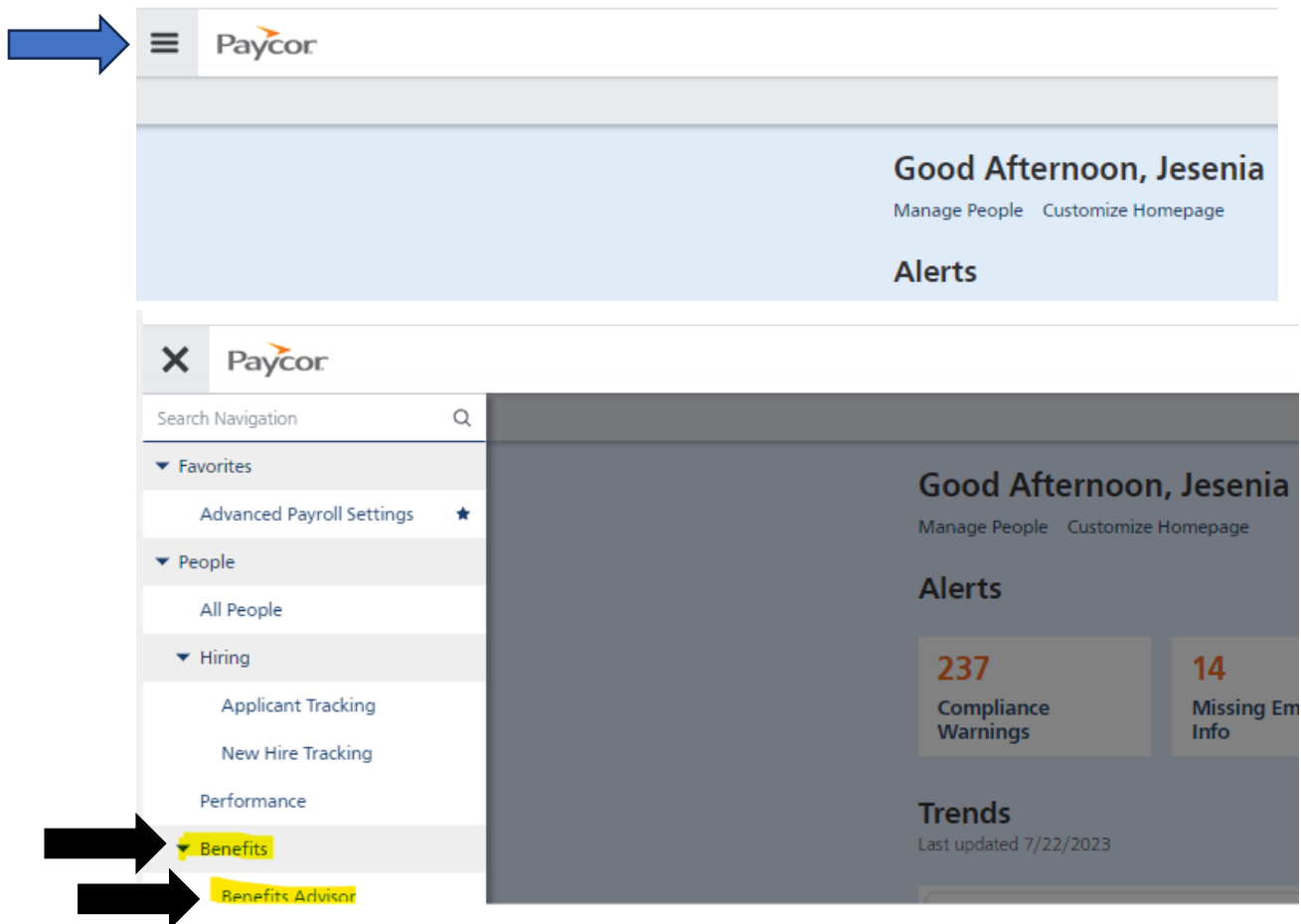


OVERVIEW

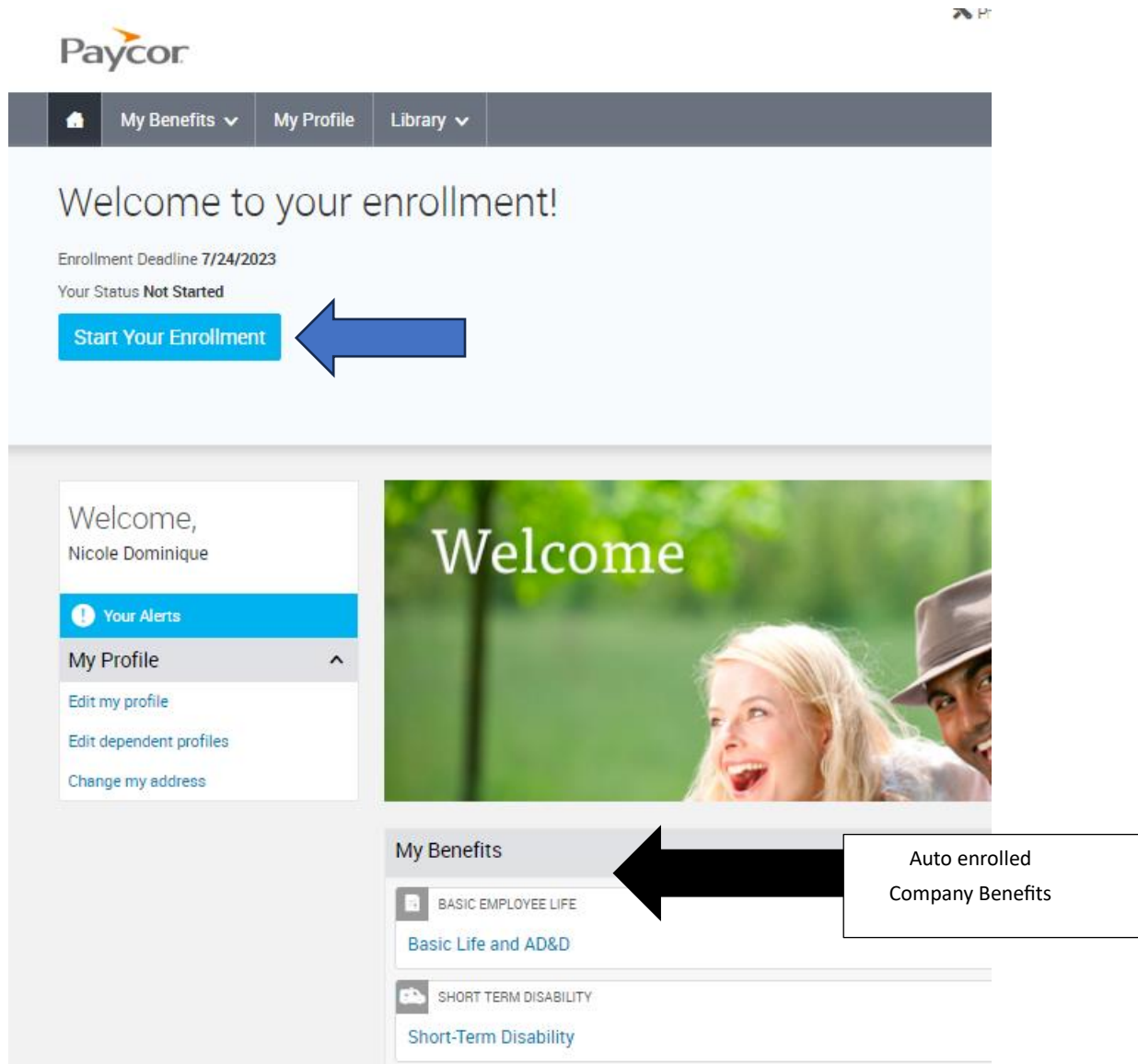
Paycor's Benefits Advisor, powered by Bswift, is where all employee benefit enrollments will be housed. This is where employees can view their current enrollments, initiate changes to their benefits due to qualifying life events, and complete open enrollment events. Employees may also view, print, and edit family information (dependents) and beneficiary information. Employees should review this information annually to ensure the most up to date information is kept on record.

WORK INSTRUCTIONS

To access the Benefit Advisor page from your Paycor employee self-service portal navigate the "**Hamburger**" menu icon and select "**Benefits**" then "**Benefits Advisor**", see below.

