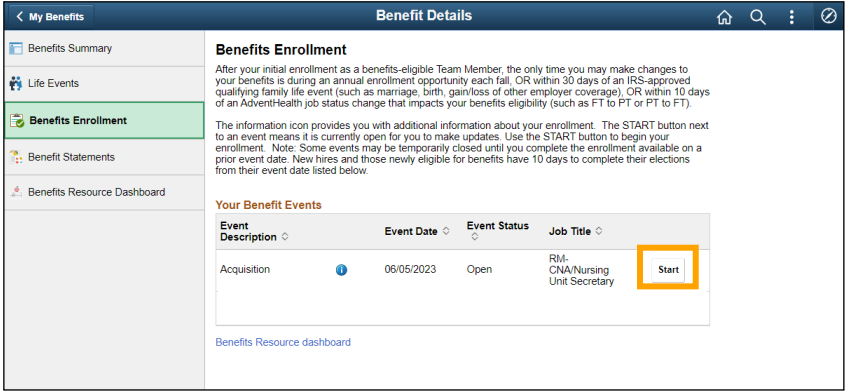


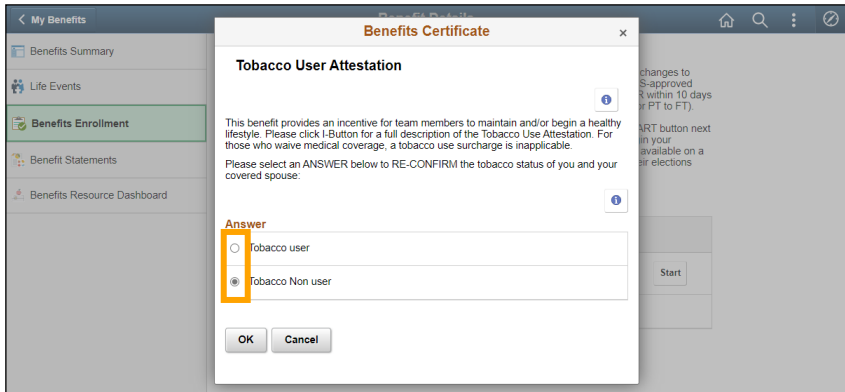
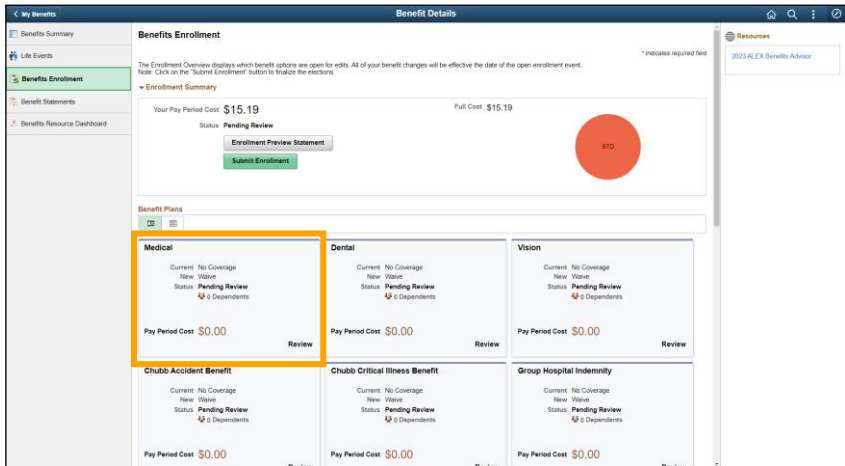

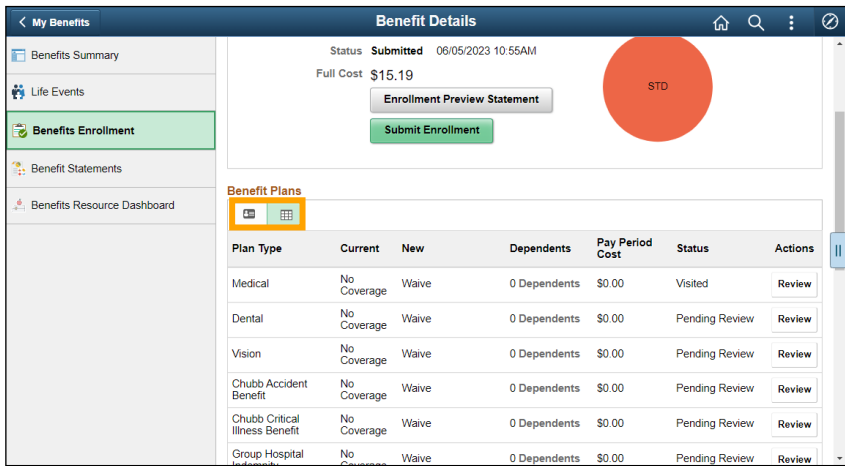
Benefits Enrollment

Job Aid

Purpose: This document provides a walkthrough aimed to assist team members as they select their benefit elections during eligible benefit enrollment.

Note: New Hires and those initially eligible for benefits have a **10-day** enrollment window from the date of hire or the date of benefit-eligibility.

Action	Screenshot
Benefits Enrollment	
<p>Navigate: My Hub > Benefits Enrollment ></p> <p>Note: If adding any dependents during this enrollment, we recommend that you have all required dependent eligibility documents available in digital format before beginning the process to expedite the enrollment.</p>	
1. Click Start to initiate enrollment.	

