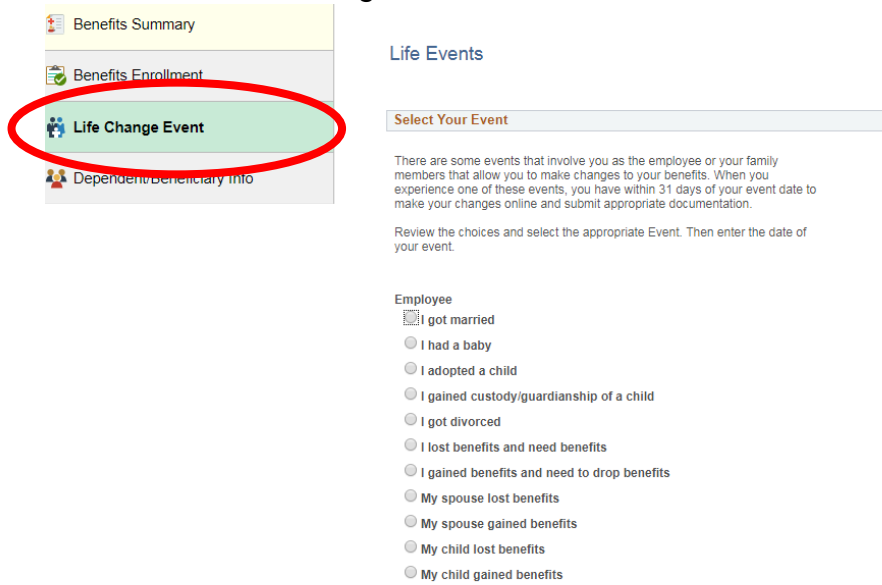


Life Change Event Enrollment Instructions

1. Click on the Life Change Event tab on the left.



Benefits Summary

Benefits Enrollment

Life Change Event

Dependent/beneficiary info

Life Events

Select Your Event

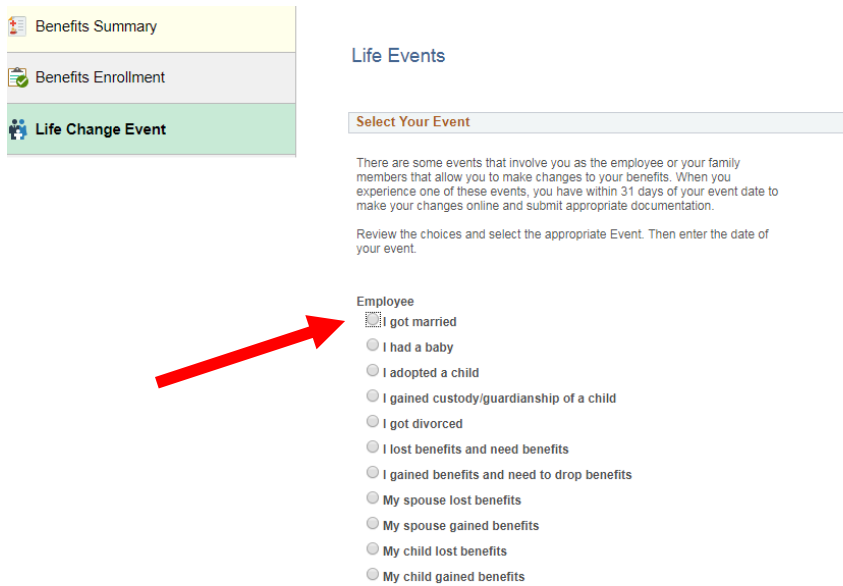
There are some events that involve you as the employee or your family members that allow you to make changes to your benefits. When you experience one of these events, you have within 31 days of your event date to make your changes online and submit appropriate documentation.

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- I got married
- I had a baby
- I adopted a child
- I gained custody/guardianship of a child
- I got divorced
- I lost benefits and need benefits
- I gained benefits and need to drop benefits
- My spouse lost benefits
- My spouse gained benefits
- My child lost benefits
- My child gained benefits

2. Select your event:



Benefits Summary

Benefits Enrollment

Life Change Event

Life Events

Select Your Event

There are some events that involve you as the employee or your family members that allow you to make changes to your benefits. When you experience one of these events, you have within 31 days of your event date to make your changes online and submit appropriate documentation.