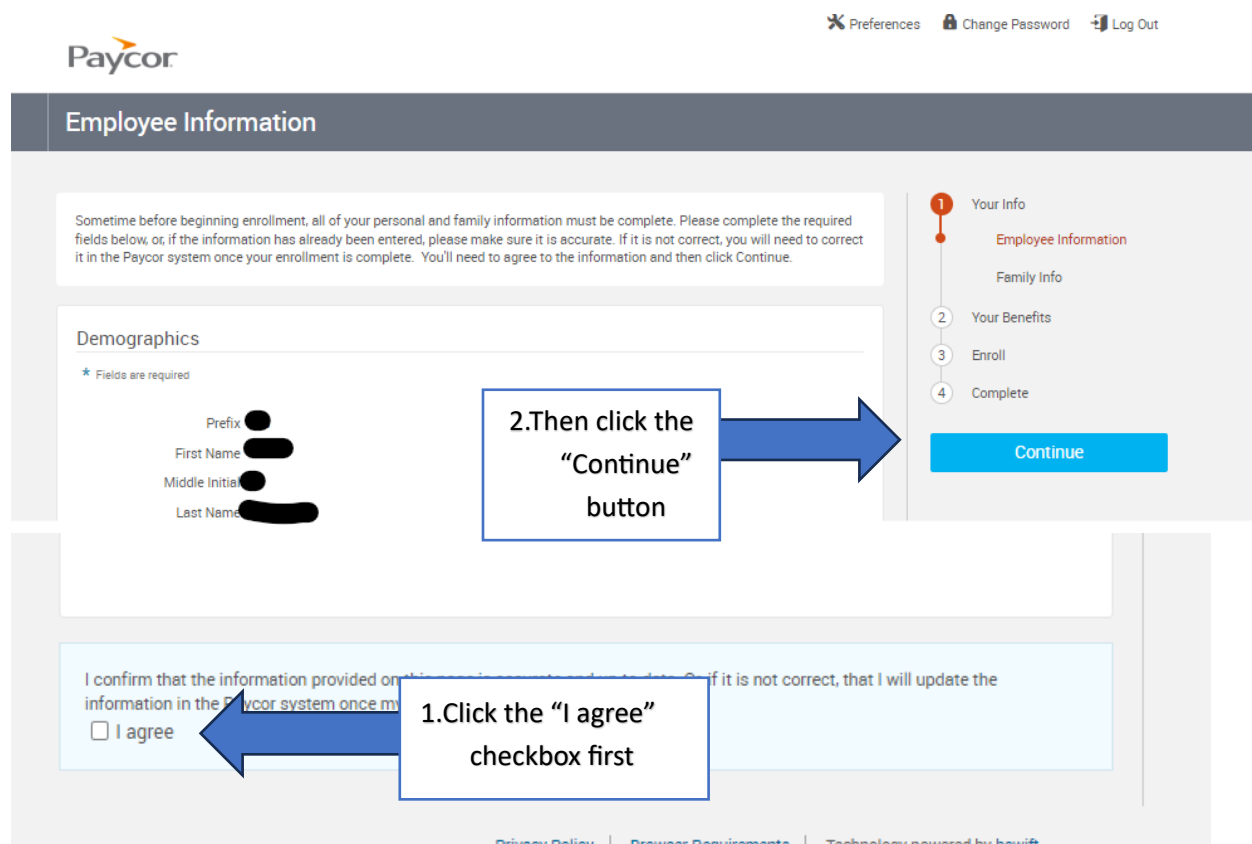


The below welcome page will load. Under the **Welcome** message under **My Benefits**, you will see that the company paid benefits for full time eligible employees, Basic Life and AD&D, Short-Term Disability, and Long-Term Disability, have already been added. Click on “**Start Your Enrollment**” to begin the enrollment process.



