business in all states except New York. The Standard Life Insurance Company of New York is licensed to solicit insurance business in only the state of New York.

Step 1: Logging 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



Home Me & My Family - My Benefits - Sign & Submit

Change MY PIN

Your PIN (Personal Identification Number) is the secret code you use to access the system. Entering your PIN is the equivalent of your digital signature. Please change your PIN. You may choose any combination of letters and numbers.

New PIN:

Re-enter your new PIN to verify:

Security Questions

To complete your PIN change, select a security question, answer it and provide your email address. This will allow you to reset your PIN if you forget it.

Select Security Question:

Answer:

Email:

Email:

SAVE NEW PIN

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.

Act Now to Help Protect What Matters Most

The life you're building for yourself and your family is precious. Every financial decision, every first step, every milestone — these are the things that matter. Think of insurance as a financial safety net that can help protect you when life doesn't go as planned. Enrolling in coverage now is a small thing you can do to help make sure you and your loved ones keep moving forward.

Benefits enrollment is easy! Just follow these steps.

- Review and update information about yourself.
- Learn about each of your benefit options and make your choices.
- Verify your benefit elections and agree to electronically sign to complete your enrollment.

Continue to review personal information and begin enrollment.

NEXT

Step 3: Home Page:

- Review the information and then click “NEXT”.

Personal Information

Please review your personal information to ensure it is correct and complete. Please correct any errors and click the **Next** button when you are finished.

Optional items are in *italics*.

Personal Info

Name: First: Last: Suffix:

Date of Birth:

Contact Info

Address: Country

Street:

Street (cont.):

City: State: Zip:

Mailing Address: ☒ Same as home address

Home Phone:

Work Phone:

Mobile Phone:

Email:

Personal Email:

BACK **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.

theStandard

Home Me & My Family - My Benefits - Payment Information Sign & Submit

Short Term Disability

Protect your income and those who depend on it.

Overview Pregnancy Back Surgery

How many paychecks could you miss?

This coverage replaces a portion of your income when you can't work because of a qualifying disability. Even if you're healthy now, it's important to protect yourself and the people who count on your income. This insurance can help you pay the bills when you're unable to work.

Below are the coverage choices available to you.

- The benefit amount shown is based upon estimated pre-disability earnings as of the date of your enrollment and is before any Deductible income and subject to change.
- For more information and important details, read your [benefit summary](#).
- To enroll or continue coverage, choose the option that represents your election and continue.

Benefit Amount: \$675.00 (70% x weekly salary)

Monthly Cost: \$18.47

☒ I wish to apply for this coverage

☐ I wish to DECLINE this coverage

BACK NEXT

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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.

theStandard

Home Me & My Family - Payment Information

You may pay by credit/debit card or automatic. Please select the desired method of payment.

The payment information was filled. Would you like to proceed?

BACK NEXT

Payment Provider

EFT Authorization

NOTE: Before submitting any information to us please read, understand and agree to the following document: [Authorization and Disclaimer](#).

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.

Payment Provider

Bank Authorization

We will attempt to deduct the premiums for your benefits from your bank account. Please provide your banking information below.

CHECK NUMBER

YOUR NAME
TO YOUR STREET
ANYWHERE, U.S.A. 12345

101-
(01-00000)

PAY TO THE
ORDER OF \$

MEMO

000000000000 43865678 401

ROUTING AND
TRANSIT NUMBER ACCOUNT
NUMBER

Bank Name:

Account Type:

NEXT

Step 7: Bank Authorization:

- After you click "I AGREE", you will be prompted to enter in either your Savings or Checking Account information.

Payment Provider

ROUTING AND TRANSIT NUMBER ACCOUNT NUMBER

Bank Name:
US Bank

Account Type:
Savings

Transit Routing Number:
123456789

Account Number:
9999999999

Choose new payment method

Continue **Cancel**

NEXT

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.

Payment Provider

Banking Account Payment Information

We will attempt to debit the premiums for your benefits from the bank account listed below

Bank Name:
US Bank

Transit Routing #:
123000220

Bank Account #:
*****9999

Enter new bank account

Choose new payment method

Continue

NEXT

Step 9: Bank Account Payment Information:

- You will be prompted with the following screen. Click "CONTINUE" to proceed.

The Standard **The UNIVERSITY of VERMONT**

Home Me & My Family - My Benefits - Payment Information Sign & Submit **LOGOUT**

Sign/Submit Complete

Step 3 of 3
Congratulations!
Your enrollment is now complete. You may log-in to the system at any time during the year to review your benefit elections.