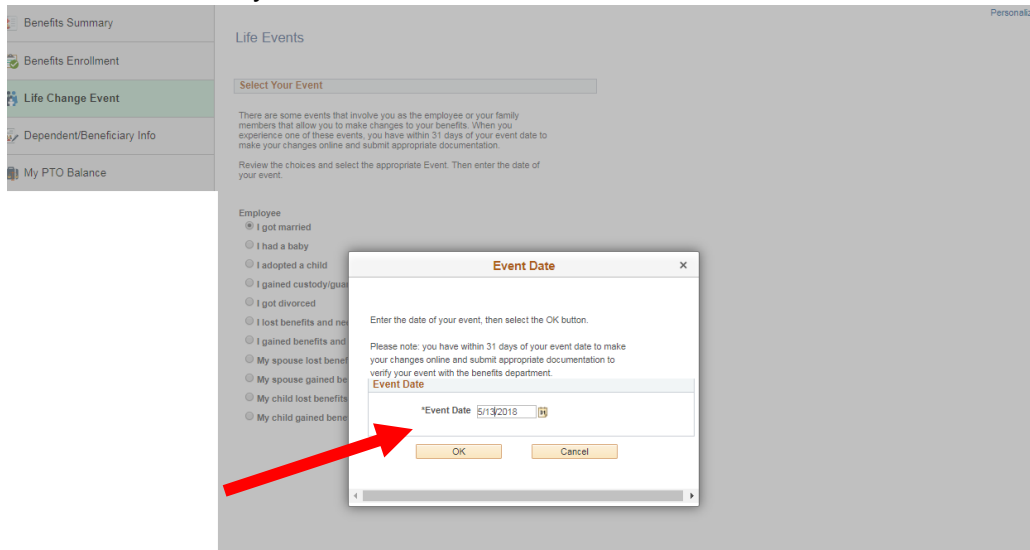
Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

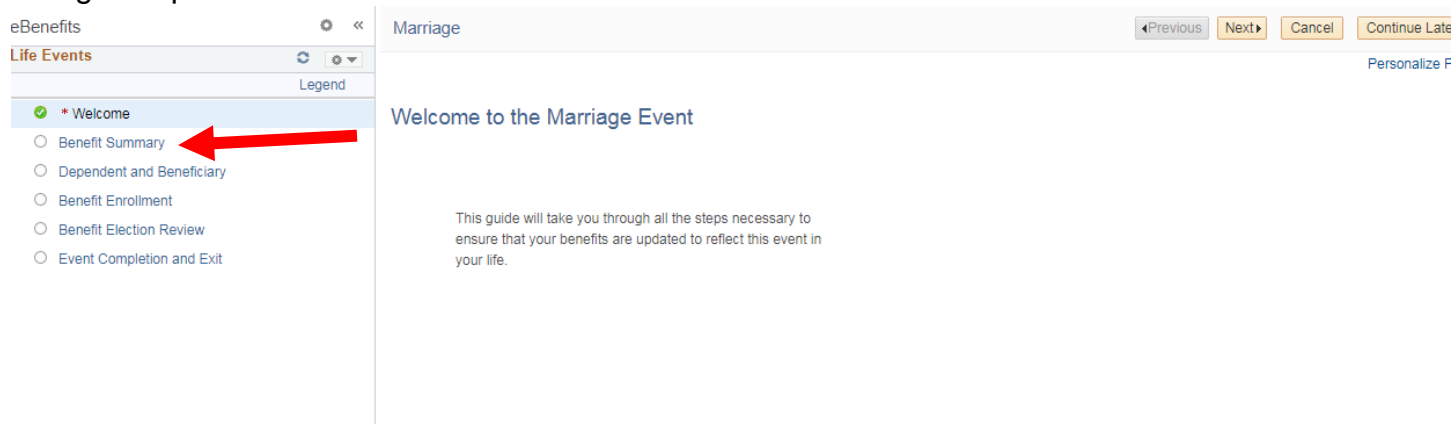
- I got married
- I had a baby
- I adopted a child
- I gained custody/guardianship of a child
- I got divorced
- I lost benefits and need benefits
- I gained benefits and need to drop benefits
- My spouse lost benefits
- My spouse gained benefits
- My child lost benefits
- My child gained benefits

Life Change Event Enrollment Instructions

3. Enter the date of your event, then select OK.



4. Review the information on the Welcome page, then select the **Benefit Summary** link in the Navigation pane on the left.



