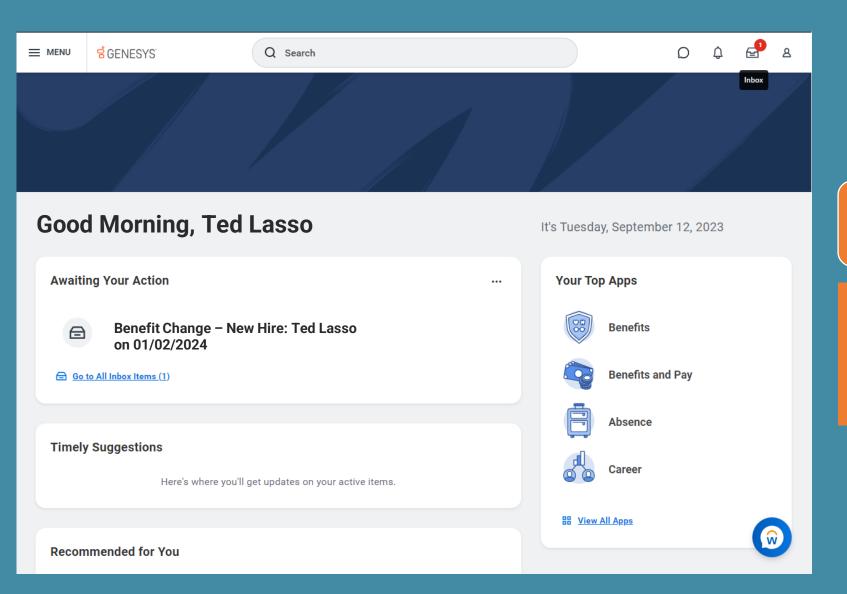
How to Enroll

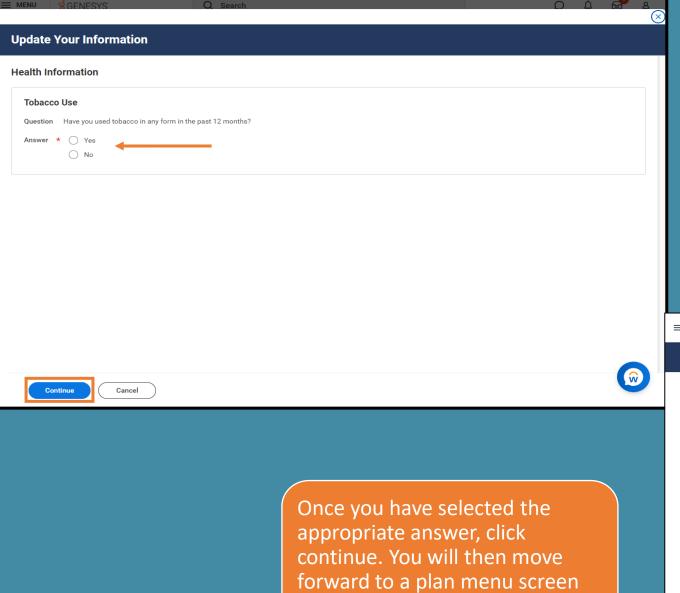
- **1** Learn about the benefits available to you
 - Visit the Genesys benefits website: https://mygenesysbenefits.com/
- **Description** Log on to Workday
 - Enroll or make changes by logging into Workday from your Okta page.
- **2** Choose your benefits for 2024
 - If you elect one of the HDHP plans through UMR, you will need to also elect the Health Savings Account (HSA) in order to receive the semi-monthly employer HSA contributions, even if you are not making an employee HSA contribution.
 - Make sure to review your benefit elections, dependents and beneficiaries carefully.
 - When you are finished with your elections, make sure you click "Submit" to finalize. (Once finalized, you cannot go back to make changes)
- **1** Print or Save Your Confirmation Statement
 - After completing your enrollment, print or save copy of your 2024 elections as a pdf and retain a copy for your records.





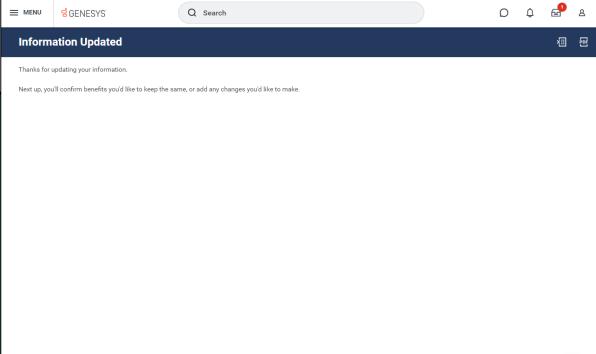
It's time to enroll!

