

# Quick Reference

## *Your Guide to Portsmouth Public Schools Online Benefit Selection Process*

Welcome to Our Benefits Portal!

### Getting Started

- Follow the link below to log into the Portsmouth Public Schools enrollment system to begin your benefit selection process:  
<https://trustmark.benselect.com/portsmouth>
- You will be prompted to enter your Social Security Number OR Employee ID.
- Next, enter your PIN. This is a six-digit number, consisting of the last four of your SSN, followed by the last two digits of your birth year. The system will force you to update your PIN after your first login.

### Confirm Your Information

- Once your identity is confirmed, you will be brought to an Introduction page. Click "**Next**" to review your personal information and make sure it's correct.
- If you have dependents, you can review their information on the following **Dependents** screen. You can add new dependents on this screen, or verify existing ones. You will be asked to provide dependent verification documentation for any newly added dependents. Enrollments for these dependents will pend until that documentation is approved by your BENEFITS Department.

If you have questions about how to enroll, please call the EFP Benefit Service Center at **(855) 938-1331, Monday - Friday 8am to 7pm.**

### Time to Enroll

- Once you have completed these initial steps, you are ready to begin your enrollment.
- Click Review on the Benefit Type card in the center of the screen, or click on the Benefit Type on the right-hand menu.
- Once you've completed all sections of your enrollment, you are ready to submit.
- Click Sign & Submit. You should be prompted to enter your PIN as a final verification step.