Life Change Event Enrollment Instructions

- Take a look at your current benefits and consider what changes that you want to make. (NOTE: see your benefits handbook for a summary of allowable changes). Then, click the **Dependent and Beneficiary** link.

Benefits Summary

Changes take 2 business days to update. Elections pending documentation won't show until approved.

04/18/2018 Total Employee Cost: 119.67
Please use Down Arrow Button to go down.

| Type of Benefit | Plan Description | Coverage Begin Date | Deduction Begin Date | Coverage Election | Coverage Level | Before Tax Cost | After Tax Cost |
|----------------------------|------------------------------|---------------------|----------------------|-------------------|-------------------|-----------------|----------------|
| Medical | Choice 1000 / Low RX | 04/01/2017 | 04/01/2017 | Elected | Employee + Spouse | 93.91 | |
| Dental | Aetna PPO (Low Option) | 04/01/2017 | 04/01/2017 | Elected | Employee + Spouse | 17.09 | |
| Vision | Vision | 01/01/2017 | 01/01/2017 | Elected | Employee Only | 3.68 | |
| Hospital Indemnity | | 08/20/2017 | 08/20/2017 | Waived | - | | |
| Accident Insurance | | 08/20/2017 | 08/20/2017 | Waived | - | | |
| Basic Life | Basic Life Insurance | 01/01/2018 | 01/01/2018 | Elected | Salary X 1 | | |
| Additional Life | Additional Life 3x Salary | 01/01/2018 | 01/01/2018 | Elected | Salary X 3 | | 3.22 |
| Basic ADD | Basic AD&D Coverage | 01/01/2017 | 01/01/2017 | Elected | Salary X 1 | | |
| Spouse Life | Spouse Life 50K | 04/16/2017 | 04/16/2017 | Elected | \$50,000 | | 1.30 |
| Additional ADD | Add'l AD&D 5x Salary | 01/01/2018 | 01/01/2018 | Elected | Salary X 5 | 1.85 | |
| Additional ADD Family | Add'l AD&D 5x Family | 01/01/2018 | 01/01/2018 | Elected | Salary X 5 | 1.54 | |
| Critical Illness-Employee | | 08/20/2017 | 08/20/2017 | Waived | - | | |
| Critical Illness-Dependent | | 08/20/2017 | 08/20/2017 | Waived | - | | |
| Child Life | | 08/20/2017 | 08/20/2017 | Waived | - | | |
| Short-Term Disability | Short-Term Disability 30-day | 01/01/2018 | 01/01/2018 | Elected | 60% of Salary | | 17.08 |

Life Change Event Enrollment Instructions

6. Will you be adding a new dependent to coverage as a result of your life event? If so, add them here. Select the orange **Add a dependent or beneficiary** button.

NOTE: This page adds dependent's information into the system. Adding dependents to benefits occurs in step 13.

eBenefits
Life Events
Legend
• Welcome
○ Benefit Summary
○ **Dependent and Beneficiary**
○ Benefit Enrollment
○ Benefit Election Review
○ Event Completion and Exit

Marriage
◀ Previous Next ▶ Cancel Continue Later

Who Do You Want to Cover as a Dependent or Beneficiary?

You must provide documentation within 31 days of your event date to verify your dependent's eligibility. Unverified dependents will be dropped from coverage.

Add a dependent or beneficiary

7. Enter your dependent's information. Then click the orange **Save** button at the bottom.

eBenefits
Life Events
Legend
• Welcome
○ Benefit Summary
○ **Dependent and Beneficiary**
○ Benefit Enrollment
○ Benefit Election Review
○ Event Completion and Exit

Marriage
◀ Previous Next ▶ Cancel Continue Later

Dependent/Beneficiary Personal Information

You must provide the social security number (SSN) for all covered dependents and provide the SSN for newborns before they are 6 months old. Dependents missing or having invalid Social Security numbers will be dropped from coverage if not provided within the deadline.

Please make sure to enter your dependent's information exactly as it appears on legal documentation (birth certificate, Social Security Card, etc...)

Personal Information

*First Name Example
Middle Name
*Last Name Spouse
Name Prefix
Name Suffix
*Date of Birth 5/15/1990
*Gender Male
SSN 111-11-1111 (Social Security Number)
*Relationship to Employee Spouse

Status Information

*Marital Status Single As of
Disabled No As of

Address and Telephone

Same Address as Employee
Country United States
Address
 Same Phone
Phone
Save

Life Change Event Enrollment Instructions

8. You will see your dependent listed in the table. Then, click the **Benefit Enrollment** link on the left to begin making your changes.