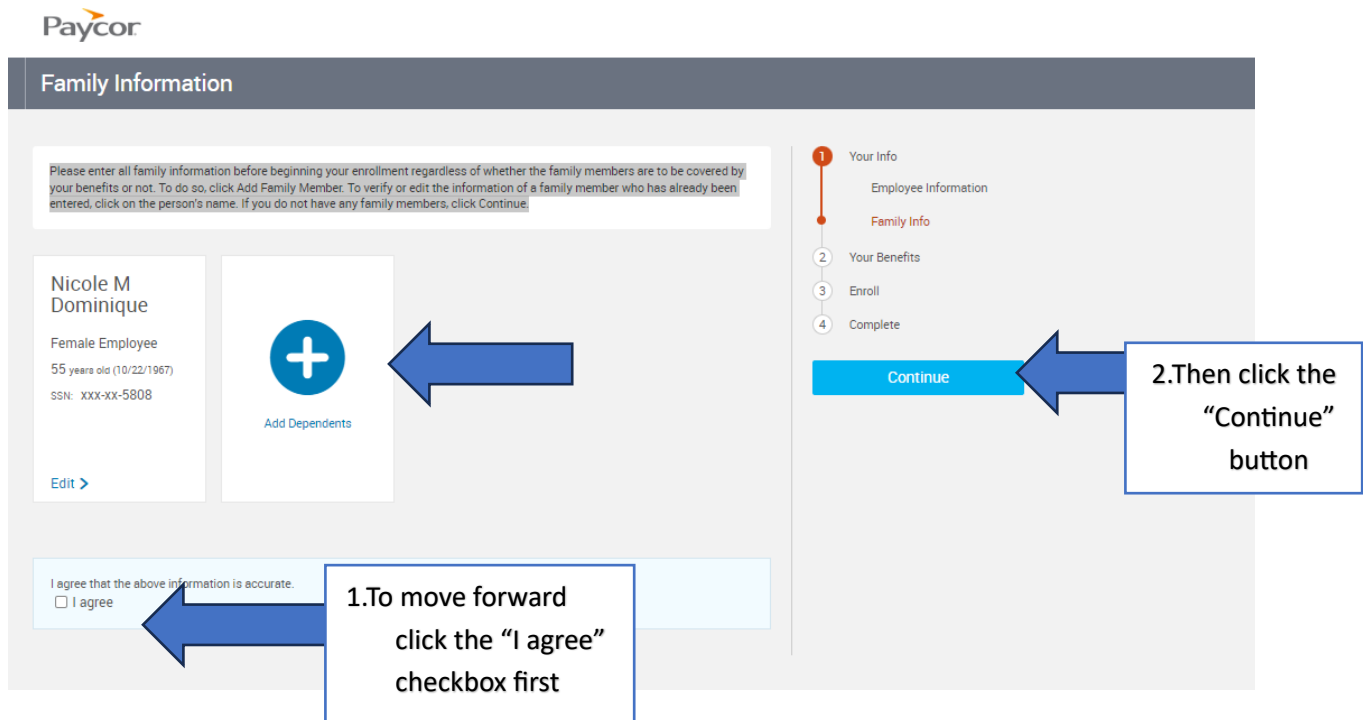
The screenshot displays the Paycor enrollment portal interface. At the top left is the Paycor logo. A navigation bar contains 'My Benefits', 'My Profile', and 'Library'. The main heading reads 'Welcome to your enrollment!'. Below this, the enrollment deadline is '7/24/2023' and the status is 'Not Started'. A blue button labeled 'Start Your Enrollment' is highlighted with a blue arrow pointing to it from the right. On the left side, a user profile for Nicole Dominique is shown with options for 'Your Alerts', 'My Profile', 'Edit my profile', 'Edit dependent profiles', and 'Change my address'. On the right, a 'Welcome' banner features a photo of a smiling couple. Below the banner, the 'My Benefits' section lists 'BASIC EMPLOYEE LIFE' (Basic Life and AD&D) and 'SHORT TERM DISABILITY' (Short-Term Disability). A black arrow points from a text box labeled 'Auto enrolled Company Benefits' to the 'BASIC EMPLOYEE LIFE' entry.

There are four steps to complete your enrollment. In the first step you will verify your personal information. These fields are pulled in from your employment profile in Paycor, but it is advisable that you still review the information for accuracy. Once you review the information click on the “**I agree**” **checkbox** then on the blue “**Continue**” button, see below.



The screenshot shows the Paycor Employee Information page. At the top right, there are links for Preferences, Change Password, and Log Out. The main heading is "Employee Information". Below this is a message: "Sometime before beginning enrollment, all of your personal and family information must be complete. Please complete the required fields below, or, if the information has already been entered, please make sure it is accurate. If it is not correct, you will need to correct it in the Paycor system once your enrollment is complete. You'll need to agree to the information and then click Continue." The "Demographics" section includes fields for Prefix, First Name, Middle Initial, and Last Name, with a note that fields are required. To the right is a progress indicator with four steps: 1. Your Info (highlighted), 2. Employee Information, 3. Family Info, 4. Your Benefits, 5. Enroll, 6. Complete. A blue "Continue" button is visible. At the bottom, there is a confirmation statement: "I confirm that the information provided on this page is accurate and correct. If it is not correct, that I will update the information in the Paycor system once my enrollment is complete." Below this is an "I agree" checkbox. Annotations include a box pointing to the "Continue" button with the text "2. Then click the 'Continue' button" and a box pointing to the "I agree" checkbox with the text "1. Click the 'I agree' checkbox first".

On the next page you will complete your **Family (Dependent) information**. The beneficiary page will look to this information, so please enter all family information regardless of whether the family members are to be covered by your benefits or not. To do so, click **“Add Dependents”**. To verify or edit the information of a family member who has already been entered, click on the person’s name. If you do not have any family members, click the **“I agree”** checkbox, then **“Continue”**, see below.