Recap of Your Elections
Listed below is a recap of your elections including who is covered under each benefit plan and your named beneficiaries. Scroll down to the bottom of this screen to view a list of your completed enrollment forms.

Benefit Amount	Cost
\$807.69 (70% x weekly salary)	\$34.17

Completed Forms
Following is a list of forms reviewed and/or signed during the enrollment. Click on the form name to view or print. Press Return to exit the website.

Form Name	Date Signed/Reviewed
Enrollment Summary	09/08/2018

BACK **LOGOUT**

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.

This coverage replaces a portion of your income when you can't work because of a qualifying disability. Even if you're healthy now, it's important to protect yourself and the people who count on your income. This insurance can help you pay the bills when you're unable to work.

Below are the coverage choices available to you.

- The benefit amount shown is based upon estimated pre-disability earnings as of the date of your enrollment and is before any Deductible Income and subject to change.
- For more information and important details, read your [benefit summary](#).
- To enroll or continue coverage, choose the option that represents your election and continue.

Benefit Amount: \$673.08 (70% x weekly salary)
Monthly Cost: \$28.47

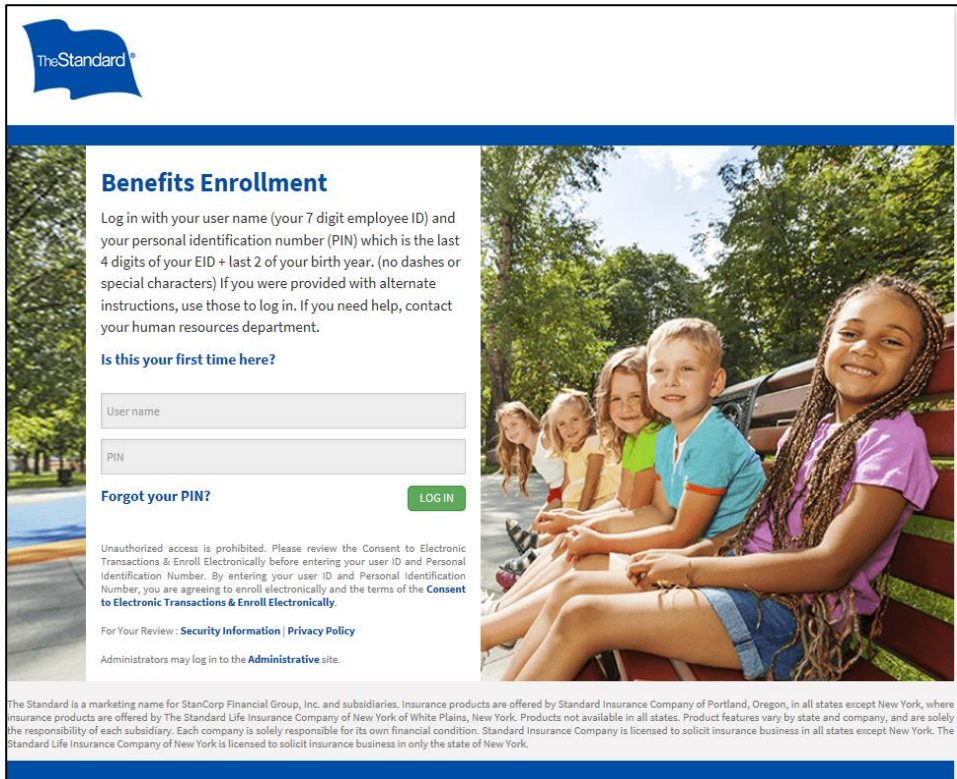
☐ I wish to apply for this coverage
☒ I wish to DECLINE this coverage

BACK **NEXT**

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:



The screenshot shows the 'Benefits Enrollment' page for The Standard. It includes a login section with fields for 'User name' and 'PIN', a 'LOG IN' button, and a link for 'Forgot your PIN?'. Below the login section is a disclaimer about unauthorized access and a link to the 'Consent to Electronic Transactions & Enroll Electronically'. At the bottom, there are links for 'Security Information' and 'Privacy Policy', and a note for administrators to log in to the 'Administrative site'.

Benefits Enrollment

Log in with your user name (your 7 digit employee ID) and your personal identification number (PIN) which is the last 4 digits of your EID + last 2 of your birth year. (no dashes or special characters) If you were provided with alternate instructions, use those to log in. If you need help, contact your human resources department.

Is this your first time here?