The screenshot shows the eBenefits interface for a 'Marriage' event. On the left sidebar, the 'Benefit Enrollment' link is highlighted with a red arrow. The main content area displays a table of dependent information with a red circle around the 'Add a dependent or beneficiary' button at the bottom.

| Name | Relationship to Employee | Date of Birth | Marital Status | Marital Status Date | Disabled | Dependent | Beneficiary |
|----------------|--------------------------|---------------|----------------|---------------------|----------|-----------|-------------|
| Spouse Example | Spouse | 05/15/1990 | Single | | No | Yes | Yes |

9. Select the orange **Start my Enrollment** button.

The screenshot shows the eBenefits interface for a 'Marriage' event. On the left sidebar, the 'Benefit Enrollment' link is highlighted with a red arrow. The main content area displays the 'Benefit Enrollment' section with a red arrow pointing to the 'Start My Enrollment' button.

10. Click the orange **Select** button next to your open event.

Benefits Enrollment

After your initial enrollment, you may change your benefit choices only during 2020 Benefits Enrollment or if you have a qualified job or life event. If you have such a change and nothing appears in the Open Benefits Events section below, please contact Benefits Support by phone at 1-877-698-4754, prompt 9.

Click [here](#) for step-by-step instructions to complete enrollment.

The **Info** button provides you with additional information about enrollment. To begin your enrollment, click **Select**.

Open Benefit Events

| Event Description | Event Date | Event Status | Job Title |
|-------------------|------------|--------------|-----------|
| Marriage | 08/19/2019 | Open | |

Once you click Select, it will take a few seconds for your Benefits Enrollment Summary Page to appear.

Life Change Event Enrollment Instructions

11. Under the benefit that you want to change, click the orange **Edit Coverage** button.

eBenefits Marriage Previous Next Cancel Continue Later
Life Events Legend New Window Personalize Page

- Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment**
- Benefit Election Review
- Event Completion and Exit

Benefits Enrollment
Marriage

You have within 31 days of your event date to make applicable changes to your benefits. Your next opportunity to make changes will be during open enrollment for the next plan year. If you add a new dependent to medical, dental, or vision, documentation to verify dependent eligibility must be submitted to the benefits department within 31 days of your event.

i Your enrollment will not be complete until you click on the Submit button to send your enrollment choices to the Benefits department. To get to the Submit button, you'll need to click on the Continue button at the bottom of this page.

[Expand All](#) [Collapse All](#)

Enrollment Summary

Medical

| | | Full Cost | Before Tax | After Tax |
|----------|---------------------------------|-----------|------------|-----------|
| Current: | Choice 1000 / Low RX:Emp+Spouse | | | |
| New: | Choice 1000 / Low RX:Emp+Spouse | 93.91 | 93.91 | |

[Edit Coverage](#)

Wellness Credit \$20

| | | Full Cost | Before Tax | After Tax | Credit |
|----------|----------------------|-----------|------------|-----------|--------|
| Current: | Wellness Credit \$20 | | | | |
| New: | Wellness Credit \$20 | 0.00 | | 0.00 | 20.00 |

Dental

| | | Full Cost | Before Tax | After Tax |
|----------|-----------------------------------|-----------|------------|-----------|
| Current: | Aetna PPO (Low Option):Emp+Spouse | | | |
| New: | Aetna PPO (Low Option):Emp+Spouse | 17.09 | 17.09 | |

[Edit Coverage](#)

Vision

| | | Full Cost | Before Tax | After Tax |
|----------|------------------|-----------|------------|-----------|
| Current: | Vision:Empl Only | | | |
| New: | Vision:Empl Only | 3.68 | 3.68 | |

[Edit Coverage](#)

Life Change Event Enrollment Instructions

12. To change the plan you are enrolled in (if allowed with your event), select the button next to the plan that you want.