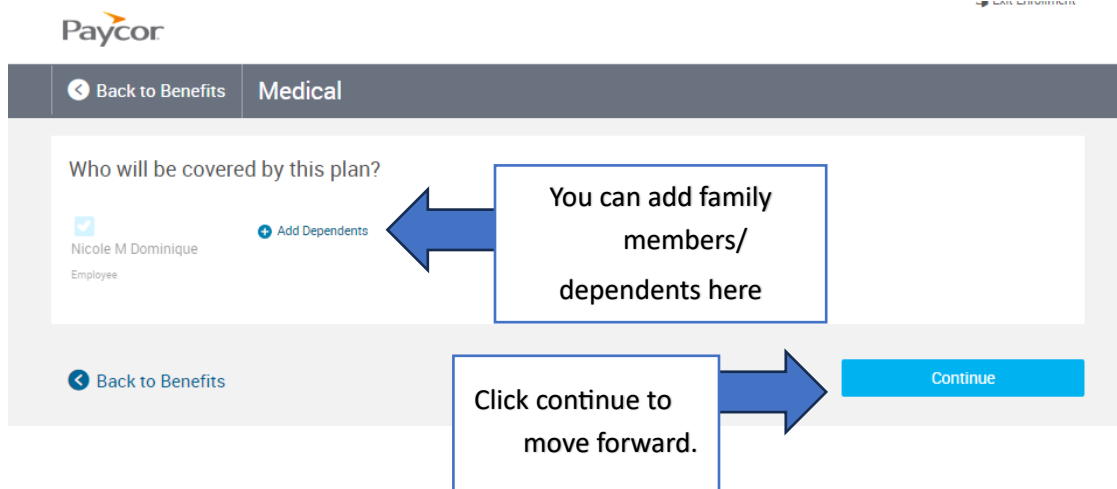
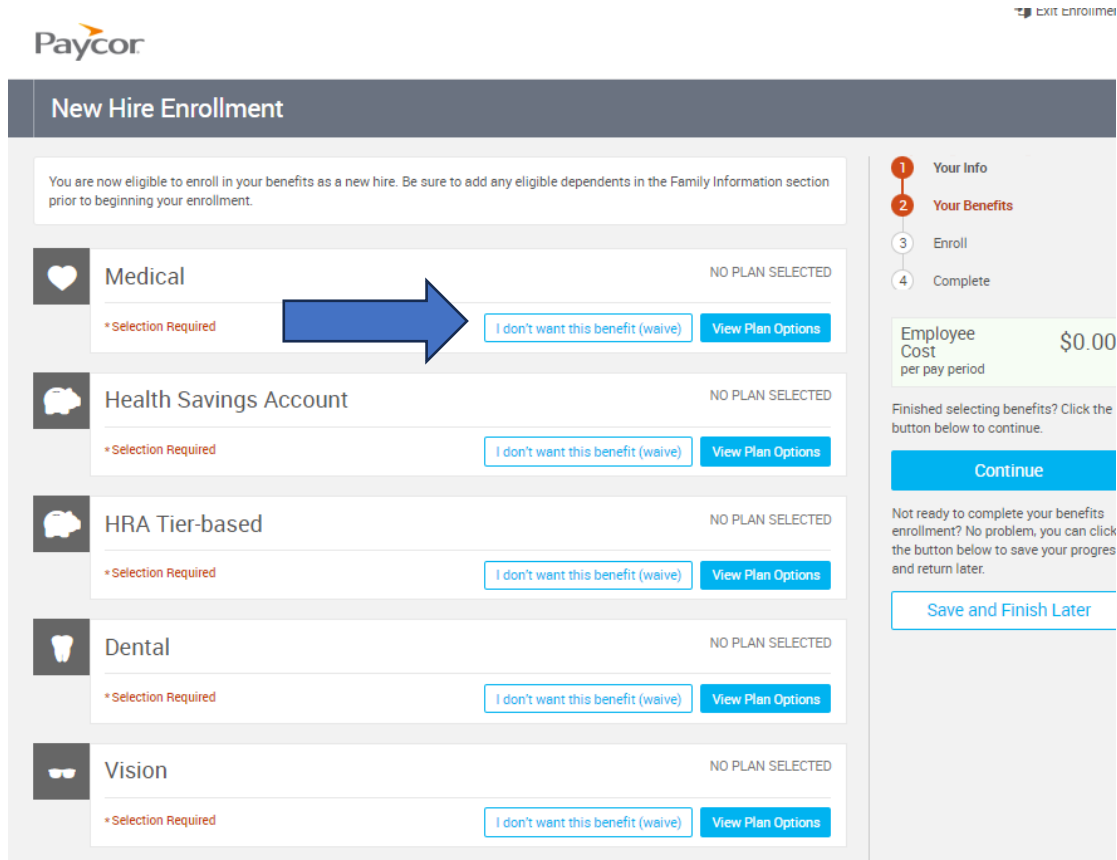
The screenshot shows the Paycor Family Information page. At the top left is the Paycor logo. Below it is a grey header with the text "Family Information". A white box contains instructions: "Please enter all family information before beginning your enrollment regardless of whether the family members are to be covered by your benefits or not. To do so, click Add Family Member. To verify or edit the information of a family member who has already been entered, click on the person's name. If you do not have any family members, click Continue." Below this is a card for "Nicole M Dominique", a "Female Employee" born "10/22/1967" with SSN "XXX-XX-5808". To the right is a blue circle with a white plus sign and the text "Add Dependents". Below the card is an "Edit >" link. To the right is a vertical progress bar with four steps: "1 Your Info" (subdivided into "Employee Information" and "Family Info"), "2 Your Benefits", "3 Enroll", and "4 Complete". A blue "Continue" button is at the bottom right. At the bottom left is a checkbox labeled "I agree" with the text "I agree that the above information is accurate." above it. Blue arrows point from text boxes to the "Add Dependents" button, the "I agree" checkbox, and the "Continue" button.

