**Welcome to SmartBen, Davidson’s online enrollment system**.

**STEPS TO COMPLETE YOUR ENROLLMENT**. Please review the Benefits Guide before starting your enrollment.

**Step 1**: Log on <https://sso.smartben.com/SSO/SingleSignOn?siteId=2277> and enter your Davidson College email address and Password.

**Step 2**: On the home page, you will see a Benefits Enrollment box. This box has a countdown of the number of days remaining to enroll. Underneath the countdown, there is a Begin Enrollment button. Click the button to begin enrollment.

**Step 3**: On the next page, there is a box with Available Enrollments, telling you what enrollments are available. You will see a button for New Hire Enrollment or Annual Enrollment if you are enrolling during Open Enrollment. Select the button to begin your enrollment session.

**Step 4**: You will enter the Enrollment process at the Benefit Manager page. To make changes to a benefit, click on the benefit name. To make an election, click on the option you want to elect. In some cases you will first need to select which individuals are being covered by making your selection in the Who Is Being Covered box on the right. Then select the plan you want to enroll in. The selection you made will turn green. Click the green Continue button at the top right of the page when you are finished.

Proceed to the next benefit and repeat the process.

**People Manager**: This is where your Personal, Spouse/Dependent, and Beneficiary information is stored. Adding people into the People Manager section DOES NOT assign them to coverage. You will assign your spouse, dependents, and beneficiaries in the enrollment process. To return to enrollment simply click Manage Benefits or Return to Lights.

 **Step 5**: Once all of your elections are complete each benefit will have a green light. To proceed to the next step, click the green button labeled “Elect & Continue.”

 **Step 6**: Verify Required Data: If you have not entered all required information, SmartBen will not process your enrollment. Click on each item in the Enrollment Task List and SmartBen will take you to the required page for corrections. Make your corrections, click Submit, Enroll or Save, whichever is applicable. Be sure to review any items in the “Information” box on this task page, click on “click here” to make changes, and then click the green “Continue” button.

**Step 7**: You will now have the opportunity to Review your Confirmation. Examine your elections thoroughly, including dependent and beneficiary assignments, and enter your initials to acknowledge your agreement before clicking “Continue”.

**Step 8**: You have successfully completed the enrollment process! Select the Click Here link for a copy of your Confirmation Statement.

Retirement Contributions are not handled in SmartBen. Please go to [www.netbenefits.com/davidson](http://www.netbenefits.com/davidson) to select your provider for the defined contribution, if applicable, or to enroll in the tax deferred annuity plan.

TIP: Click on the Beneficiary Type drop down box to designate your beneficiary as primary or secondary. TIP: If you need to add more than one beneficiary, click on the Add a Person button to designate the additional beneficiaries.

Trouble enrolling online?

Email davidsoncollege@smartbenassist.com or call 1-844-283-2437

Monday-Friday from 8am to 8pm Eastern Time