

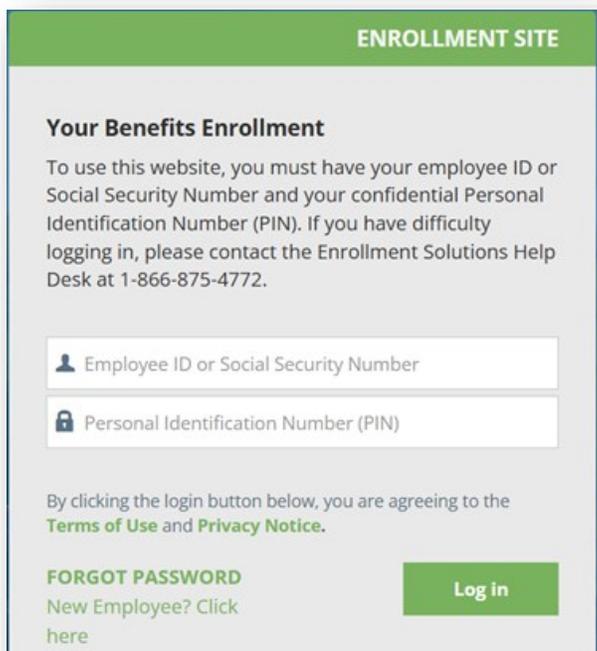


Online Employee Self-Service Portal

STS is pleased to introduce employee self-service online enrollment system. You will be able to elect or make changes to your benefit programs, view your personal information, add or delete dependents, and access your benefit confirmation for the upcoming Plan Year.

To access the online enrollment site, login to

<https://harmony.benselect.com/>



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

<https://harmony.benselect.com/>

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

Step 2: Fill in your username and password

In the Employee ID or SSN field please enter your Social Security Number

PIN: Is a combination of the last 4 digits of your social security number, and the last two digits of your birth year. For example:

Date of Birth: January 7, 1972

Social Security Number: 123-45-6789

PIN Number: 678972

Please take note of this as you will also need your PIN to complete and sign your enrollment.

Step 3: Follow the prompts to complete your benefits enrollment.



Welcome to Your Benefit Enrollment for Plan Year 2025-2026

At Substitute Teacher Service, 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.

Click *Next* to begin.

✓ Your Benefit Options

- [MFC](#)
- [Swift MD](#)
- [Colonial STD](#)
- [Colonial Accident](#)

From the “Home” page, click “Next” to start your enrollment process. Don’t forget to “sign and submit” at the end when finished to save your elections and complete your enrollment. Your changes will not be saved unless you complete.

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

Benefits Call Center at (215) 600-1636.

Our Benefit Counselors are available Monday, April 21st—Friday, April 25th

Monday—Friday from 9:00am—8:00pm EST