

HOW TO CHANGE BENEFITS

The instructions below are for someone who is signing up for coverage for the first time on a desktop. However, the instructions are very similar for someone who is making edits to their enrollment using a desktop or the app.

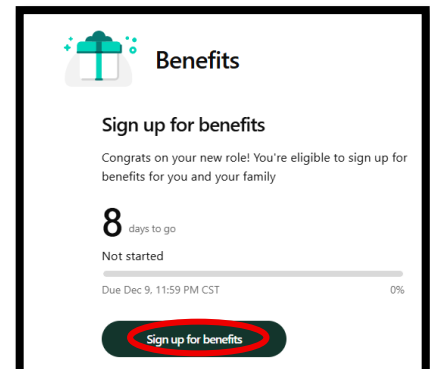
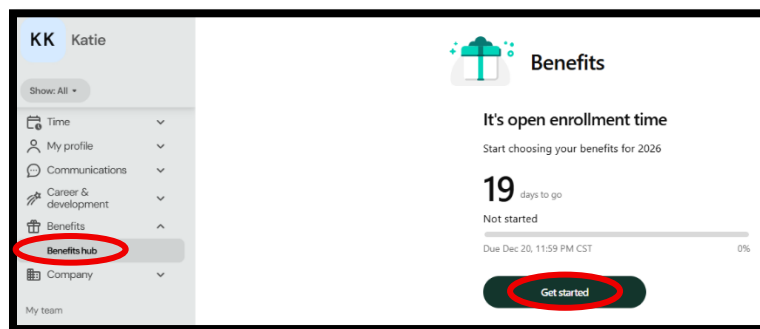
On App:

Home Page > Shortcuts > Benefits (and follow the instructions below)

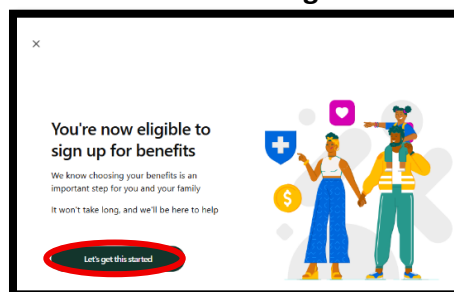
On Desktop:

Home Page > Benefits > Benefits Hub

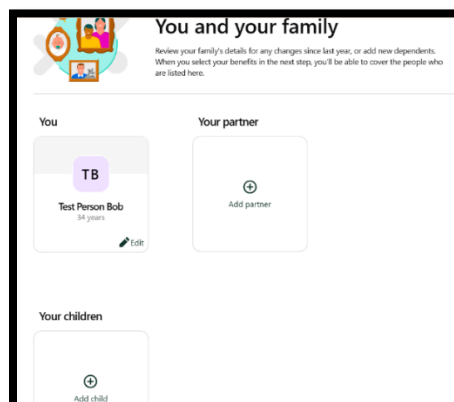
- The benefits page will open and you will be able to review if the coverage listed is what you want by clicking **get started** or clicking **sign up for benefits** if you don't have any yet.
- Keep in mind, you only need to log-in if you want to change coverage, add dependents, or waive coverage. Otherwise, everything will roll over the following year.



- Then click **Let's get this started**



- 'Things to know' page will pop up, click **Next**.
- From here you can select who you want coverage for (you, your partner, children, etc.)



- You can edit current information or add as needed. Click **Next**.
- Your options for medical will appear (standard, choice, HRA). It will list who is covered on your plan and you can click on **add family** if needed.

Who should be covered on your medical plan?

✓ TB You

⊕ Add family

- Select **choose this plan**, for the one you wish to use, or select, **I'm declining medical coverage** at the bottom of the page. Then click **Next**. Add a **beneficiary** if needed.

Blue Cross Blue Shield (BCBS)
BlueLink HRA

EE: \$500/Family: \$1,500
Deductible

EE: \$2,000/Family: \$6,000
Out Of Pocket Maximum - In Network

\$139.77
Employer pays

You pay
\$78.62
per paycheck

Choose this plan

Details ☐ Compare this plan

Decline coverage

I'm declining medical coverage

- Your options for dental will appear. It will list who is covered on your plan and you can click on **add family** if needed.

Who should be covered on your dental plan?

✓ TB You

⊕ Add family

- From here, select, **choose this plan** or **I'm declining dental coverage**. Click **Next**. Add a **beneficiary** if needed.

Our plan

Delta Dental
Delta Dental

\$1,500
Annual Maximum Benefit

\$1,000 Lifetime maximum
Orthodontics

You pay
\$17.56
per paycheck

Choose this plan

Decline coverage

I'm declining dental coverage

Benefits summary
Per paycheck

Medical Not selected	\$0.00
Dental Not selected	\$0.00
Total cost	\$0.00

- Your options for basic life insurance will appear. It will list who is covered on your plan. Add a **beneficiary** if needed. Click **Next**. *Keep in mind, if you don't sign up for health insurance you won't have to do anything with life insurance.*
- This year's Dependent Care Account page will appear. You can select the amount you wish to contribute or select **I don't want to contribute** at the bottom of the page. Click **Next**.

HealthEquity
Dependent Care FSA

ⓘ Your annual Dependent Care limit is \$7500 for 2025

How much do you want to contribute?
 per year

You pay
 --
 per year
 -- per paycheck

☐ I don't want to contribute

☒ I don't want to contribute

Benefits summary
Per paycheck

Medical Not selected	\$0.00
Dental Not selected	\$0.00
Dependent Care Not selected	\$0.00
Total cost	\$0.00

- Your options for identity protection will appear (identity theft protection, identity theft protection value, identity theft protection premier). It will list who is covered on your plan and you can click on **add family** if needed.

Who should be covered?

✓ ☒ TB You

⊕ ☐ Add family

- Select **choose this plan**, for the one you wish to use, or select, **I'm declining this** at the bottom of the page. Then click **Next**.

AURA
AURA Identity Theft Protection Premier

You pay
\$7.85
 per paycheck

☒ Choose this plan

☐ Decline coverage

☒ I'm declining this

- The 'finish up' page will appear. You can review everything you have selected or not selected and click **Submit**. Then you will receive a confirmation, it will go to the corporate office, and they will get everything set up for you.