Action	Screenshot																																																	
<div>2. Click the radio button for the Tobacco User Attestation to make your selection, then click OK.</div> <div>Note: Being a non-tobacco user saves you money on your medical premiums.</div>																																																		
<div>3. Under <i>Benefit Plans</i>, click on each tile that contains your voluntary benefit options to update your desired elections.</div> <div>Note: The AHRP (retirement) tile is displayed for your view, but any edits to your retirement deferral must be done on the AHRP website (www.ahrp.com).</div>																																																		
<div>Note: Clicking the Grid Button  will change your screen layout from tiles to a grid or list.</div>	 <table><tr><th>Plan Type</th><th>Current</th><th>New</th><th>Dependents</th><th>Pay Period Cost</th><th>Status</th><th>Actions</th></tr><tr><td>Medical</td><td>No Coverage</td><td>Waive</td><td>0 Dependents</td><td>\$0.00</td><td>Visited</td><td>Review</td></tr><tr><td>Dental</td><td>No Coverage</td><td>Waive</td><td>0 Dependents</td><td>\$0.00</td><td>Pending Review</td><td>Review</td></tr><tr><td>Vision</td><td>No Coverage</td><td>Waive</td><td>0 Dependents</td><td>\$0.00</td><td>Pending Review</td><td>Review</td></tr><tr><td>Chubb Accident Benefit</td><td>No Coverage</td><td>Waive</td><td>0 Dependents</td><td>\$0.00</td><td>Pending Review</td><td>Review</td></tr><tr><td>Chubb Critical Illness Benefit</td><td>No Coverage</td><td>Waive</td><td>0 Dependents</td><td>\$0.00</td><td>Pending Review</td><td>Review</td></tr><tr><td>Group Hospital Indemnity</td><td>No Coverage</td><td>Waive</td><td>0 Dependents</td><td>\$0.00</td><td>Pending Review</td><td>Review</td></tr></table>	Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions	Medical	No Coverage	Waive	0 Dependents	\$0.00	Visited	Review	Dental	No Coverage	Waive	0 Dependents	\$0.00	Pending Review	Review	Vision	No Coverage	Waive	0 Dependents	\$0.00	Pending Review	Review	Chubb Accident Benefit	No Coverage	Waive	0 Dependents	\$0.00	Pending Review	Review	Chubb Critical Illness Benefit	No Coverage	Waive	0 Dependents	\$0.00	Pending Review	Review	Group Hospital Indemnity	No Coverage	Waive	0 Dependents	\$0.00	Pending Review	Review
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Chubb Critical Illness Benefit	No Coverage	Waive	0 Dependents	\$0.00	Pending Review	Review																																												
Group Hospital Indemnity	No Coverage	Waive	0 Dependents	\$0.00	Pending Review	Review																																												

Action

Screenshot

Adding a New Dependent to your Benefit Plans

1. Click on the preferred benefit plan that you would like to enroll in.

Medical

Cancel

Done

To keep you and your family safe, AdventHealth offers comprehensive medical plans that cover several services including preventive care covered at 100% and prescription drug coverage. Please review the benefit guides or click 'Alex Benefit Advisor' in the resources section of this page for more information.

▼ Enroll Your Dependents

Dependents that you have previously added are listed here. Check the box next to their name to enroll them in this line of coverage. Uncheck the box next to their name to remove them from this line of coverage. To add another dependent to the system for enrollment, please click on the Add/Update Dependent button below. You will also be asked to Upload Supporting Documents to attach eligibility verification (i.e. birth certificate for child, marriage certificate for spouse) when adding a new dependent that is not already enrolled in your coverage. When adding a new dependent, SSNs and DOBs are required. Children over the age of 26 are not eligible for coverage unless they meet the disability requirements for ongoing enrollment in your plans.

You have no dependent registered

Add/Update Dependent

Upload Supporting Documents

The Employee Only cost shown for each plan is based on the dependents you have selected to enroll.

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
✓ Waive			\$0.00
Select HDHP Health Savings Plan ⓘ	\$15.90		\$15.90
Select Traditional Plan ⓘ	\$87.25		\$87.25

Overview of Pricing

2. Click the **Add/Update Dependent** button to add a new dependent to your plan that is not already in the list to choose from. If not adding new dependents, review the rest of your benefit options in each available tile to make your elections, and then scroll down to step #6.

Medical

Cancel

Done

To keep you and your family safe, AdventHealth offers comprehensive medical plans that cover several services including preventive care covered at 100% and prescription drug coverage. Please review the benefit guides or click 'Alex Benefit Advisor' in the resources section of this page for more information.

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You have no dependent registered

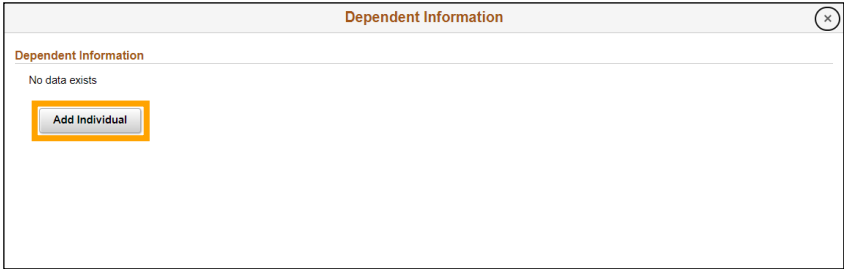
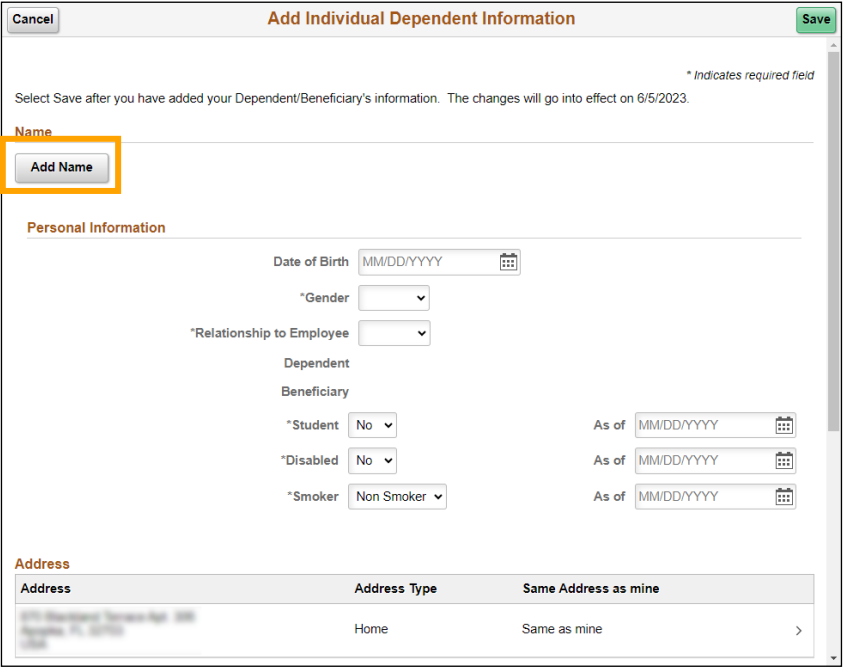
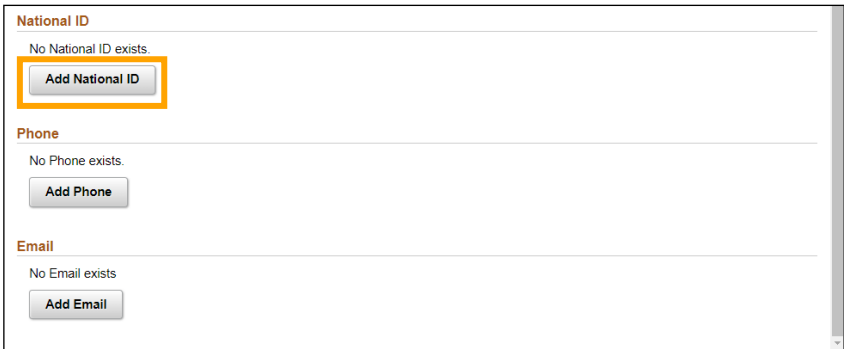
Add/Update Dependent

