Online Enrollment Instructions

You can complete your benefit enrollment online through an easy to use system provided by our GIS Benefits and Boon Chapman partners. Online enrollment with GIS Connect is simple, secure and can be done in a few minutes from any computer or mobile device with internet access. After enrolling online, you will have access to your benefit information year-round, 24 hours a day.

Your enrollment site it – https://boonchapman.benselect.com/cfa

Access your enrollment at

During the enrollment process you will be asked to provide some basic information that you should have available.

- Your social security number
- Your dependent's social security numbers and birth dates
- Your primary care physician information and number (if applicable)

New CFA staff/members signing up for the first time:

Please select the **New Employee? Click Here** option to get started.

Please Continue to Page 2 for Full Instructions

Members who previously created an account and logged into the enrollment site:

Your **login is your Social Security Number**. The **initial PIN (password) for the system is the last four numbers of your social security number plus the last two numbers of your birth year.**
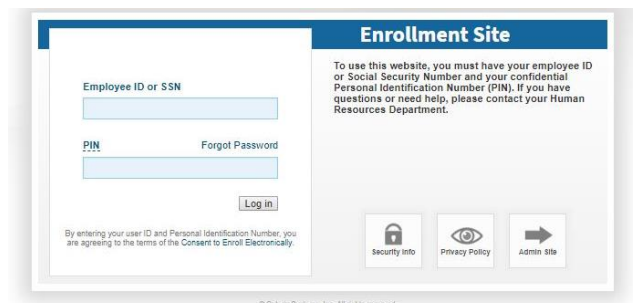
Example employee info:

Social Security Number: 949-12-1234
Date of Birth: 08/12/1989

Example login:

Employee ID or SSN: 949121234
PIN: 123489

You will be prompted to change your password when you log in for the first time.

The system will step you through verifying your personal contact information, reviewing and adding dependent information, and learning about and choosing your benefits.

Once you have completed the enrollment for each plan available, the system will take you to the Sign and Submit page.

- Review/Sign Forms that may open using your login password as the signature PIN
- If you need to log off before completing enrollment, any data you entered will be saved.
- Enrollment is complete when you see the CONGRATULATIONS! message
- Always make sure to log out upon completion

Use the same login to access the system year-round to review your benefit elections, process life event enrollment changes, or update beneficiaries. You can also change your PIN (password) at any time using the *Change My Pin* option on the *You & Your Family* menu.