1. To move forward click the “I agree” checkbox first

2. Then click the “Continue” button

Note: When adding a family member/dependent you must complete all required fields denoted by an asterisk * i.e. Date of birth and social security number

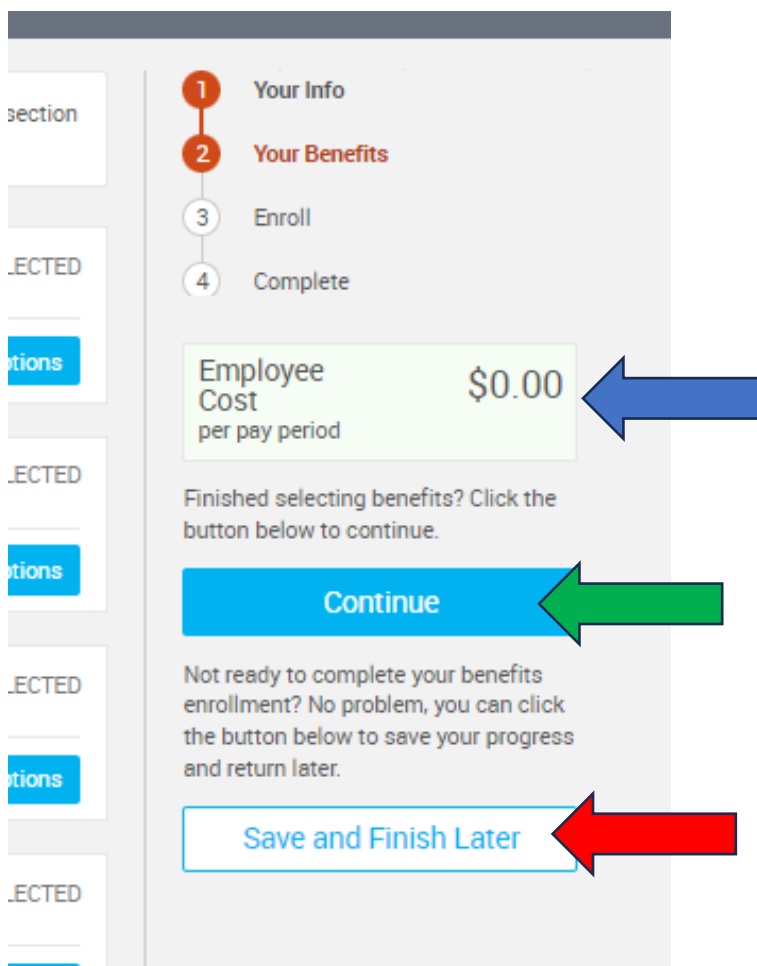
On the next page you will make your benefit selections from the available options. To begin click on **“View Plan Options”** or to waive the coverage click on **“I don’t want this benefit (waive)”**. If you forgot to add a family member or dependent in the previous step, you can still add them here by clicking on **“Add Dependents”**. Check off all members you wish to cover on the plan, then click continue, see below.



As you enroll in your plans they will be added to your **Benefits Cart** to the right, the cost of your benefits will update as you make changes.

