



# YOUR NEXT STEPS TO COMPLETE YOUR BENEFITS ENROLLMENT

**Get Ready!** To enroll in Health & Welfare Benefits, and update your automatic 6% Qualified Automatic Contribution Arrangement towards the 401K plan you must provide your dependent's and beneficiary's contact information, date of birth and National ID. Please ensure you have this information handy.

When?	Required Action Steps:
<p>I. First 30 days of hire or the first 30 days becoming newly benefits eligible.</p>	<ol style="list-style-type: none"> <li>1. Log onto Workday and locate "Benefit Change- New Hire (WD)" in Workday inbox. Make sure to elect or waive each of the coverages and sign and submit your elections.</li> <li>2. Print your benefits confirmation statement. The statement details the cost of the coverage you elected.</li> <li>3. For help, <a href="https://chenmed.service-now.com/hrsp">go to the AskHR portal</a> (https://chenmed.service-now.com/hrsp) or call HR Services at 1-833-MyAskHR or 1-833-692-7547.</li> </ol>

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<p>II. Submit Evidence of Insurability (EOI).</p>	<ol style="list-style-type: none"> <li>1. EOI is required for any Life or Disability coverage amount over the Guaranteed Issue Amount.</li> <li>2. EOI must be completed within 31 days from the election date and must be completed online.</li> <li>3. Please go to <a href="https://na2.docusign.net/member/PowerFormSigning.aspx?PowerFormId=88694087-e493-4426-96e8-6d55ee0f9385">https://na2.docusign.net/member/PowerFormSigning.aspx?PowerFormId=88694087-e493-4426-96e8-6d55ee0f9385</a> and complete the EOI medical questionnaire.</li> </ol> <p>Note: To complete the form, you will need the following details:</p> <ol style="list-style-type: none"> <li>1. Your date of hire</li> <li>2. The coverage amount you requested at enrollment</li> <li>3. Your prior coverage amount</li> <li>4. Your employee class: <ul style="list-style-type: none"> <li>Class 1: Owners.</li> <li>Class 2: Executives, Physicians, Physicians Assistants, Board Members, Officers, Managing Directors, Nurse Practitioners and Non-Managing Members.</li> <li>Class 3: All active, Full-time Employees who are not classified as a Executives, Physicians, Physicians Assistants, Board Members, Officers, Managing Directors, Nurse Practitioners and Non-Managing Members.</li> <li>Class 4: Visa employees who are classified as Executives, Physicians, Physicians Assistants, Board Members, Officers, Managing Directors, Nurse Practitioners and Non-Managing Members.</li> <li>Class 5: Visa employees who are Full-time and are not classified as a Executives, Physicians, Physicians Assistants, Board Members, Officers, Managing Directors, Nurse Practitioners and Non-Managing Members.</li> </ul> </li> </ol> <p>Please contact Cigna’s Customer Service Center at <a href="tel:1-866-607-2360">1-866-607-2360</a> from 8 a.m. — 6 p.m. (EST) if you have any questions regarding completing this form.</p>
<p>III. After your enrollment window closes</p>	<p>Be on the lookout for your ID cards for medical, dental and vision. They should arrive within 10-14 days after your window closes.</p>
<p>IV. When your benefits become effective- if you elected medical coverage</p>	<p>Complete the Clinical Health Risk Assessment(CHRA) on <a href="http://mycigna.com">mycigna.com</a> and complete your attestation in Workday.</p> <p>The credit will be applied to your first month of coverage but will be removed the following month if both the CHRA and attestation are not completed.</p>