

HOW TO SUBMIT YOUR BENEFIT ELECTIONS

Employee

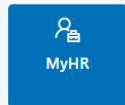
OVERVIEW

- This job aid explains how to enroll in your benefits as a new hire and/during Open Enrollment.
- Your Benefit Elections summary can be viewed at any time from the MyHR Menu (left panel) >Personal > Benefits Hub > View Benefit details link (Overview section)
- Effective 2025, 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 60 days of service.
- If you elected Supplemental Life and/or Dependent Life coverage(s) that requires Evidence of Insurability (EOI) also referred to as a Statement of Health (SOH), you will receive a "To Do" in your Workday Inbox which includes a link to MetLife secure online portal to complete these requirements for approval.
- For New Hires: You have 15 calendar days from your date of hire to enroll in your benefits
- For Open Enrollment: Refer to the open enrollment communication for deadline dates.

BENEFIT ENROLLMENT STEPS

IMPORTANT: As a new employee, you'll need to complete certain onboarding tasks, such as reviewing and updating your contact information and legal name before your new hire benefits enrollment event becomes available.

1. From Connect, Assurant's employee intranet, click on the **MyHR** tile to log into MyHR.



2. To begin the enrollment process as a new hire or during Open Enrollment, select the benefits enrollment task from My Tasks (upper right hand corner).
3. Answer the **Tobacco Use Attestation** and select **Continue**.
4. From the **Enrollment Dashboard**, select and review each benefit plan tile. Be sure to follow the instructions provided to make your choices in each section. Dependents and/or beneficiaries may be updated during the enrollment process, as applicable.
5. To complete the enrollment process and save your elections, click **Review and Sign**.
6. On the **View Summary** page, check **I Accept** at the bottom of the page to acknowledge that you have reviewed your benefit election summary, and all required plan documentation then click **Submit**.

By clicking "I Accept" below, you attest you have read these documents.

[Health and Welfare Benefit Plan Summary Plan Description](#)
[2025 Summary of Benefits and Coverage](#)
[Health Insurance Marketplace notice](#)
[2025 New Hire Guide](#)
[Woman's Health and Cancer Rights Act of 1998 Notice](#)
[Newborns' and Mothers Health Protection Act](#)
[EEOC Notice Regarding Wellbeing Program](#)
[HIPAA Privacy Statement](#)
[Creditable Coverage Notice](#)
[CHIP Notice](#)
[Notice Informing Individuals About Nondiscrimination and Accessibility Requirements](#)

I Accept ☐