User name

PIN

Forgot your PIN? **LOG IN**

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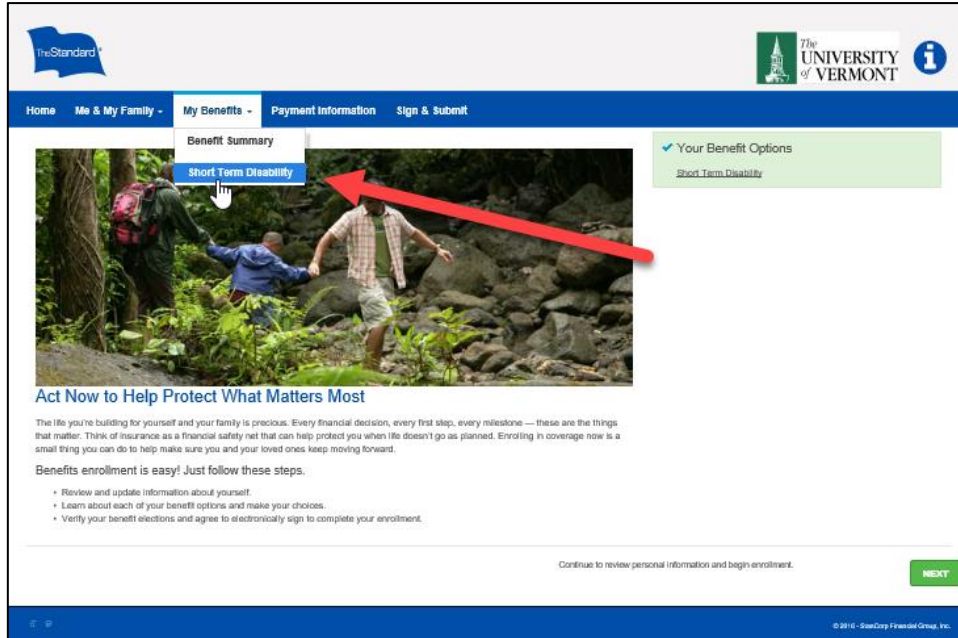
For Your Review: [Security Information](#) | [Privacy Policy](#)

Administrators may log in to the **Administrative site**.

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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



The screenshot shows the 'My Benefits' page for The Standard. It includes a navigation bar with links for 'Home', 'Me & My Family', 'My Benefits', 'Payment Information', and 'Sign & Submit'. The 'My Benefits' dropdown menu is open, showing 'Benefit Summary' and 'Short Term Disability'. A red arrow points to the 'Short Term Disability' link. Below the navigation bar is a section titled 'Act Now to Help Protect What Matters Most' with a list of steps to follow for benefits enrollment. At the bottom, there is a 'NEXT' button and a copyright notice for StanCorp Financial Group, Inc.

My Benefits

Benefit Summary

Short Term Disability

Act Now to Help Protect What Matters Most

The life you're building for yourself and your family is precious. Every financial decision, every first step, every milestone — these are the things that matter. Think of insurance as a financial safety net that can help protect you when life doesn't go as planned. Enrolling in coverage now is a small thing you can do to help make sure you and your loved ones keep moving forward.

Benefits enrollment is easy! Just follow these steps.

- Review and update information about yourself.
- Learn about each of your benefit options and make your choices.
- Verify your benefit elections and agree to electronically sign to complete your enrollment.

Continue to review personal information and begin enrollment. **NEXT**

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Step 2: To cancel your coverage:

- Go to "My Benefits" tab.

Short Term Disability

Here is a summary of your current Short Term Disability election.

1 If you wish to make a change, click the [Unlock](#) button.

Benefit Amount	Cost
\$612.50 (70% x weekly salary)	\$25.91

[BACK](#) Your Short Term Disability insurance elections are now locked. If you wish to make changes, use the [Unlock](#) button. [UNLOCK](#) [NEXT](#)

My Benefits

- Short Term Disability \$25.91

Total Cost Monthly \$25.91

Step 3: To cancel your coverage:

- In order to make the change to the coverage, click the “UNLOCK” button.

This coverage replaces a portion of your income when you can't work because of a qualifying disability. Even if you're healthy now, it's important to protect yourself and the people who count on your income. This insurance can help you pay the bills when you're unable to work.

Below are the coverage choices available to you.

- The benefit amount shown is based upon estimated pre-disability earnings as of the date of your enrollment and is before any Deductible Income and subject to change.
- For more information and important details, read your [benefit summary](#).
- To enroll or continue coverage, choose the option that represents your election and continue.

Benefit Amount: \$673.08 (70% x weekly salary)

Monthly Cost: \$28.47

☐ I wish to apply for this coverage
☒ I wish to DECLINE this coverage

[BACK](#) [NEXT](#)

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 "Forgot Password" from the employee login screen.

The Standard

Benefits Enrollment

To enroll in your benefits, please provide your user name (generally your employee identification number or Social Security number) and your confidential personal identification number (PIN). If you have questions or need help, please contact your human resources department.

