

How to Enroll in or Change Your Benefit

Benefits: Elections

Employee

BENEFIT ENROLLMENT STEPS

1. From Connect, Assurant's employee intranet, click on the MyHR tile to log in to MyHR.
2. To begin the enrollment process as a new hire or during Open Enrollment, select the benefits enrollment task from your MyHR inbox. As a new hire, you'll need to complete certain onboarding tasks, such as reviewing and updating your contact, personal and National ID information before your new hire benefits enrollment event becomes available.



3. To initiate a life event benefit change or to change your beneficiaries, select your Benefits Worklet > Change Benefits, then select the appropriate change reason.

A screenshot of the 'Change Benefits' form. The title 'Change Benefits' is displayed in large white text on a blue background. Below the title is a blue button labeled 'Actions'. Underneath, there is a 'Change Reason' field with a red asterisk and a dropdown menu currently showing 'select one'.

4. Complete the Tobacco Attestation and select continue.

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- It's now time to make your benefit elections. From your benefits enrollment dashboard, select and review each benefit plan tile, following the instructions provided to make your elections and add or remove dependents and/or beneficiaries, as applicable.

The screenshot displays a dashboard titled "Health Care and Accounts" with four benefit plan tiles:

- Dental:** MetLife DPC. Cost per paycheck: \$8.00. Coverage: EE Only. Manage button.
- Vision:** Anthem BlueCross BlueShield VIS. Cost per paycheck: \$2.12. Coverage: EE Only. Manage button.
- Health Savings Account:** HealthEquity. Contribution per paycheck: \$20.00. Manage button.
- FSA:** Walvred. Enroll button.

- To complete the enrollment process and save your elections, you must select "Review and Sign." Select "I Accept" to acknowledge that you have reviewed your benefit election summary, the legal notice, and all required plan documentation. Links to these documents are provided within the legal notice.
- If you elected Basic, Supplemental Life and/or Dependent Life coverage(s) that requires Evidence of Insurability (EOI), a link to Metlife's online Statement of Health form will appear in your Benefits Worklet, once your elections are finalized.
- As a new hire, you'll automatically be enrolled in the Short-Term Disability (STD) and Core Long-Term Disability (LTD) plans once you've reached 90 days of service. You'll also receive a notification email to your Assurant email with instructions for enrolling in the LTD Buy-Up option. LTD Buy-Up elections require EOI if not selected when you first become eligible. If you select the LTD Buy-Up due to a life event, you'll receive an email with instructions on how to complete the LTD EOI process.
- Your Benefit Elections summary can be viewed at any time in your MyHR Benefits worklet > View Benefit Elections.