



# Online Employee Self-Service Portal

To access the online Selerix enrollment site, login to:

<https://chubb.benselect.com/sdst>

CHUBB



## Welcome to the Enrollment Portal

Are you the HR manager or plan administrator? [Login as Admin](#)

Login

Username

PIN

Here's how your PIN is generated:

- Last four digits of your Social Security number
- Last two digits of your birth year

Need help? [See example](#)

**Log in** By entering your user ID and PIN, you are agreeing to the terms of [Consent to enroll electronically](#).

**Step 1: Click on the link below to access The SELERIX login page:**

<https://chubb.benselect.com/sdst>

You can also copy and paste the link onto your internet browser

**Step 2: Fill in your username and password**

**Username:** your Employee ID

**PIN:** the last 4 digits of your social security number and the last two digits of your birth year.

For example: if your Date of Birth: was January 7, 1972 and your *Social Security Number* is 123-45-6789, your PIN is 678972

Please take note of this as you will also need your PIN to complete and sign your enrollment form if you make any changes due to a qualifying life event.

**Step 3: See screen shot below to access information**

Hi, test

07/01/2025 - 06/30/2026

School District of Springfield Township  
MONTGOMERY COUNTY, PENNSYLVANIA

Home You & Your Family My Benefits Sign & Submit

Welcome to Your Benefit Enrollment for Plan Year 2025-2026

At The School District of Springfield Township, we know that benefit requirements change. That's why we have an open enrollment period each year.

For most benefits, Open Enrollment is the only time of year you are allowed to make changes in your benefits. Unless you experience some qualifying life event, you will only be able to make benefit changes during the Open Enrollment period. During open enrollment, you should consider the benefits you have today and ask yourself if they will serve you and your loved ones well in the coming plan year.

Benefit enrollment is easy! Just follow these steps.

- First, review and contact HR to update personal information about you or your covered dependents.
- Review each of your benefit elections and make your choices.
- Sign the Enrollment Confirmation form to complete your enrollment.

For additional information, please visit the district intranet page by clicking [HERE](#).

Click [Next](#) to begin.

**Your Benefit Options**

- Health
- Prescription
- Health Savings Account
- Trustmark Hospital Stay/Pay
- ACE Critical Illness
- ACE Accident
- Dental
- Short Term Disability
- Colonial Term Life
- Basic Life and AD&D
- Healthcare FSA
- Limited Purpose FSA
- Dependent Care FSA
- Employee Assistance Program

Press [Next](#) to review personal information and begin enrollment.

[Next >](#)

**From the "Home" page, click on any benefits to review your selections.**

**From the drop down tab, You & Your Family, you can review your Personal Information, Dependents and Employment Record.**

**To change your Beneficiary, click on Change my Beneficiary in the box to the right.**

**If you have questions about your benefits, need login assistance or navigation assistance, contact DayBright Broker**

**Solutions Enrollment Center at 215-486-6269 (Mon-Fri,9am-6pm EST)**



# Learn How to Utilize Your Self-Service Benefit Portal

**1) What is an employee self-service portal?**

Employee self-service portal is a web-based tool through which employees can access relevant information such as personal records and beneficiaries, and view benefit elections throughout the year.

**2) How can I log on to my benefit site?**

Log in to <https://chubb.benselect.com/sdst>

**3) What devices can I use?**

SELERIX can be access on a computer, Laptop, or Mobile Device

**4) What is my user name on the portal?**

your Employee ID

**5) What is my pin on the portal?**

The last 4 digits of your SSN and the last 2 digits of your birth year

Ex. SSN 123-45-6789 Date of Birth: 1/7/1972

Password is 678972

**6) What information can I view or change on the portal?**

Personal Information/ Dependent Information/Job Information

Benefit Confirmation

Benefit Documents in Forms Library

Change or update Beneficiary information

**7) What number do I call if I have need technical assistance?**

If you have questions about your benefits, need login assistance or navigation assistance, contact DayBright Broker

Solutions Enrollment Center at 215-486-6269 (Mon - Fri, 9am - 6pm EST)

**8) What if I have a qualifying event mid year and have to make changes to my plan(s)?**

First, you have to contact your Human Resources Department to make them aware of this change. They will instruct you on how to update your plan elections on the employee self-service portal.

**If you have questions about your benefits, need login assistance or navigation assistance,  
contact DayBright Broker Solutions at 215-486-6269 (Mon - Fri, 9am - 6pm EST)**