

# Quick Reference

## *Your Guide to the City of Hampton's Online Benefit Selection Process*

### Welcome to Our Benefits Portal!

#### Getting Started

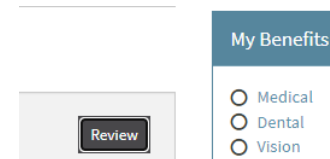
- Follow the link below to log into the City of Hampton's enrollment system to begin your benefit selection process:  
<https://trustmark.benselect.com/cityofhampton>
- You will be prompted to enter your Social Security Number **OR** Employee ID.
- Next, enter your PIN. This is a six-digit number, consisting of the last four of your SSN, followed by the last two digits of your birth year. The system will force you to update your PIN after your first login.

#### Confirm Your Information

- Once your identity is confirmed, you will be brought to an **Introduction** page. Click "**Next**" to review your personal information and make sure it's correct.
- If you have dependents, you can review their information on the following **Dependents** screen. If you are adding a new dependent, you must do so on this screen. You will need to confirm all the dependent's information as well as provide their Social Security Number.

#### Time to Enroll

- Once you have completed these initial steps, you are ready to begin your enrollment.
- Click **Review** on the Benefit Type card in the center of the screen or click on the **Benefit Type** on the right-hand menu.



- Once you've completed all sections of your enrollment, you are ready to submit.
- Click **Sign & Submit**. You should be prompted to enter your PIN as a final verification step.

PIN:

**NOTE: Dependent information needs to be submitted via email by Friday, November 4 by 5pm in order to add a dependent for verification.**