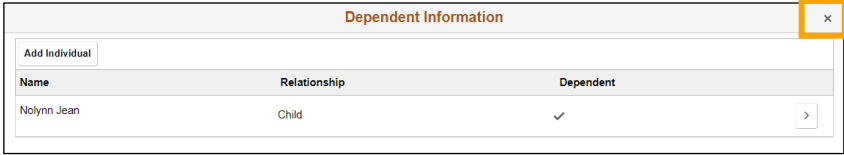
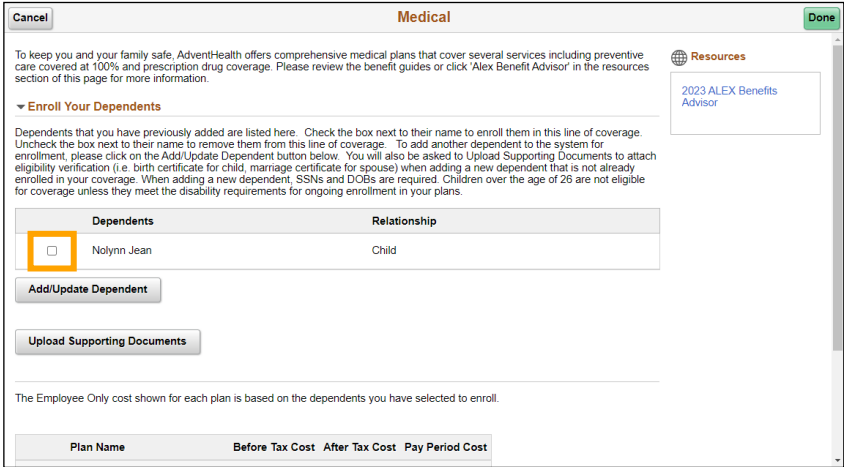
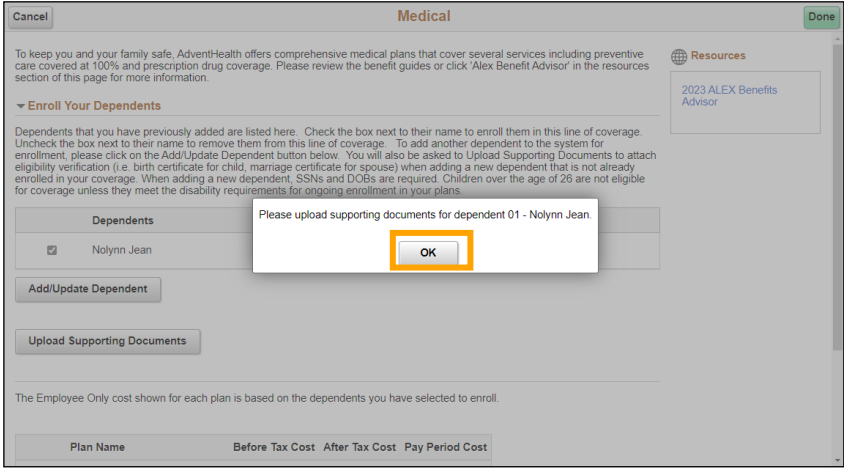
Upload Supporting Documents