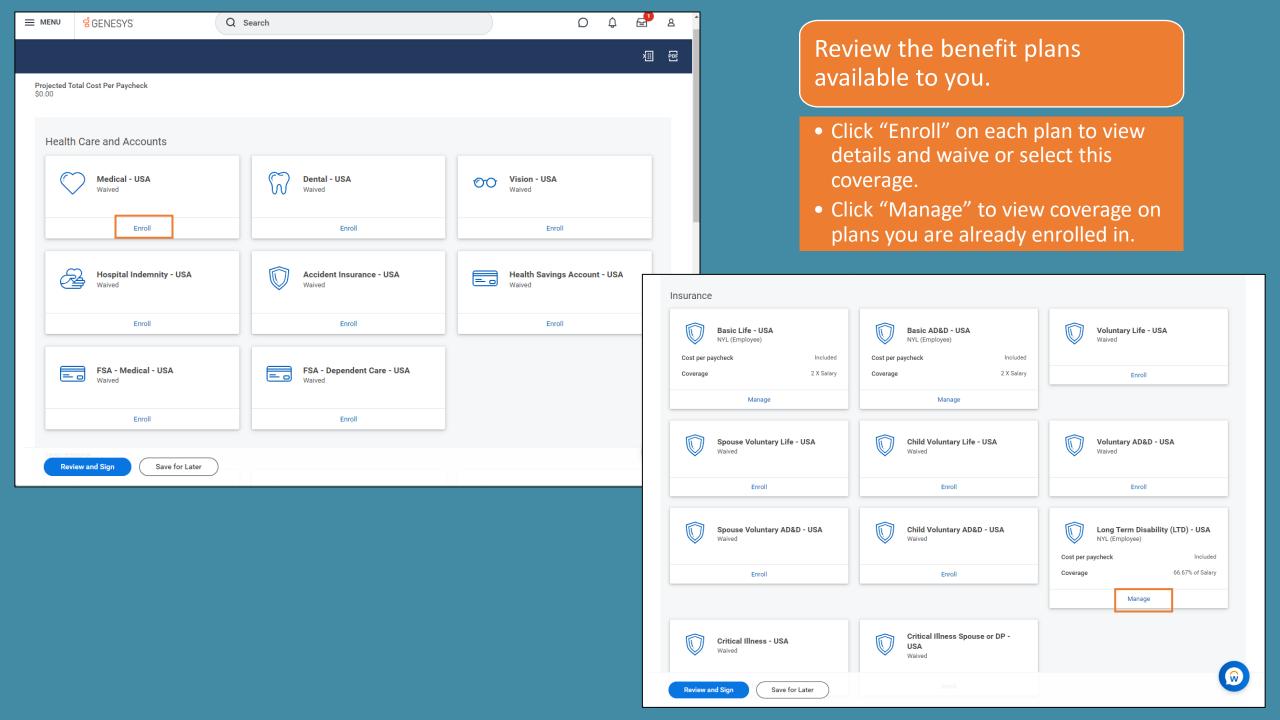
 Upon logging into Workday, you will see the benefit enrollment task awaiting your action. Click the task followed by the "Let's Get Started" button to begin.

