



## Underwritten by: American Heritage Life Insurance Company

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# Benefits Enrollment Online: Step by Step



Selecting your benefits is fast, easy and convenient with our online enrollment system! Make your decisions and changes online — and receive immediate confirmation of your selections.

## Step 1

Connect to the benefits selection website at <https://ahl.benselect.com/NCDeptPS>

## Step 2

### Employee Login

At the Employee Login screen enter:

1. Your FULL Social Security Number (SSN)
2. Your Personal Identification Number (PIN)

### PIN

Your PIN is a combination of the last four digits of your Social Security Number and the last 2-digit year of your birth.

Example: if the last four digits of your SSN are 3214 and you were born on September 21, 1969, your PIN would be 321469.

## Step 3

**When the Welcome Page appears on your screen, you are ready to enroll!**

Follow the on-screen instructions to enroll in your benefits, find answers to your questions, download forms and more.