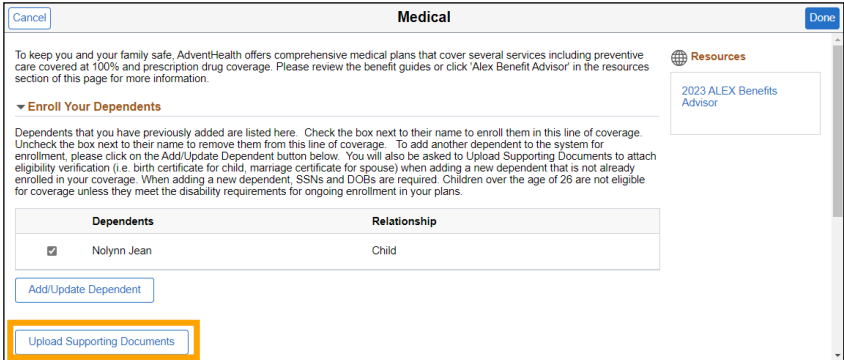
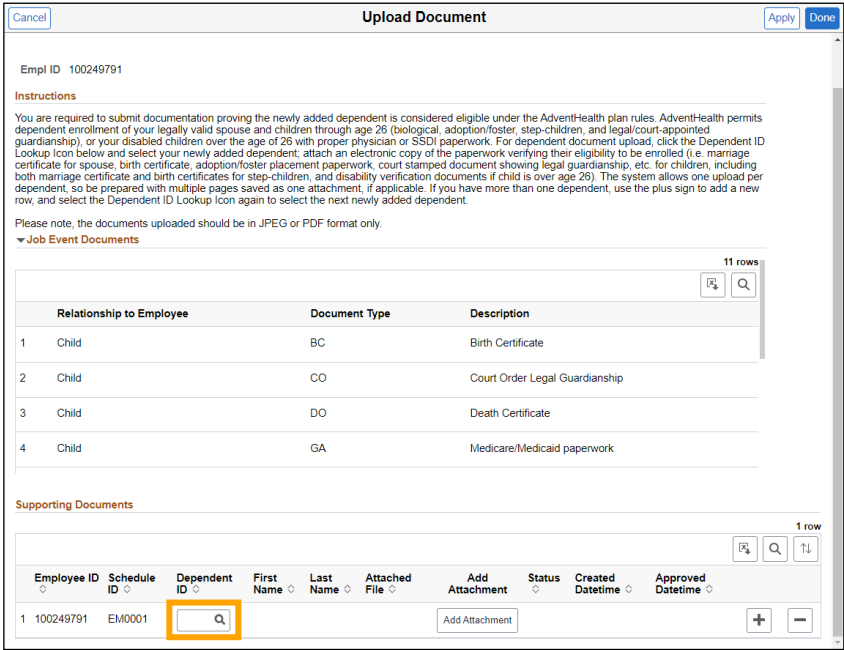
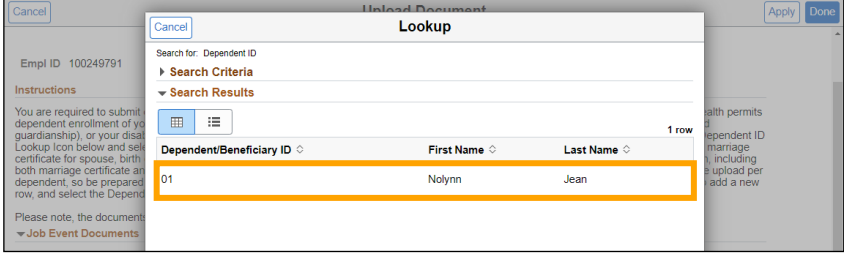
The Employee Only cost shown for each plan is based on the dependents you have selected to enroll.

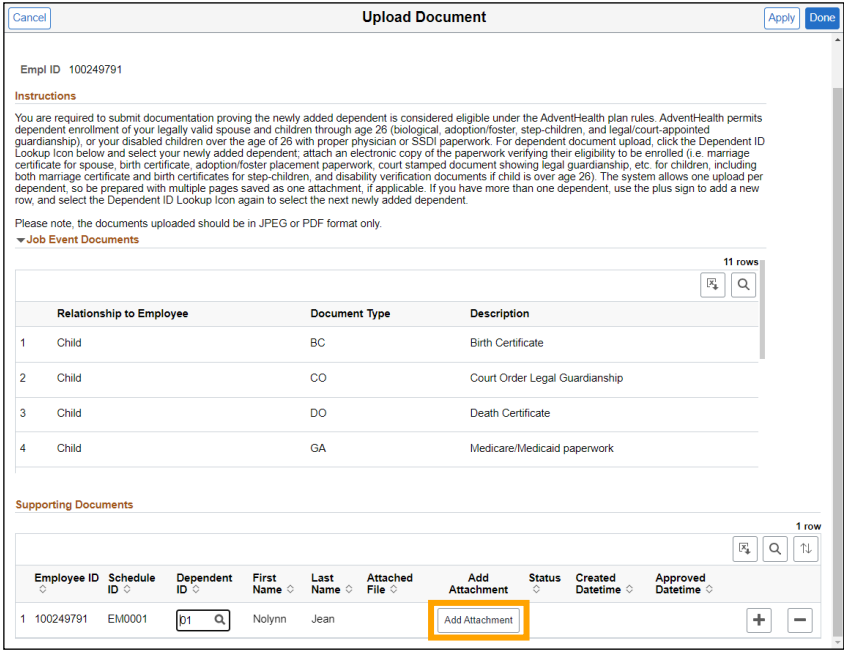
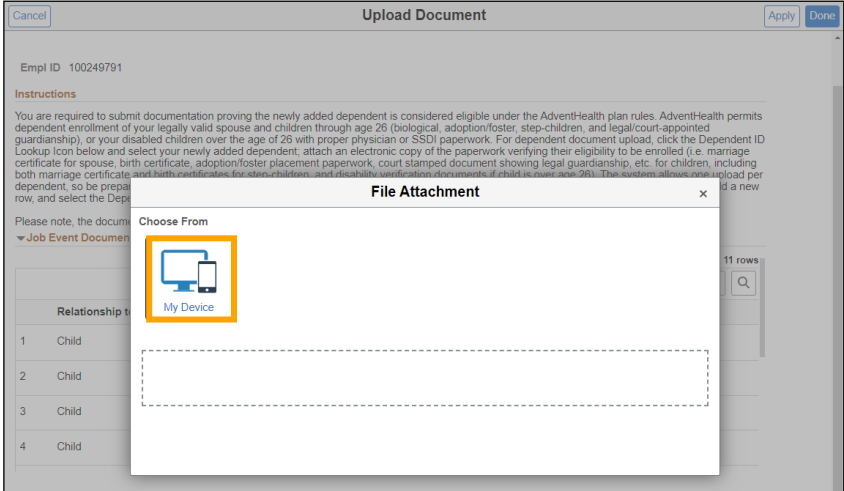
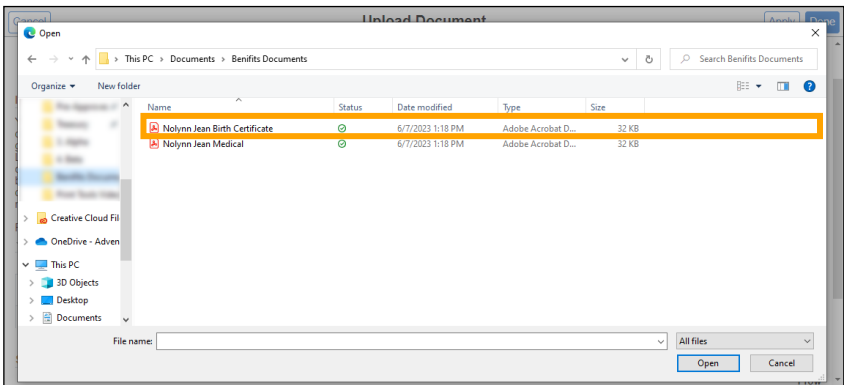
Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
✓ Waive			\$0.00
Select HDHP Health Savings Plan ⓘ	\$15.90		\$15.90
Select Traditional Plan ⓘ	\$87.25		\$87.25