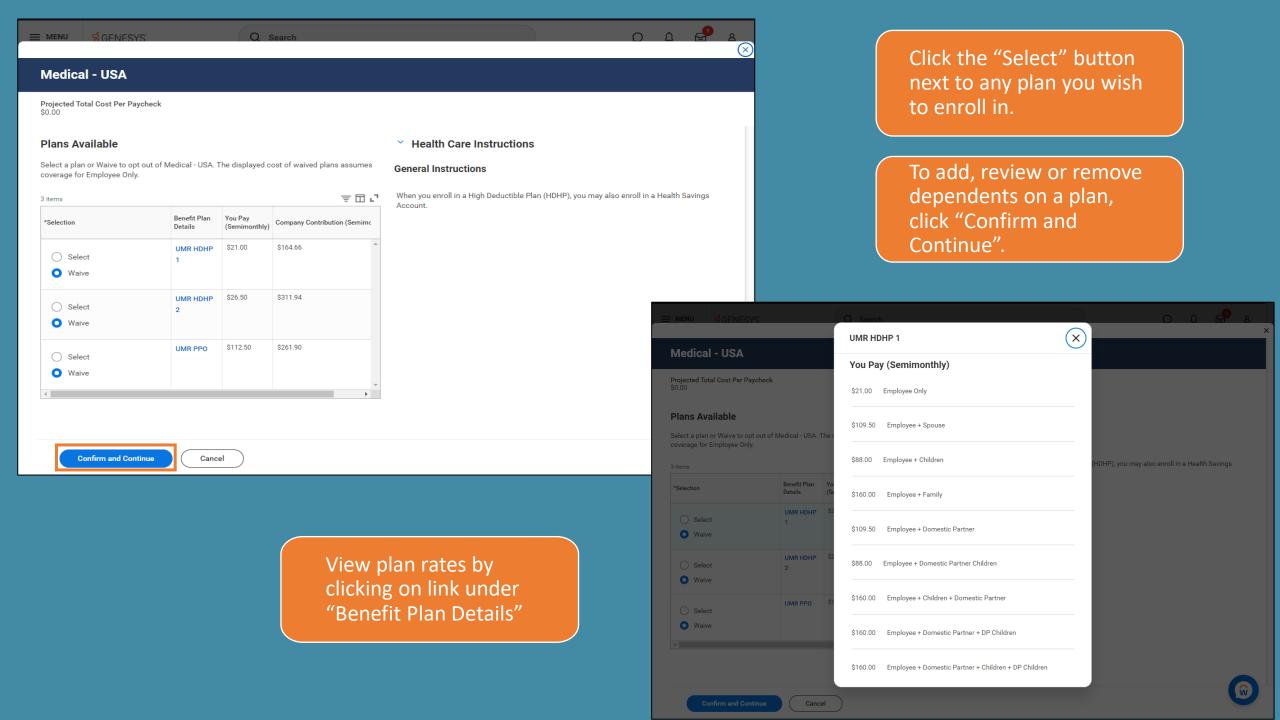


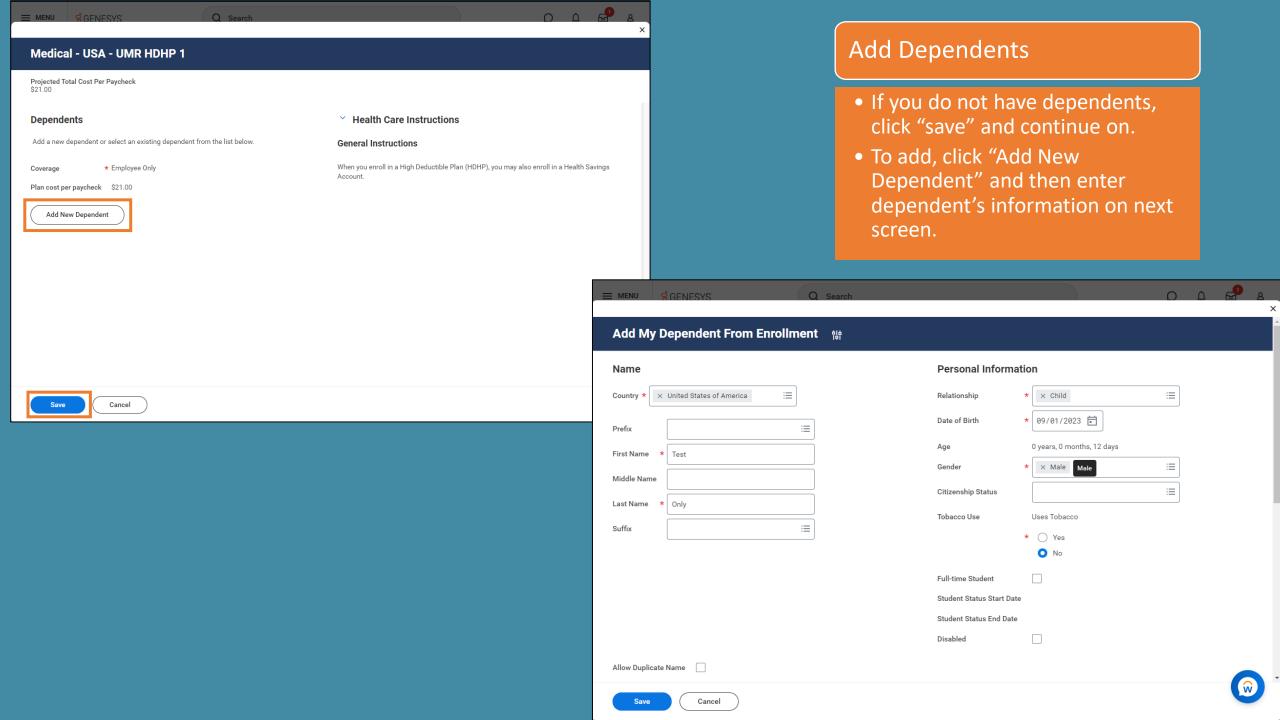
with all available plan options.

