

Online Employee Self-Service Portal

Sunshine Inc. is pleased to introduce our employees to the self-service functions within SELERIX, our Benefit Administration system.

You will be able to enroll in your benefits for the 2025-2026 plan year, view your personal information, review benefit summaries, and access your benefit confirmation for the upcoming Plan Year.

**Open Enrollment Dates:
November 4, 2024 to November 15, 2024**

To access the online Selerix enrollment site, login to:

<https://trustmark.benselect.com/sunshine>

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

<https://trustmark.benselect.com/sunshine>

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 Employee ID **or** 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:

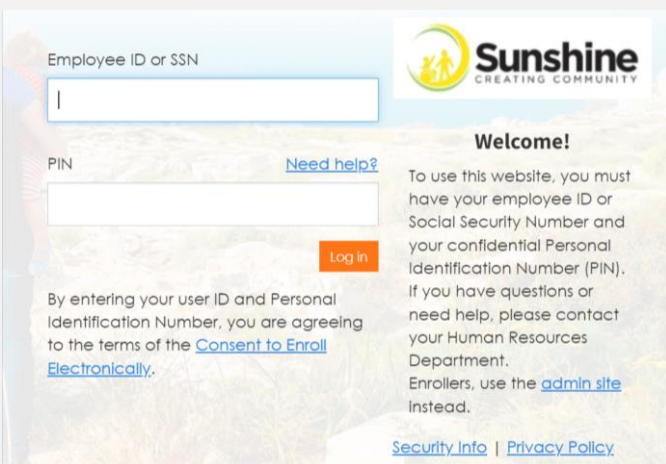
Date of Birth: January 7, 1972

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 form if you make any changes due to a qualifying life event.

Step 3: See screen shot on next slide to access information



The screenshot shows the login page for the Sunshine SELERIX system. It features a header with the Sunshine logo and the tagline 'CREATING COMMUNITY'. Below the logo, there are two input fields: 'Employee ID or SSN' and 'PIN'. A 'Log In' button is positioned to the right of the PIN field. A 'Need help?' link is located below the PIN field. A 'Welcome!' message is displayed, followed by instructions: 'To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department. Enrollers, use the admin site instead.' At the bottom, there are links for 'Security Info' and 'Privacy Policy'. A disclaimer at the bottom left states: 'By entering your user ID and Personal Identification Number, you are agreeing to the terms of the Consent to Enroll Electronically.'

The Welcome page!

From the drop-down tab, **You & Your Family**, you can review your Personal Information, Dependents (add) and Employment Record. From the drop-down tab, **My Benefits**, you can review all the benefits you are eligible for, and your benefit summary.

Click **Next** to start your enrollment.

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

The Open Enrollment Call Center at (567) 666-4371

November 4 - 15

Monday—Friday 8am to 5pm EST



6 of 13 in process (46% Complete)

[Home](#) [You & Your Family](#) ▾ [My Benefits](#) ▾ [Sign & Submit](#)

[Next](#) >

Welcome to Your Benefits Enrollment for Plan Year 2025



After you make your elections, you must sign and submit your Enrollment Verification Form.

Sign and Submit

Here is a recap of your enrollment elections. The summary below shows your election for each benefit and includes your pre-tax and post-tax contributions **per pay period** for each plan.

- **Are You Satisfied With Your Elections?** If you are satisfied with your choices, click on the **"NEXT"** button at the bottom of this screen to sign your Enrollment Verification Form electronically using your PIN.
- **Need to Make Some Changes?** If you wish to make any changes to your elections, click on the benefit plan name in the menu on the left.



Your Benefits

Plan	Description	Employee Pretax Cost	Employee Posttax Cost	Employer Paid
Group Medical	Traditional; EC	\$144.80	\$0.00	\$611.77
Health Savings Account	N/A			
Trustmark Accident - Group	Trustmark Accident - Group; EC	\$0.00	\$13.55	\$0.00
Trustmark Critical HealthEvents - Group	Waived			

Click **Next** to sign and complete your enrollment.

Signatures Required

To complete your enrollment, you must sign the following forms. Press Next to begin signing forms.

Form Name	Status	Date Signed/Reviewed
 Trustmark Group Compliance Language	<u>Reviewed</u>	N/A
 Benefit Verification	Unsigned	

Next >

You will need to enter your PIN (last 4 SSN/last 2 digits birth year). Click Sign Form

[Download Form](#)

Please enter your PIN below and click on **"SIGN FORM"** to complete your enrollment and submit your elections. By entering your PIN, you are electronically signing the **Benefit Verification/Deduction Confirmation Form** above. Please review it carefully before entering your PIN.

PIN:

.....|

Sign Form

Your 2025 enrollment is NOT complete if you do not see the **Congratulations** message. Please call the call center number at **(567) 666-4371** if you need assistance.



Active / Complete (100% Complete)

Home You & Your Family ▾ My Benefits ▾ Sign & Submit

RETURN

Sign/Submit Complete

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.**



Click on the **Benefit Verification** to save or print your form. Click **Logout** when you have successfully completed your enrollment.

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 *Logout* to exit the website.

Form Name	Date Signed/Reviewed
 Benefit Verification	10/22/2024

Logout



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://trustmark.benselect.com/sunshine>

3) What devices can I use?

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

4) What is my user name on the portal?

Employee ID or Full Social Security Number (no dashes)

5) What is my password 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

Enroll in benefits for the Upcoming Plan Year

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 the Open Enrollment Call Center at **(567)666-4371** . Benefit specialists will be available from November 4 to November 15, Monday—Friday 8am to 5pm 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.

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