Overview of Pricing

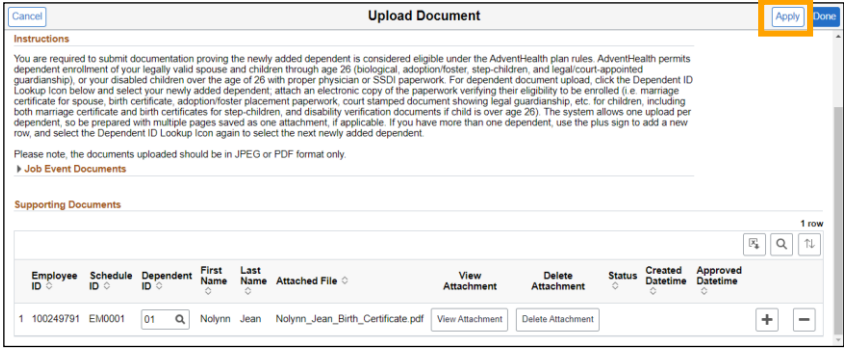
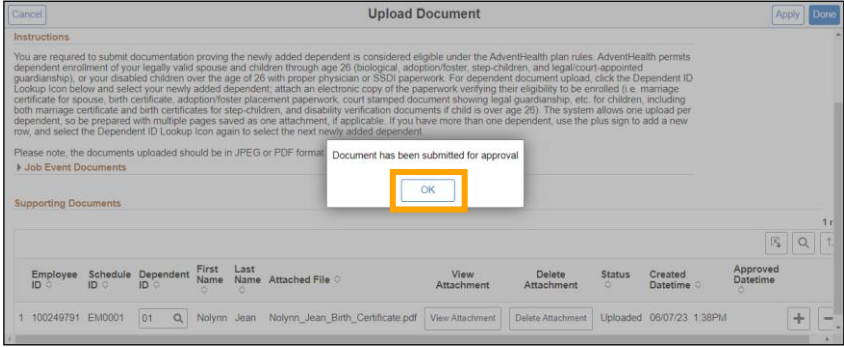
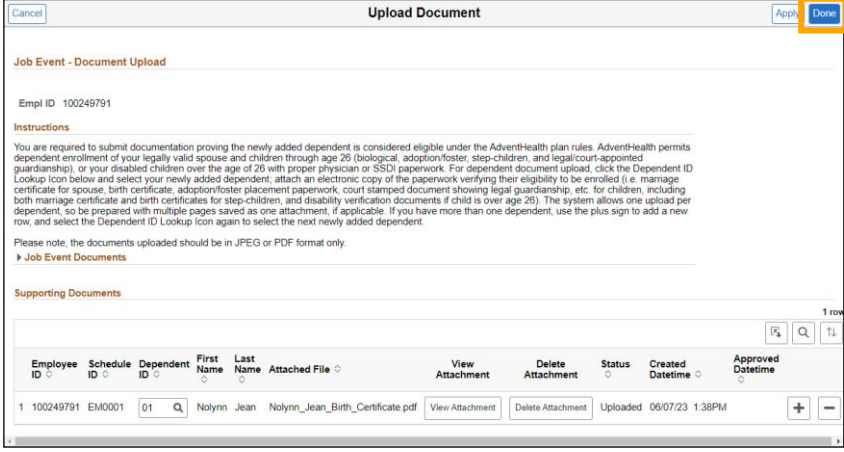
Action	Screenshot
3. Click Add Individual to add a new dependent to benefits.	
4. Click on Add Name . Be sure to use legal names and not nicknames. Then add the date of birth, gender, relationship (spouse or child). Update the mailing address if it varies from yours, OR, select “same as mine” to auto-populate.	
5. Then scroll down to Add National ID and click Add National ID to enter the full Social Security Number. This information is mandatory. Then click Save .	