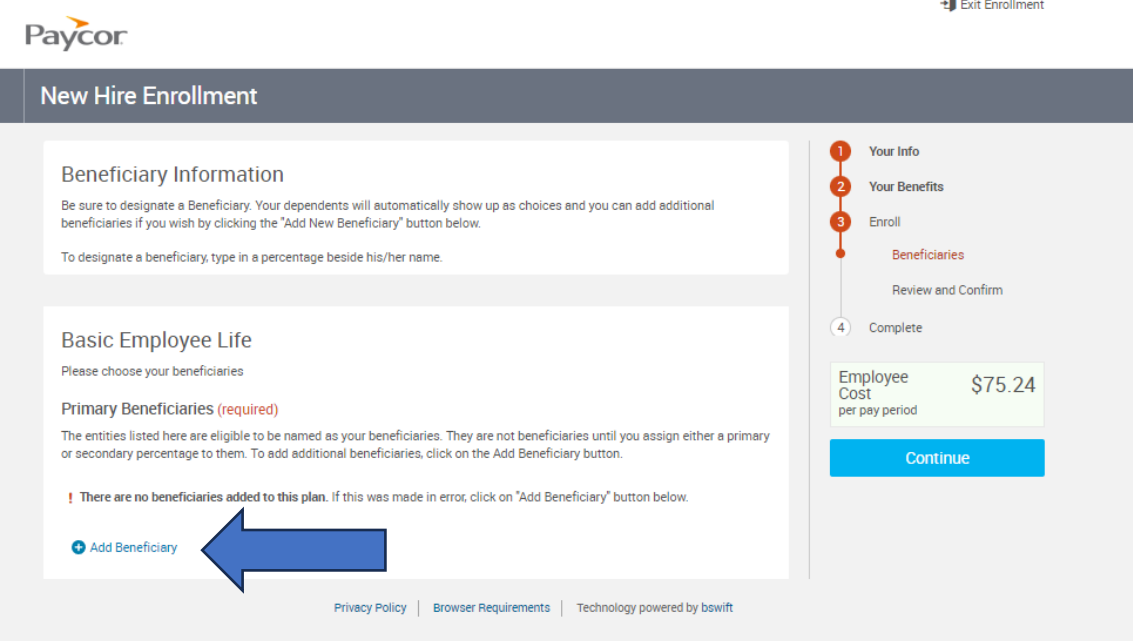
Once you have made all of your benefit selections and click “**Continue**” the next steps is to assign your beneficiaries.

Note: You do not need to complete your enrollment in one session, you can elect to “**Save and Finish Later**”, see below.



The screenshot shows a web interface for benefits enrollment. On the left is a sidebar with a navigation menu. The main content area features a progress indicator with four steps: 1. Your Info, 2. Your Benefits, 3. Enroll, and 4. Complete. Below the progress indicator, a box displays 'Employee Cost per pay period' as '\$0.00'. A blue arrow points to this box. Below the cost box, there is a prompt: 'Finished selecting benefits? Click the button below to continue.' This is followed by a large blue 'Continue' button, with a green arrow pointing to it. Below the 'Continue' button, there is another prompt: 'Not ready to complete your benefits enrollment? No problem, you can click the button below to save your progress and return later.' This is followed by a 'Save and Finish Later' button, with a red arrow pointing to it.

To assign your beneficiaries click on the “Add Beneficiary” button.



Paycor

Exit Enrollment

New Hire Enrollment

Beneficiary Information

Be sure to designate a Beneficiary. Your dependents will automatically show up as choices and you can add additional beneficiaries if you wish by clicking the "Add New Beneficiary" button below.

To designate a beneficiary, type in a percentage beside his/her name.

Basic Employee Life

Please choose your beneficiaries

Primary Beneficiaries (required)

The entities listed here are eligible to be named as your beneficiaries. They are not beneficiaries until you assign either a primary or secondary percentage to them. To add additional beneficiaries, click on the Add Beneficiary button.

! There are no beneficiaries added to this plan. If this was made in error, click on "Add Beneficiary" button below.

