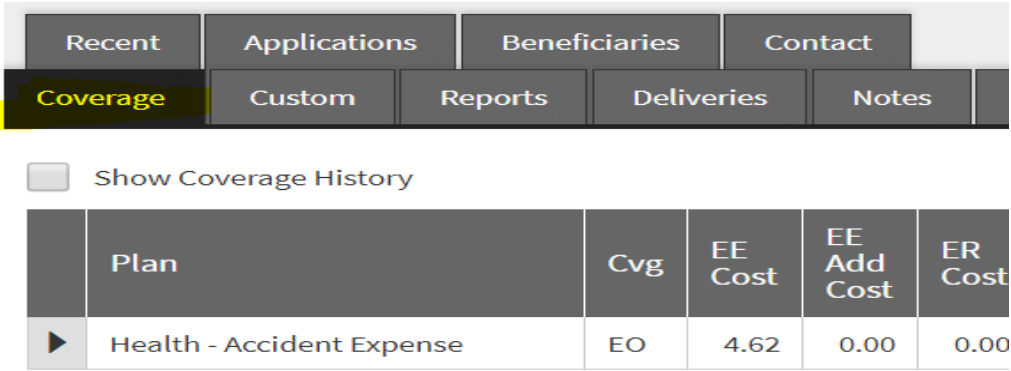


➤ *How to confirm benefit elections*

| Step | Action | | | | | | | | | | |
|-----------------------------|---|---------|-------------|---------|-------------|---------|-----------------------------|----|------|------|------|
| 1 | Search for employee from Home Screen. | | | | | | | | | | |
| 2 | Click on Edit | | | | | | | | | | |
| 3 | <p>Click on the "Coverage" Tab</p>  <p> <input type="checkbox"/> Show Coverage History </p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Cvg</th> <th>EE Cost</th> <th>EE Add Cost</th> <th>ER Cost</th> </tr> </thead> <tbody> <tr> <td>▶ Health - Accident Expense</td> <td>EO</td> <td>4.62</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> | Plan | Cvg | EE Cost | EE Add Cost | ER Cost | ▶ Health - Accident Expense | EO | 4.62 | 0.00 | 0.00 |
| Plan | Cvg | EE Cost | EE Add Cost | ER Cost | | | | | | | |
| ▶ Health - Accident Expense | EO | 4.62 | 0.00 | 0.00 | | | | | | | |
| 4 | You'll see all the current benefits the employee is enrolled in. | | | | | | | | | | |

➤ *How to search coverage history for an employee in Forms*

| Step | Action |
|-------------|---------------------------------------|
| 1 | Search for employee from Home Screen. |
| 2 | Click on Edit |
| 3 | Click on the "Forms" Tab |

Recent Applications Beneficiaries Contact Coverage Custom Report
Notes Demographics Forms Employment EDI Events History Life Events

Employment Information

4

Click on the Benefit Confirmation form with the most recent date. This will open the confirmation in a new browser window.

Tester, Test, EID: 0, SSN: ***-**-3549

| Document | Create Date | Employee Signature |
|--------------------------------------|-------------------------|--------------------|
| Benefit Confirmation | 06/21/2018 15:45:49 UTC | 06/21/2018 (PIN) |
| Benefit Confirmation | 06/20/2018 13:50:30 UTC | 06/20/2018 (PIN) |
| Benefit Confirmation | 06/20/2018 13:49:24 UTC | 06/20/2018 (PIN) |

5

You'll see all the current benefits the employee is enrolled in.
*****Be advised: If you have made any benefit changes WITHOUT utilizing a Life Event, this form may not be up to date.*****