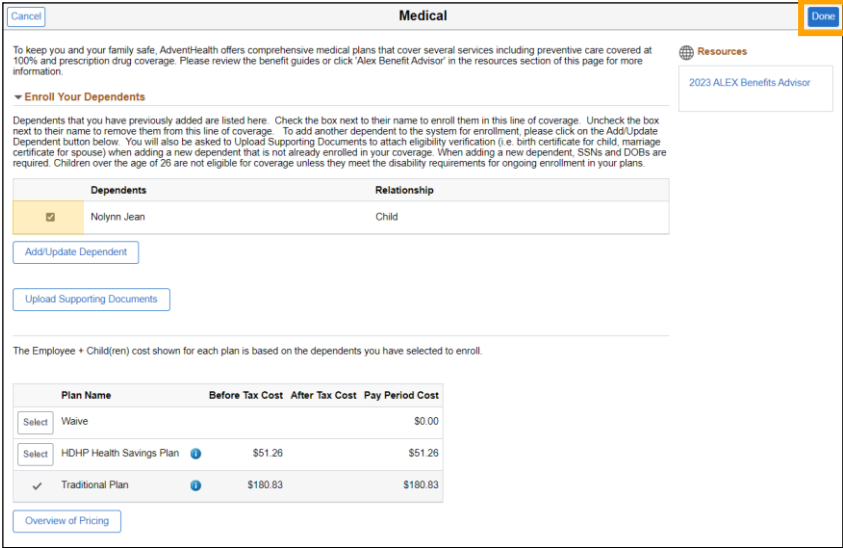

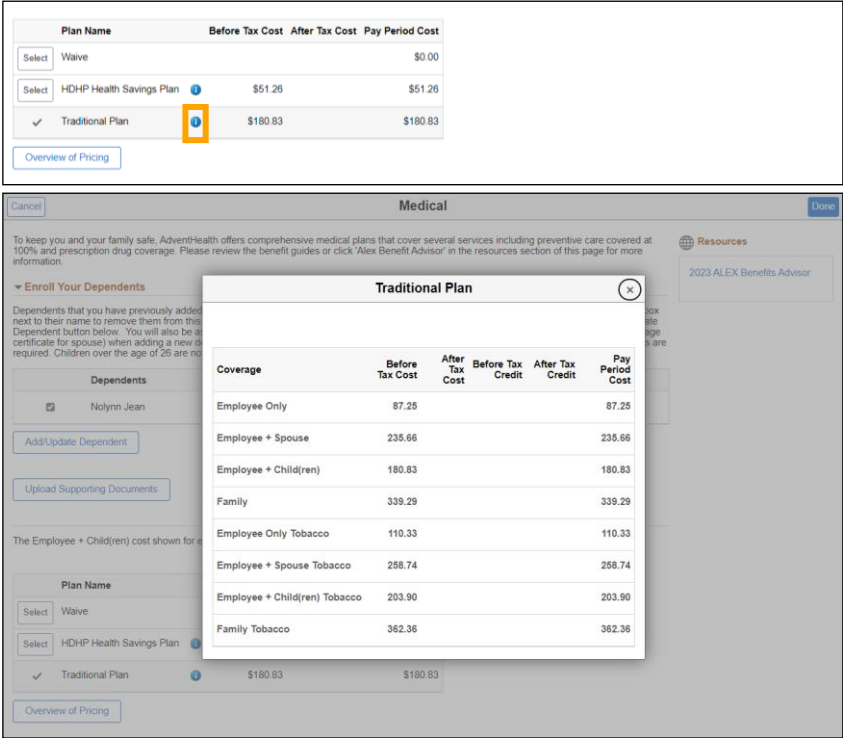
Action	Screenshot
<p>6. The Dependent Information page displays with the added dependent. Click the X button to return to the benefits plan main page.</p> <p>Note: Click on Add Individual if there are additional dependents to enroll.</p>	
<p>7. Click the checkbox for the newly added dependent(s) to enroll them in the plan.</p>	
<p>8. The system will prompt you to attach documentation supporting their eligibility (i.e., a valid marriage certificate for a spouse and a birth certificate for child). Only one document upload per dependent is accepted. In the case of step-children, both the marriage certificate and birth certificate is required to be uploaded together. Click OK.</p>	

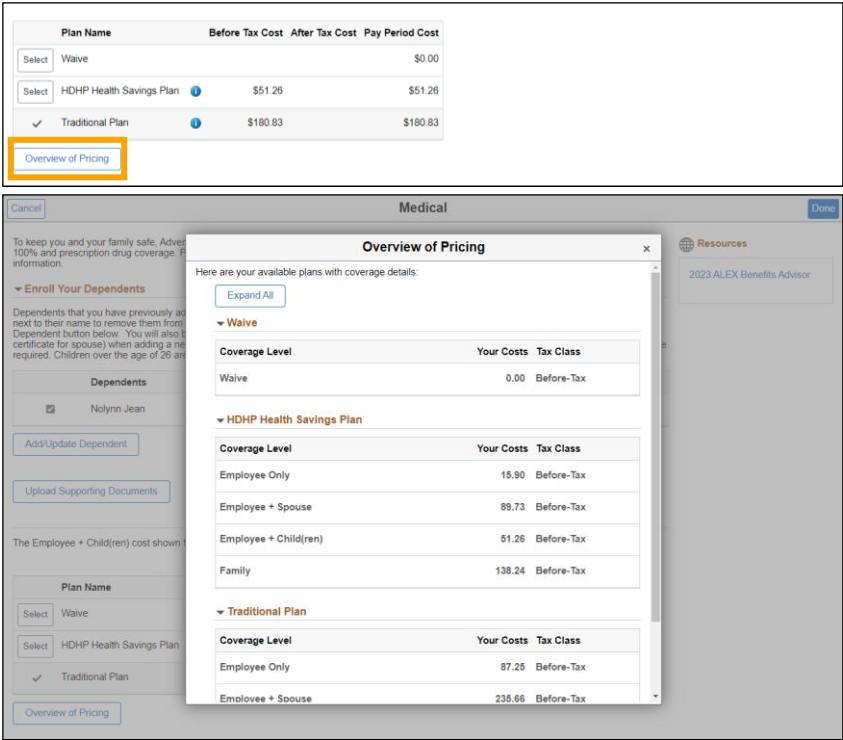
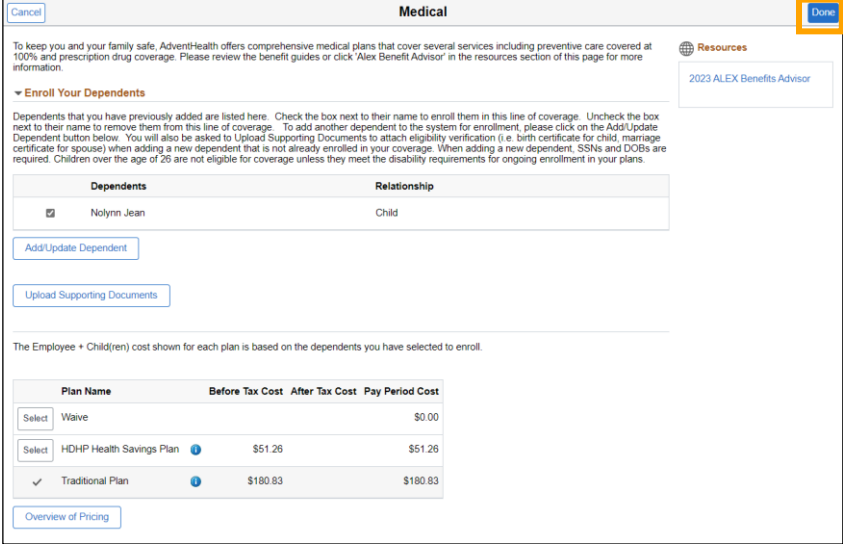
Action	Screenshot
9. Click Upload Supporting Documents .	 <p>The screenshot shows the 'Medical' enrollment page. At the bottom, the 'Upload Supporting Documents' button is highlighted with an orange box. Above it, there is a table of dependents with columns 'Dependents' and 'Relationship'. The dependent 'Nolynn Jean' is listed with the relationship 'Child'. There is also an 'Add/Update Dependent' button.</p>
10. Click the Look Up icon to search for the applicable dependent.	 <p>The screenshot shows the 'Upload Document' page. In the 'Supporting Documents' section, there is a table with columns: Relationship to Employee, Document Type, and Description. Below this table, there is a 'Supporting Documents' table with columns: Employee ID, Schedule ID, Dependent ID, First Name, Last Name, Attached File, Add Attachment, Status, Created Datetime, and Approved Datetime. The 'Look Up' icon in the 'Dependent ID' column of the first row is highlighted with an orange box.</p>
11. Select the dependent from the list.	 <p>The screenshot shows the 'Lookup' dialog box. It has a search criteria section and a search results section. The search results section displays a table with columns: Dependent/Beneficiary ID, First Name, and Last Name. The first row, '01 Nolynn Jean', is highlighted with an orange box.</p>