The screenshot displays the 'Marriage' event enrollment page in the eBenefits system. The left sidebar contains a navigation menu with the following items: Welcome (selected), Benefit Summary, Dependent and Beneficiary, Benefit Enrollment, Benefit Election Review, and Event Completion and Exit. The main content area is titled 'Marriage' and 'Benefits Enrollment Medical'. It provides information about five medical plan options, including a note about current coverage (UHC Choice 1000 / Low Rx with Employee + Spouse) and a wellness credit of \$20. A section titled 'Select an Option' lists available plans. A red arrow points to the 'Texas Health Aetna 3000/Low Rx' option. Below this, a table shows coverage levels and costs.

| Coverage Level | Your Cost | Tax Class |
|-------------------|-----------|------------|
| Employee + Spouse | \$50.36 | Before-Tax |
| Employee + Family | \$78.02 | Before-Tax |

Life Change Event Enrollment Instructions

13. To add dependents to your plan, scroll to the bottom. Dependents that are eligible to be enrolled in the plan will show. To enroll your dependent in coverage, select the box next to their name. You **MUST** select this box to add them to coverage. Then, click the orange **Save and Continue** button.

(Note: You may add dependents on this screen as well by selecting the orange **Add/Review Dependents** button and following the prompts)

eBenefits
Life Events

Marriage

Employee + Spouse \$93.91 Before-Tax
Employee + Family \$145.49 Before-Tax

Choice 1000 / High Rx

Coverage Level Your Cost Tax Class
Employee + Spouse \$109.04 Before-Tax
Employee + Family \$174.98 Before-Tax

Choice Plus 1500 / Low Rx

Coverage Level Your Cost Tax Class
Employee + Spouse \$327.68 Before-Tax
Employee + Family \$515.05 Before-Tax

Choice Plus 1500 / High Rx

Coverage Level Your Cost Tax Class
Employee + Spouse \$342.81 Before-Tax
Employee + Family \$544.54 Before-Tax

Waive

Add Dependents
Add eligible dependents to your plan by selecting the box next to each dependent you wish to cover.

| Dependent / Beneficiary | | |
|-------------------------------------|----------------|--------------|
| Enroll | Name | Relationship |
| <input checked="" type="checkbox"/> | Example Spouse | Spouse |

Add/Review Dependents

Save and Continue Discard Changes

Click **Save and Continue** to hold your choices until you are ready to submit your final enrollment. You will be returned to the Benefits Enrollment Summary screen.

Click **Discard Changes** to ignore all new entries made on this page and return to the Enrollment Summary.

Life Change Event Enrollment Instructions

14. Confirm your elections. Be sure to review the plan and coverage level that you selected, the cost of the plan, and the dependents that you elected to coverage. If you are satisfied with your choices and ready to continue, select the orange **Update Elections** button. If something is incorrect or you want to make a change, click the orange **Discard Changes** button.

Benefits Marriage Previous Next Cancel Continue Later

Life Events Legend

- Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment**
- Benefit Election Review
- Event Completion and Exit

Benefits Enrollment

Medical

Below is a summary of the plan that you selected. Click Update Elections below to store your choices.

Your Election

You have chosen Texas Health Aetna 1000/Low Rx with Employee + Spouse coverage.

Your Estimated per-pay-period Cost

| | |
|-----------|---------|
| Your Cost | \$84.52 |
|-----------|---------|

Your Covered Dependents

Dependent Information

| Name | Relationship |
|----------------|--------------|
| Example Spouse | Spouse |

Notes

Your online elections will remain under review until the appropriate documentation is received. All changes are effective the following pay period begin date after online elections are entered and acceptable documentation is received.

Update Elections Discard Changes

Select the Update Elections button to store your choices.
Select the Discard Changes button to go back and change your choices.

Life Change Event Enrollment Instructions

15. Your new election will show in blue on the Enrollment Summary. Continue making changes to your benefits by selecting the orange **Edit Coverage** button under each benefit.

iBenefits Marriage Previous Next Cancel Continue Later

Life Events Legend

- Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment**
- Benefit Election Review
- Event Completion and Exit

Enrollment Summary Expand All Collapse All

Medical

| Current: | | Full Cost | Before Tax | After Tax |
|---------------------------------|---|-----------|------------|-----------|
| Choice 1000 / Low Rx:Emp+Spouse | | | | |
| New: | Texas Health Aetna 1000/Low Rx:Emp+Spouse | 84.52 | 84.52 | |

[Edit Coverage](#)

Wellness Credit \$20

| Current: | | Full Cost | Before Tax | After Tax | Credit |
|----------------------|----------------------|-----------|------------|-----------|--------|
| Wellness Credit \$20 | | | | | |
| New: | Wellness Credit \$20 | 0.00 | 0.00 | 0.00 | 20.00 |

