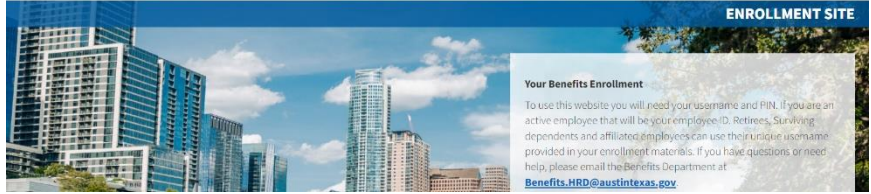


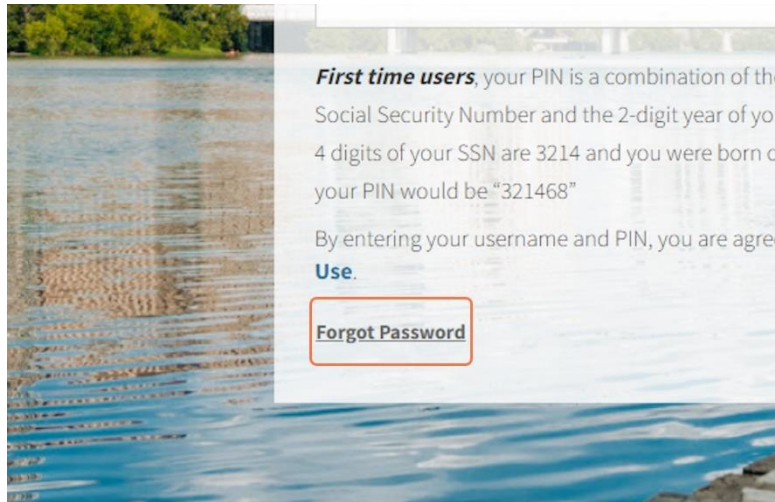
Steps to Reset your Password and Login to Benefits Portal



1. [Go to - www.benselect.com/coa](http://www.benselect.com/coa)



2. Select Forgot Password.



3. Enter your E-mail Address

E-mail Address:

4. Enter the Verification code on your screen. Select Continue.



Typing the verification code p
fictitious information. Have tr

Verification:

5. Enter your Security Question Answer

Security Question What is the name of an elementary school you attended?

Answer:

6. Enter your date of birth.
Select Continue.

What is your date of birth?

:

7. Enter the confirmation code
sent to your email address.

Confirmation Code:

8. Enter a New PIN

 **New PIN:**

9. Re-type your New PIN.
Select Continue.

Re-type New PIN:

10. You have successfully changed your PIN. Select Continue
Your PIN has been changed successfully. Click continue

Continue

11. Enter your username and newly created
PIN. Select Log in.

Your Benefits Enrollment

To use this website you will need your username and PIN. If you are an active employee that will be your employee ID. Retirees, Surviving dependents and affiliated employees can use their unique username provided in your enrollment materials. If you have questions or need help, please email the Benefits Department at

Benefits.HRD@austintexas.gov

username:

PIN:

First time users, your PIN is a combination of the last 4 digits of your Social Security Number and the 2-digit year of your birth. *Example:* Last 4 digits of your SSN are 3214 and you were born on September 21, 1968, your PIN would be "321468"

By entering your username and PIN, you are agreeing to the [Terms of Use](#).

[Forgot Password](#)

Log in