Action	Screenshot
12. Click Add Attachment .	 <p>The screenshot shows the 'Upload Document' window for Employee ID 100249791. It includes instructions for submitting documentation and a table of existing documents. Below this is a section for 'Supporting Documents' with a table that has columns: Employee ID, Schedule ID, Dependent ID, First Name, Last Name, Attached File, Add Attachment, Status, Created Datetime, and Approved Datetime. The first row shows Employee ID 100249791, Schedule ID EM0001, and Dependent ID D1. The 'Add Attachment' button in this row is highlighted with an orange box.</p>
13. Select My Device .	 <p>The screenshot shows the 'File Attachment' dialog box. It has a 'Choose From' section with two options: 'My Device' (represented by a computer and mobile phone icon) and 'Cloud Storage' (represented by a cloud icon). The 'My Device' option is highlighted with an orange box.</p>
14. Find and select the saved document. Both Jpeg and PDF are accepted file types.	 <p>The screenshot shows a file explorer window titled 'Open'. It displays a list of files in the 'Documents' folder. The file 'Nolynn Jean Birth Certificate' is selected and highlighted with an orange box. The file is an Adobe Acrobat PDF, 32 KB, and was modified on 6/7/2023 at 1:18 PM.</p>

Action	Screenshot
15. Click Open .	
16. Select Upload .	
17. Click Done .	
18. Click on the Plus  icon if you need to search for other newly added dependents to attach their eligibility documents.	

Action	Screenshot
19. Click Apply .	 <p>The screenshot shows the 'Upload Document' window. At the top right, the 'Apply' button is highlighted with an orange box. The window contains instructions, a table of supporting documents, and buttons for 'View Attachment' and 'Delete Attachment'.</p>
20. A confirmation message displays it has been submitted for approval. Click OK .	 <p>The screenshot shows the 'Upload Document' window with a confirmation message overlay that says 'Document has been submitted for approval'. The 'OK' button on the message is highlighted with an orange box.</p>
21. If you are done uploading supporting documents for newly added dependents, Select Done .	 <p>The screenshot shows the 'Upload Document' window. At the top right, the 'Done' button is highlighted with an orange box. The window displays the 'Job Event - Document Upload' section and the table of supporting documents.</p>

Action	Screenshot
22. The benefit plan will display with the new coverage level and premium amount based on the dependent(s) you've added to coverage.	
23. Click the Plan Information  icon(s) if you'd like to see the breakdown cost by plan type and coverage level.	

Action	Screenshot
24. Or, click the Overview of Pricing button for another way to view the premiums by plan type and coverage level.	
25. Click Done .	

Action	Screenshot
<p>26. The benefit plan selected with the number of newly added dependent/s displays on the tile and the status view is seen as Changed. Click on each applicable tile to view enrollment options and new rates for each benefit, and to enroll any other dependents not already added. Once completed with each benefit option, click the Submit Enrollment button, located at both the top and the bottom of the page.</p> <p>Note: The last elections you make in the system once your enrollment event window closes will be captured and finalized, even if you don't click the Submit Enrollment button.</p>	
<p>27. Once you click the Submit Enrollment button, a confirmation message displays ensuring that your elections have been submitted successfully. Click the View button to review and print/save your benefit elections.</p>	

Action	Screenshot
Printing/Saving Your Confirmation Statement	
<p>1. The Benefit Statement page displays. You can select Expand All for a quick view of all data. Please ensure your personal information, including your dependent's information, is accurate. Then click Print View.</p>	

- 2. Another tab will open in your browser and the *Elections Preview* page displays. Save a copy of this for your records. A copy will be automatically emailed to the email address you have listed as preferred in the HUB (generally your AdventHealth work email address).

AH Rocky Mountain
RMR Full-Time

ELECTIONS PREVIEW
EVENT MAINTENANCE SCHEDULE
ACQUISITION
Event Date: 06/05/2023

Employee ID: [REDACTED]

RM-CNA/Nursing Unit Secretary

This election preview records your benefit selections, costs and dependent information as of the time you review this statement. If you have not submitted your election, you can return to this event before the enrollment period ends. Contact your benefits administrator if you have further questions. Please keep a copy of this form for your records.

