



Harvey Watt and NJASAP are pleased to welcome you to the new Online Benefits Portal where you can quickly and easily make your benefit selection. To get started, please follow the steps featured below ...

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#### GETTING STARTED

- You need two pieces of information to access the enrollment system:
    - 1) You will be prompted to enter your NetJets Employee ID number, which is the seven-digit number featured on the back of your NetJets ID badge.
    - 2) Enter your PIN, which is an eight-digit number that begins with the last four digits of your Employee ID number and ends with your birth year. **Example:** If your NetJets ID number ends with 6789 and your birth year is 1980, then your PIN is 67891980. You will be prompted to change your PIN after logging into the system.
  - Click this link >> <https://symetra.benselect.com/NJASAP> << to access the enrollment system.
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#### CONFIRM YOUR INFORMATION

After logging into the enrollment portal, you will be directed to the Introduction page; click **Next** to review and to confirm your personal information.

You will verify your annual salary on the Employment page. If your Annual Gross Salary is incorrect, then update the relevant form field; click **Next** to confirm the change.

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#### TIME TO ENROLL

After completing the steps featured above, you may begin your enrollment:

- Click **Review** on the Benefit Type Card in the center of the screen, or click on the Benefit Type from the menu featured on the right side of the page.
  - Once you have completed all sections of your enrollment, you are ready to submit: Click **Next** on the Sign and Submit page, and then review and sign the forms by clicking **Sign Form**.
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