



SELF-ENROLL INSTRUCTIONS

ONLINE BENEFIT ENROLLMENT

BROWSE

1

Navigate to the enrollment site using any web browser.

Enrollment Site:
<https://aflacatwork.com/steele>

LOG-ON

2

Employee ID:
Enter your full social security number (SSN). No dashes or spaces.

PIN: Enter your 6 digit pin. This is the last 4 digits of your SSN, then the last 2 digits of your birth year.

VERIFY

3

Confirm dependents are listed as covered individuals on each plan when coverage is needed. Dependents **MUST** be listed on the plan to be covered.

ENROLL

4

Review and enroll benefit options in sequential order. Make your election (clicking apply or waive), then move to the next benefit listed.

DO NOT GO OUT OF ORDER.

REVIEW

5

Carefully review your benefit summary at the end of the enrollment session.

Following review, enter your 6 digit PIN to electronically sign for your benefit elections.