PERSONAL INFORMATION

Home Address
Mailing Address
Email Address
Gender
Birthdate
Service Date
Smoker

COST SUMMARY

	AMOUNT
Your Cost Per Pay Period	\$ 196.02
Employer Cost	\$ 449.90

ELECTION SUMMARY

Benefit	Coverage	Category Base	Your Cost Per Pay Period
Traditional Plan	Emp+Child		\$ 180.83
Dental	Waive		
Vision	Waive		
Chubb Accident Benefit	Waive		
Chubb Critical Illness Benefit	Waive		
Group Hospital Indemnity	Waive		
Waived Supplemental Life	Waive		
Basic Life and AD&D 1X Sal FT	Waive	\$ 57,000.00	
Waived Child Life	Waive		
Waived Spouse Life	Waive		
Short Term Disability	Waive	\$ 648.00	\$ 15.19
Long Term Disability	Waive		
Flex Spending Health - U.S.	Waive		
Flex Spending Dependent Care	Waive		
Health Savings Account	Waive		
Pet Benefits	Waive		
Legal Services	Waive		
Identity Theft Protection	Waive		

Benefit	Pre-Tax	After Tax	Voluntary Amount	Voluntary Percent
	0%	0%		
	0%	0%		
	0%	0%		

Page 1 of 2 6/7/2023 15:05 PM

Action

Screenshot

Reviewing Elections and Additional Resources

- 1. To go back and review later, return to My Benefits, Benefits Enrollment, and Select the **Benefit Statements** tab.

My Benefits

Benefits Summary

Life Events

Benefits Enrollment

Benefit Statements

Benefits Resource Dashboard

Benefit Details

Benefits Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.
Note: Click on the "Submit Enrollment" button to finalize the elections.

Enrollment Summary

Your Pay Period Cost \$196.02

Status Submitted 06/07/2023 4:07PM

Enrollment Preview Statement

Submit Enrollment

Full Cost \$196.02

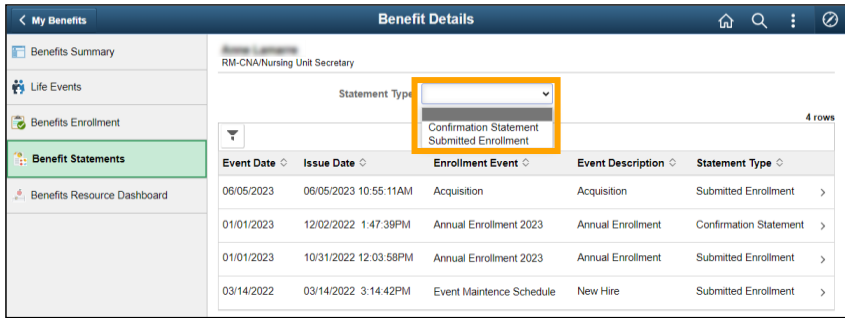

STD

Medical

Benefit Plans

Medical

Dental

Action	Screenshot																									
<p>2. Select from the Statement Type options to review your statement types. Select Submitted Enrollment for all benefit enrollment events, or the Confirmation Statement for your most recent Annual Enrollment event. Choose the applicable Enrollment Event you're looking for from the list.</p>	 <p>The screenshot shows the 'Benefit Details' page for 'RM-CNA/Nursing Unit Secretary'. The 'Statement Type' dropdown menu is open, showing 'Confirmation Statement' and 'Submitted Enrollment' as options. Below the dropdown is a table with columns: Event Date, Issue Date, Enrollment Event, Event Description, and Statement Type. The table contains four rows of data.</p> <table><thead><tr><th>Event Date</th><th>Issue Date</th><th>Enrollment Event</th><th>Event Description</th><th>Statement Type</th></tr></thead><tbody><tr><td>06/05/2023</td><td>06/05/2023 10:55:11AM</td><td>Acquisition</td><td>Acquisition</td><td>Submitted Enrollment</td></tr><tr><td>01/01/2023</td><td>12/02/2022 1:47:39PM</td><td>Annual Enrollment 2023</td><td>Annual Enrollment</td><td>Confirmation Statement</td></tr><tr><td>01/01/2023</td><td>10/31/2022 12:03:58PM</td><td>Annual Enrollment 2023</td><td>Annual Enrollment</td><td>Submitted Enrollment</td></tr><tr><td>03/14/2022</td><td>03/14/2022 3:14:42PM</td><td>Event Maintenance Schedule</td><td>New Hire</td><td>Submitted Enrollment</td></tr></tbody></table>	Event Date	Issue Date	Enrollment Event	Event Description	Statement Type	06/05/2023	06/05/2023 10:55:11AM	Acquisition	Acquisition	Submitted Enrollment	01/01/2023	12/02/2022 1:47:39PM	Annual Enrollment 2023	Annual Enrollment	Confirmation Statement	01/01/2023	10/31/2022 12:03:58PM	Annual Enrollment 2023	Annual Enrollment	Submitted Enrollment	03/14/2022	03/14/2022 3:14:42PM	Event Maintenance Schedule	New Hire	Submitted Enrollment
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03/14/2022	03/14/2022 3:14:42PM	Event Maintenance Schedule	New Hire	Submitted Enrollment																						
<p>3. You may also select the Benefits Resource Dashboard for more information on the benefit plans offered for the Plan year. This information is also found under its own tile in the Hub: My Benefits, Benefits Resources Dashboard tile.</p>	 <p>The screenshot shows the 'Benefits Resource Dashboard' page. It features two columns of links: '2022 Links' and '2023 Links'. The links include '2022 Benefits Guide Book', '2022 Virtual Benefits Fair', '2022 Benefits At a Glance', and '2022 Alex Benefits Advisor'. Below these links are quick guides for 'Flexible Spending Account (FSA)', 'Health Savings Account (HSA)', and 'Dependent Care'.</p>																									