Dental

| Current: | | Full Cost | Before Tax | After Tax |
|----------------------------------|----------------------------------|-----------|------------|-----------|
| Aetna PPO (Low Option)Emp+Spouse | | | | |
| New: | Aetna PPO (Low Option)Emp+Spouse | 17.09 | 17.09 | |

[Edit Coverage](#)

Vision

| Current: | | Full Cost | Before Tax | After Tax |
|-----------------|-----------------|-----------|------------|-----------|
| Vision:Emp Only | | | | |
| New: | Vision:Emp Only | 3.68 | 3.68 | |

[Edit Coverage](#)

Health Care Spending Account

| Current: | | Full Cost | Before Tax | After Tax |
|-------------|-------|-----------|------------|-----------|
| No Coverage | | | | |
| New: | Waive | 0.00 | 0.00 | |

[Edit Coverage](#)

Day Care Spending Account

| Current: | | Full Cost | Before Tax | After Tax |
|-------------|--|-----------|------------|-----------|
| No Coverage | | | | |

Life Change Event Enrollment Instructions

17. When you have finished making your allowed changes for your qualified life event, scroll to the bottom on the enrollment options and click the orange **Continue** button.

DON'T STOP HERE! YOU'RE NOT FINISHED!

Marriage Previous Next Cancel Continue Later

Accident Insurance

| | | | | |
|----------|-------|-----------|------------|-----------|
| Current: | Waive | Full Cost | Before Tax | After Tax |
| New: | Waive | 0.00 | | |

Critical Illness-Employee

| | | | | |
|----------|-------|-----------|------------|-----------|
| Current: | Waive | Full Cost | Before Tax | After Tax |
| New: | Waive | 0.00 | | |

Critical Illness-Dependent

| | | | | |
|----------|-------|-----------|------------|-----------|
| Current: | Waive | Full Cost | Before Tax | After Tax |
| New: | Waive | 0.00 | | |

This table summarizes the estimated cost per pay period for your new benefit choices. (The "Employer" column displays the amount the Company is contributing to subsidize the cost of your benefits.)

Election Summary

| Summarized estimates for new Benefit Elections | Total | Before Tax | After Tax | Employer |
|--|--------|------------|-----------|----------|
| Cost | 130.30 | 106.70 | 21.60 | 551.98 |
| Credit | -20.00 | -20.00 | | |
| Your Cost | 110.30 | 88.70 | 21.60 | |

Continue

Select the **Continue** button to move to the next page.

i Important: Your enrollment will not be complete until you Submit your benefit choices on the following page.

Life Change Event Enrollment Instructions

18. Review the information on this page carefully. When you are ready to submit your elections to the Benefits department, select the orange **Submit** button.

DON'T STOP HERE! YOU'RE NOT FINISHED!

eBenefits
Life Events
Legend

- Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment**
- Benefit Election Review
- Event Completion and Exit

Marriage

Benefits Enrollment
Submit Benefit Choices

You have almost completed your enrollment. If you have no additional changes, review the information below and then click "Submit" to finalize your benefit choices.

If you need to go back to make a change, click "Cancel" to return to your Enrollment Summary.

Do not submit your benefit choices until you have completed your entire enrollment. You may store your choices on each page and return to the Enrollment Summary screen as many times as you like prior to your enrollment deadline. However, once you click Submit, your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make additional benefit changes until the next Open Enrollment period or if you have a qualified change in family status or job status.

Authorize Elections

By entering benefit elections, I indicate that I have read my enrollment materials and understand the options available to me. I authorize payroll deductions for my share of the cost of my benefits, and understand that any before-tax deductions may slightly reduce my Social Security retirement benefits. I understand that I cannot change my benefit elections during the year unless I have a status change or qualify for special enrollment rights. If I am participating in the Health and/or Day Care Spending Account, I understand that reimbursement requests are due by March 31 of the following plan year. I further understand that if I elect to increase my life, AD&D, or disability coverage and am on leave of absence, the increases will not become effective until I return from leave. I certify that the information I have given is true and complete. I understand that if I have not given true and complete information, I am subject to corrective action.

Select the Submit button to send your final choices to the Benefits Department.

