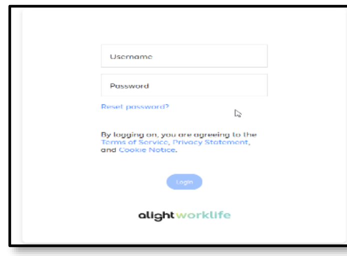
Alight Worklife® Enrollment Instructions

Alight Worklife is our online enrollment tool. The site is accessible 24 hours a day, 7 days a week. The following tips will help you prepare and complete the online enrollment process.

What You'll Need to Enroll

- Social Security Number and Date of Birth for any spouse or dependents you plan to cover
- Beneficiary contact information for any applicable benefits

Steps to Complete Your Enrollment

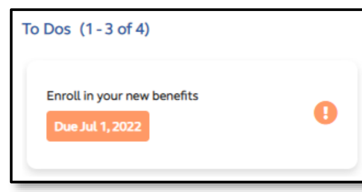


1. Log on to **https://worklife.alight.com/isd622/**
    - **a.** Username: Employee SSN **(123456789)**
    - b. Password: 8-digit Date of Birth MMDDYYYY **(01021970)**

2. On the home page, your applicable type of enrollment can be accessed as follows:

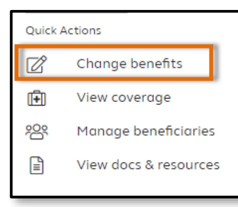
New Hire

Select the To Do titled "Enroll in your new benefits". The To Do contains the due date to complete your newhire enrollment.



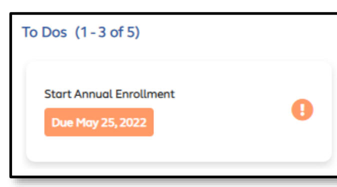
Qualifying Life Event

Select "Change benefits" on the navigation panel on the left side of the homepage. On the next page select the event type and the specific life event. Enter the date of the life event and click continue to proceed to enrollment.



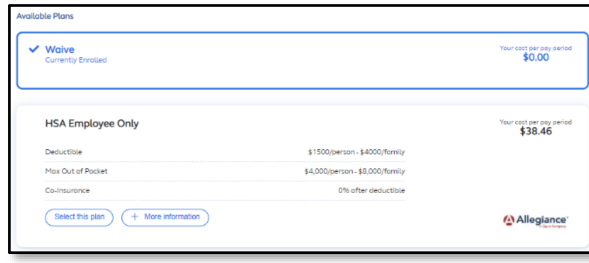
Annual Enrollment

Select the To Do titled "Start Annual Enrollment". The To Do contains the due date to complete your annual enrollment.



3. Review and Elect Benefits
    - a. The Benefit Summary page lists all benefits you are eligible to enroll in. To enroll or make changes to a benefit, click the View/Change button on each benefit you wish to update.

4. Once within the benefit, select the desired level of coverage based on **Who is being covered:**



   a. The plan and costs will update automatically based on the tier level selected.

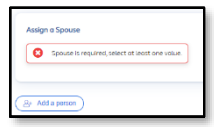
      i. To select a plan, select the "Select this plan" button in the lower left-hand corner of the plan option.

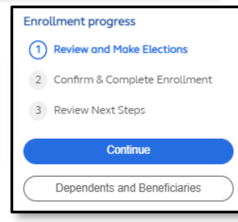
      ii. The election will be highlighted

   b. To keep the current coverage option, click the **Continue** button on the right side of the page.

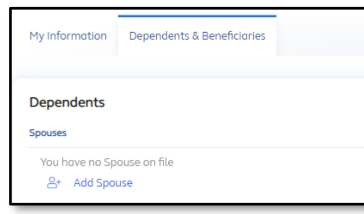
   c. To waive current coverage, click the **Decline This Coverage** button at the bottom of the screen.

5. If spouse/dependent/beneficiary assignments are required, Alight Worklife will prompt you automatically to add these new records. You can review all dependents and beneficiaries at any time by clicking on the Dependents and Beneficiaries button.





   a. Dependents and Beneficiaries page:

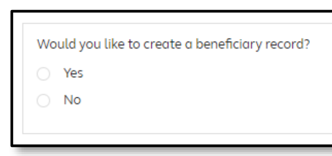


      i. Select the **+** button under the appropriate record type (spouse/dependent/beneficiary)

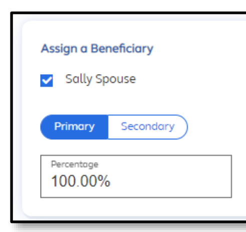
      ii. Update all required demographic fields and click **Save**

      iii. Once all records have been added, select the **Continue** button. This will resume the enrollment process to assign the applicable dependents.

   b. **TIP:** The last question when creating the record is whether you would like to create a beneficiary record. By selecting "Yes," this will automatically create the beneficiary record for that dependent for you. If you select "No," and the dependent will act as a beneficiary, you will need to create the beneficiary record separately.



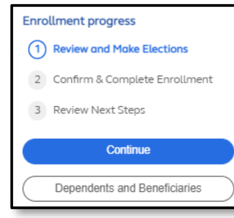
   c. **Beneficiary:** If you are eligible for a benefit that requires a beneficiary you will be prompted to add one. Multiple beneficiaries can be added. During enrollment, you may designate your beneficiary as primary or secondary and you may also select the percentage allocation for each beneficiary.

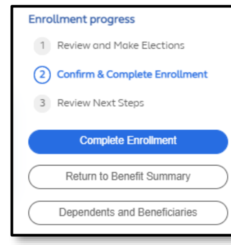


NOTE: Adding spouse/dependent/beneficiary records to this section does NOT assign them to applicable coverage. Once all records have been added, select Continue. Official assignments to coverage will occur within the benefits as you are making your desired elections.

6. After all required information is captured, the benefit will move to the completed benefits section of the benefit summary page.

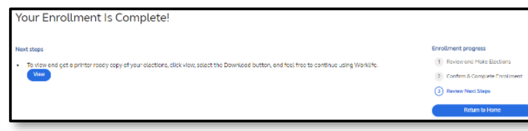
7. Complete the process for any remaining benefits in the Incomplete Benefits section.





   - Once all elections have been completed, the Continue button on the right side of the Benefit Summary page will turn blue and can be clicked.
   - Follow the prompts and any confirmations on the following screens.
   - Initial confirmation of enrollment.
   - Select the **Complete Enrollment** button

8. Once enrollment is complete, you will reach the “Your Enrollment is Complete” screen and be prompted to print a confirmation page.



   a. Next Steps:
      i. You will receive notice that your enrollment has successfully completed.
      ii. You can then print your **Confirmation Page** for your records.
      iii. Back on your home page, you may view your confirmation, review plan documents, etc.
      iv. Once complete, click the logout on the left-hand side