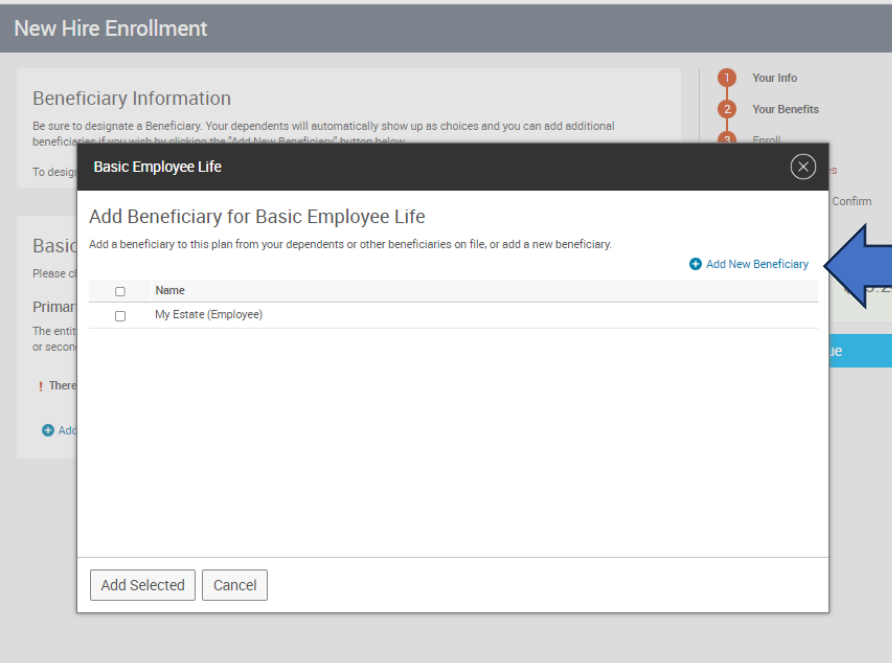
+ Add Beneficiary

Employee Cost per pay period: \$75.24

Continue

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You may select from the family/dependent list or “Add New Beneficiary”. If you do not have any dependents or family members listed the system will only show yourself (My Estate) as an option. A beneficiary must be selected to complete your enrollments.



New Hire Enrollment

Beneficiary Information

Be sure to designate a Beneficiary. Your dependents will automatically show up as choices and you can add additional beneficiaries if you wish by clicking the "Add New Beneficiary" button below.

To designate a beneficiary, type in a percentage beside his/her name.

Basic Employee Life

Please choose your beneficiaries

Primary Beneficiaries (required)

The entities listed here are eligible to be named as your beneficiaries. They are not beneficiaries until you assign either a primary or secondary percentage to them. To add additional beneficiaries, click on the Add Beneficiary button.

! There are no beneficiaries added to this plan. If this was made in error, click on "Add Beneficiary" button below.

+ Add Beneficiary

Basic Employee Life

Add a beneficiary to this plan from your dependents or other beneficiaries on file, or add a new beneficiary.

+ Add New Beneficiary

- Name
- My Estate (Employee)

Add Selected Cancel

Basic Employee Life

Please choose your beneficiaries

Primary Beneficiaries (required)

The entities listed here are eligible to be named as your beneficiaries. They are not beneficiaries until you assign either a primary or secondary percentage to them. To add additional beneficiaries, click on the Add Beneficiary button.

| Name | Percentage | Remove |
|----------------------|------------------------|--------|
| My Estate (Employee) | <input type="text"/> % | |

Total: 0.0000% (must equal 100%)

[+ Add Beneficiary](#)

Secondary Beneficiaries (optional)

Secondary beneficiaries receive money if your primary beneficiaries are unable to inherit.

[+ Add Beneficiary](#)

[Privacy Policy](#) | [Browser Requirements](#) | Technology powered by bswift

Once you complete your Beneficiary assignments click **“Continue”**. This will bring you to the summary page where you will review all of your selections before completing your enrollment.

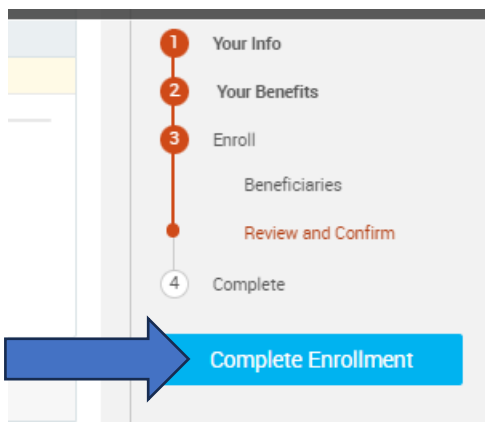
Click on **“I agree, and I’m finished with my enrollment”** at the bottom of the page, then click **“Complete Enrollment”**.

Once You've Reviewed All Your Selections:

I have reviewed the elections above and any changes I have made. I understand that my elections will remain in effect for the entire plan year and cannot be revoked unless I experience a change in my status or termination of my or my spouse's employment status as described by the plan. I further understand that this election will remain in effect for subsequent years, at the updated required contribution, if my employer offers a passive election process unless I affirmatively make a new election(s) for that plan year.

Click "I Agree" below and then "Complete Enrollment" on the right to complete the enrollment process.

I agree, and I'm finished with my enrollment.



Your enrollments will stay in a pending status until approved by the benefits administrator.

Note: It is highly recommended that you send your self an email or print off your confirmation statement of your selections.