Select the Cancel button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

19. You will see a confirmation that your elections were submitted. Click OK.

DON'T STOP HERE! YOU'RE NOT FINISHED!

eBenefits
Life Events
Legend

- Welcome
- Benefit Summary
- Dependent and Beneficiary
- Benefit Enrollment**
- Benefit Election Review
- Event Completion and Exit

Marriage

Benefits Enrollment
Submit Confirmation

You have successfully submitted your online elections to the benefits department. Please review the next 2 pages for additional information.

Life Change Event Enrollment Instructions

20. Your event will show closed. This means it has gone to the Benefits department for review. You have the option to print a summary of your submitted elections by clicking the orange **Print** button. Then, select the Benefit Election Review button on the left.

NOTE: It is recommended that you click **Print** on this page and save the PDF of your elections to your computer.

DON'T STOP HERE! YOU'RE STILL NOT FINISHED!

The screenshot shows the eBenefits interface for a 'Marriage' event. The left sidebar contains a navigation menu with 'Benefit Enrollment' selected. The main content area is titled 'Benefits Enrollment' and contains the following text:

After your initial enrollment, you may change your benefit choices only during 2020 Benefits Enrollment or if you have a qualified job or life event. If you have such a change and nothing appears in the Open Benefits Events section below, please contact Benefits Support by phone at 1-877-698-4754, prompt 9.

The **Info** button provides you with additional information about enrollment. To begin your enrollment, click **Select**.

Open Benefit Events

| Event Description | Event Date | Event Status | Job Title | Submitted Elections |
|-------------------|------------|--------------|-----------|-----------------------|
| Marriage | 05/13/2018 | Closed | | Print |

Life Change Event Enrollment Instructions

21. Review your elections. Then, select **Event Completion and Exit** on the left.

NOTE: Your elections are not effective until approved by the Benefits department. To approve your elections, proper documentation supporting your event must be submitted. Check your benefits handbook for more information.

DON'T STOP HERE! YOU'RE STILL NOT FINISHED!

The screenshot shows the 'Marriage' page in the eBenefits system. The left sidebar contains a 'Legend' with the following items: Welcome, Benefit Summary, Dependent and Beneficiary, Benefit Enrollment, **Benefit Election Review** (highlighted with a red arrow), and Event Completion and Exit. The main content area is titled 'Benefits Election Review' and includes a 'Print' button. Below this, there are sections for 'Current Name', 'Home Address', 'Mailing Address', 'Home Phone', 'Business Phone', and 'Emergency Contact'. A table titled 'Dependent Information' shows a single entry for an 'Example Spouse' with a date of birth of 05/15/1990, male sex, spouse relationship, and single marital status. A larger table titled 'Your Benefit Choices' lists various benefit plans and their election details.

| Benefit Plan | Benefit Option | Coverage / Category Base | Flat Amount / Percentage |
|---------------------------------|----------------|--------------------------|--------------------------|
| Medical | Aetha Low | Employee + Spouse | |
| Wellness Credit \$20 | Well \$20 | | |
| Dental | Aetha Low | Employee + Spouse | |
| Vision | Vision | Employee Only | |
| Basic Life | Basic Life | \$50000 | |
| Additional Life | Adt Life3X | \$201000 | |
| Spouse Life | Sp Life 50 | \$50000 | |
| Child Life | Waive | | |
| Basic AD&D | Basic AD&D | \$50000 | |
| Additional AD&D | Adt AD 5XE | \$335000 | |
| Additional AD&D Family | AD&DSF | \$335000 | |
| Basic Long-Term Disability | Basic LTD | 50% of Salary | |
| Additional Long Term Disability | Waive | | |
| Short-Term Disability | STD30 Day | 60% of Salary | |
| Hospital Indemnity | Waive | | |

Life Change Event Enrollment Instructions

22. Review the information and make note of the additional steps required to complete your event. To complete your qualified life event elections, click the orange **Acknowledge and Exit** button.

eBenefits
Life Events

Marriage

Event Acknowledgement and Exit

Congratulations, you have finished making your online elections for your event!

By clicking on the exit button below, you are acknowledging that you have read the information above and understand the next steps that are required, as well as the applicable deadlines. If these requirements are not met, the changes you just made will not be accepted.

Acknowledge and Exit

Congratulations, you are now finished with the online enrollment of your qualified life event!

Your elections will remain pending (and are not effective) until the Benefits department receives all of your supporting documentation. Please note that documentation is due **within 31 days** of the date of the qualified life event. For more information, please see your benefits handbook.