User name

PIN [Forgot your Password?](#)

LOG IN

Unauthorized access is prohibited. By entering your user ID and Personal Identification Number, you have read and agree to the terms of the [Consent to Enroll Electronically](#).

[Security Information](#)

[Privacy Policy](#)

[Site Administration](#)

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Reset Password

Problems Logging In?

If you are a first-time user


Generally, your login ID is your Employee ID or SSN. Your PIN is generally the last four digits of your SSN, followed by the last two digits of your birth year.

However, your employer may have provided different login instructions, defining the Login ID and PIN differently. If so, please refer to the instructions you received from your employer.

If you are returning to the site and need to reset your PIN

For security reasons, you will be required to answer a security question and respond to an e-mail sent to you by the server. Please enter your e-mail address, re-type the authentication code below, and click Continue to proceed.

E-mail Address:

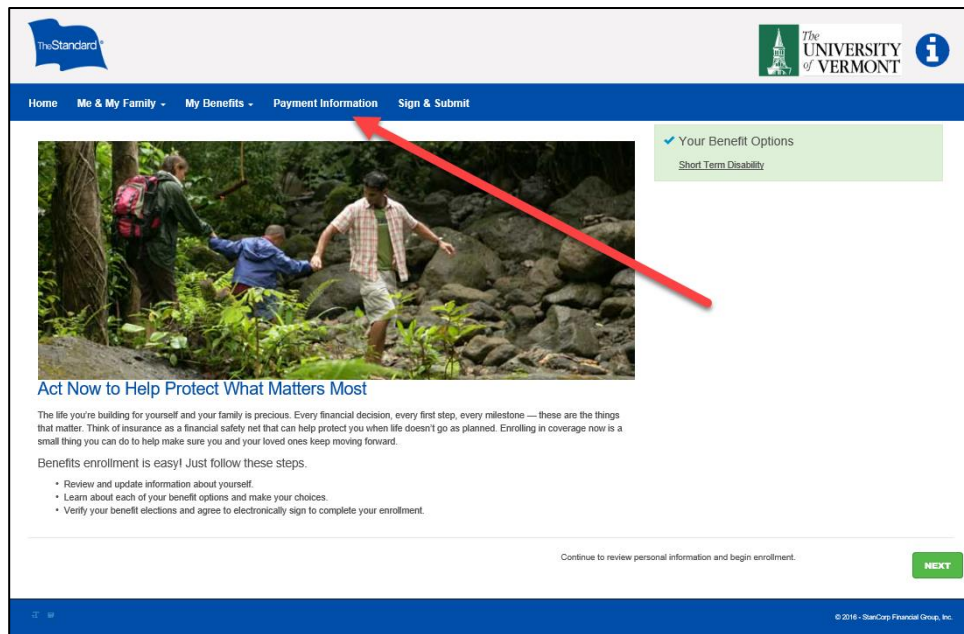


Verification:

Typing the verification code prevents computer programs from submitting fictitious information. Have trouble seeing the code? [Click here.](#)

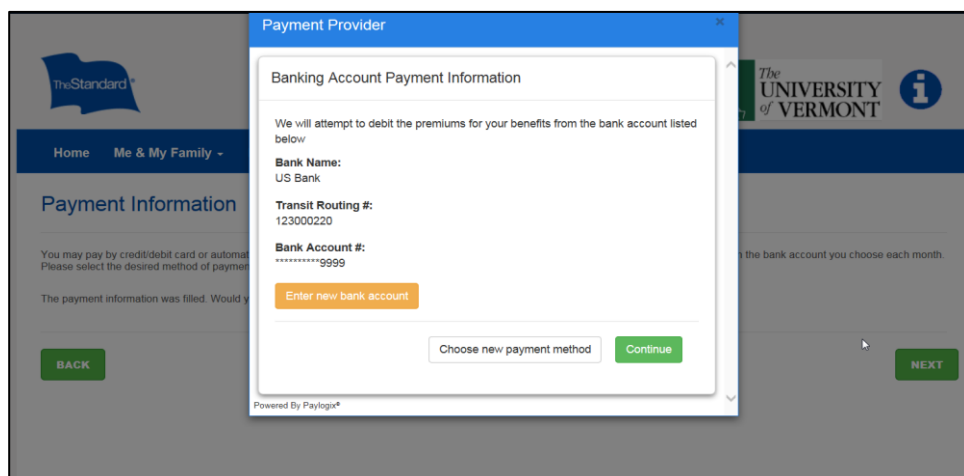
Continue **Return to login page**

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.