How to Use the Online Employee Self-Service Portal

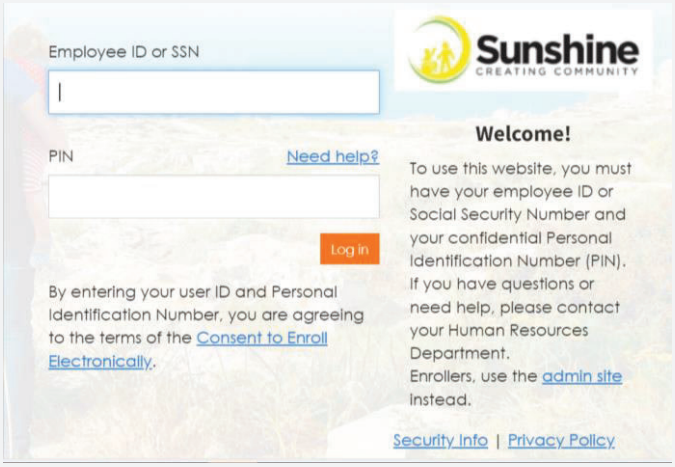
Sunshine Inc. is pleased to offer our employees the self-service functions within SELERIX, our Benefit Administration system.

You will be able to enroll in your benefits for the 2027-2028 plan year, view your personal information, review your benefit summaries, and access your benefit confirmation for the upcoming Plan Year.

2027 Open Enrollment Dates:
November 2, 2026 to November 13, 2026

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 page to access information

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The Welcome page!

- Click the **You & Your Family** drop-down to review your Personal Information, Dependents (add) and Employment Record.
- Click the **My Benefits** drop down to 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 assistance logging in or navigating the system, contact

The Open Enrollment Call Center

on November 12th at (567) 666-4371 from 9am to 6pm EST



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

Home | You & Your Family | My Benefits | Sign & Submit | Next

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	Reviewed	N/A
Benefit Verification	Unsigned	

Next

➢ Enter your PIN (last 4 SSN/last 2 digits birth year) and click Sign Form.

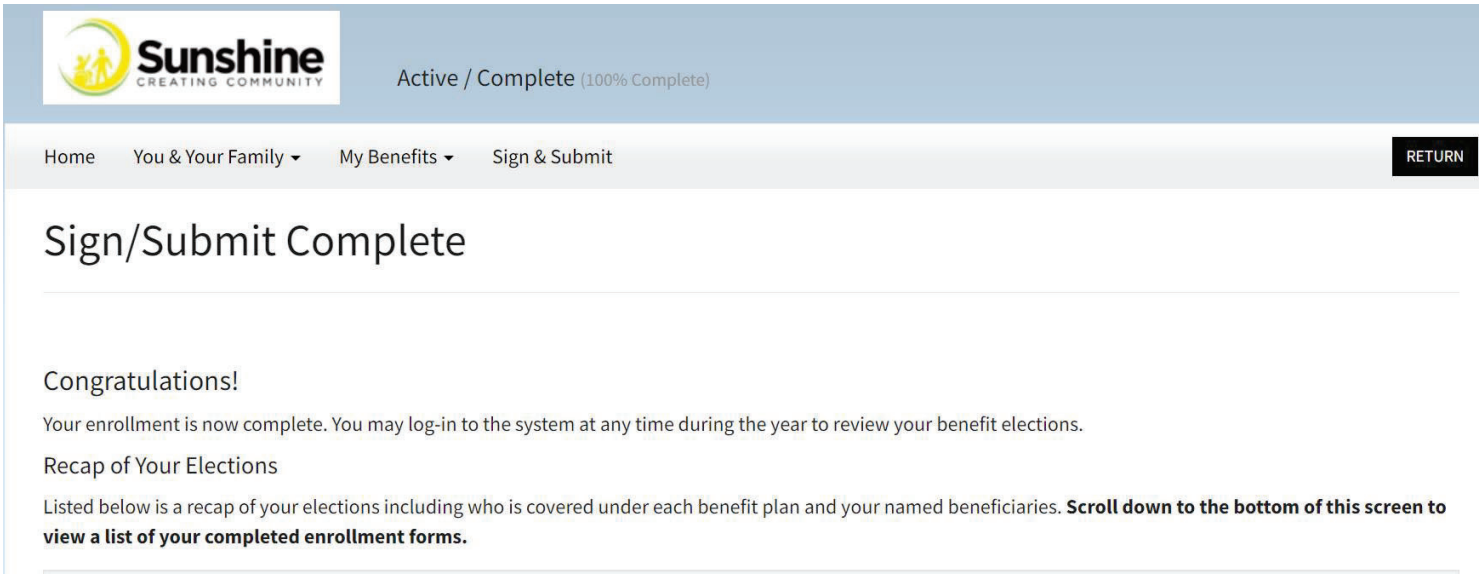
Download Form

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.

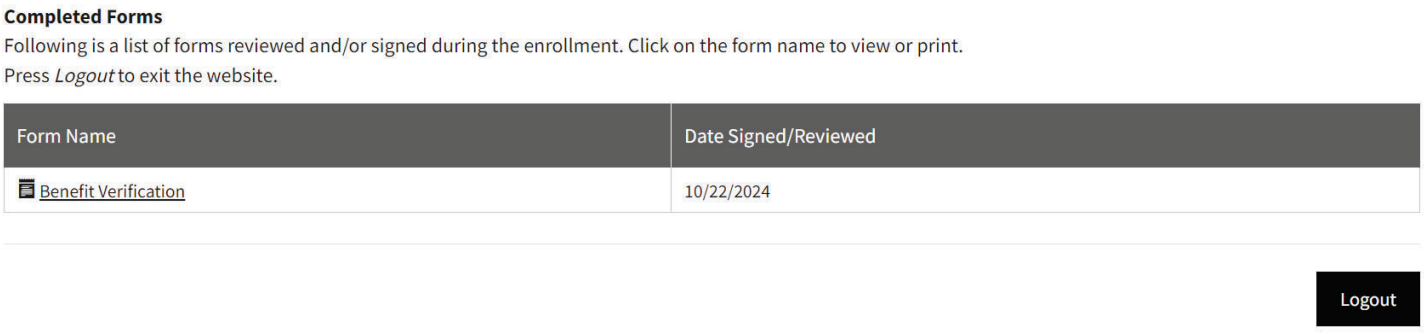
PIN: ••••• Sign Form

IMPORTANT:

Your 2027 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.



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



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?**

- ✓ Enroll in benefits for the upcoming plan year
- ✓ Personal Information/ Dependent Information
- ✓ Benefit Confirmation
- ✓ Benefit Documents in Forms Library

7) **How do I change my beneficiary information on my Trustmark policy?**

Call Trustmark at 866-813-7192, x3

8) **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 9am to 6pm EST on November 12th .

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

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, or need assistance logging in or navigating, contact

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November 12th

9am to 6pm EST