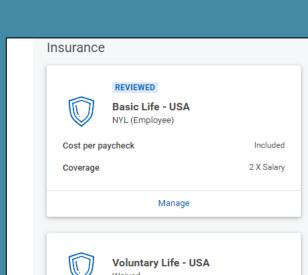
You will first be prompted to provide information on Tobacco use. This answer will affect certain voluntary plan pricing.

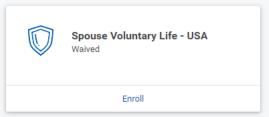












Manage

REVIEWED

Cost per paycheck

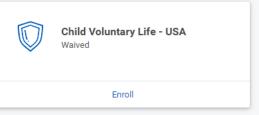
Coverage

NYL (Employee)

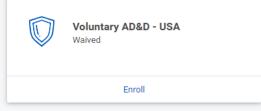
Basic AD&D - USA

Included

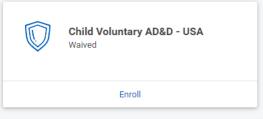
2 X Salary



Enroll









Automatic Enrollment: You are automatically enrolled in the Basic Life, Basic AD&D and disability plans.

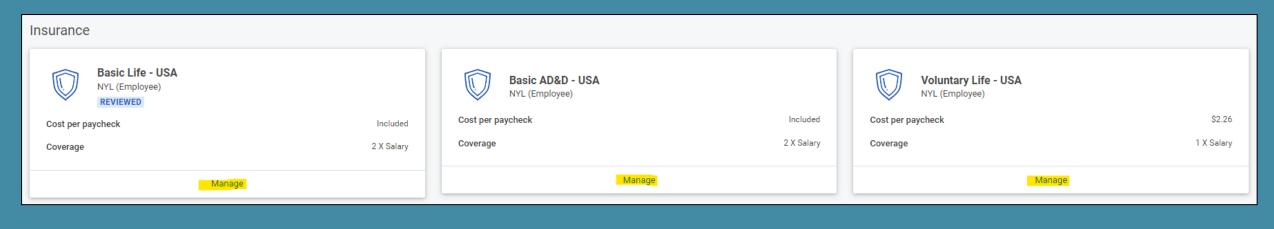
Optional Enrollment:
You can choose to elect
additional life and AD&D
insurance for yourself,
your spouse and your
child(ren). You can also
enroll in Critical Illness
insurance for yourself or
spouse.

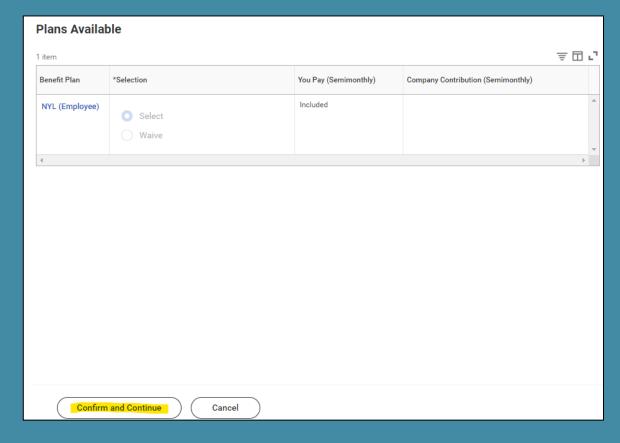
Review and Sign

Save for Later

T

Critical Illness - USA

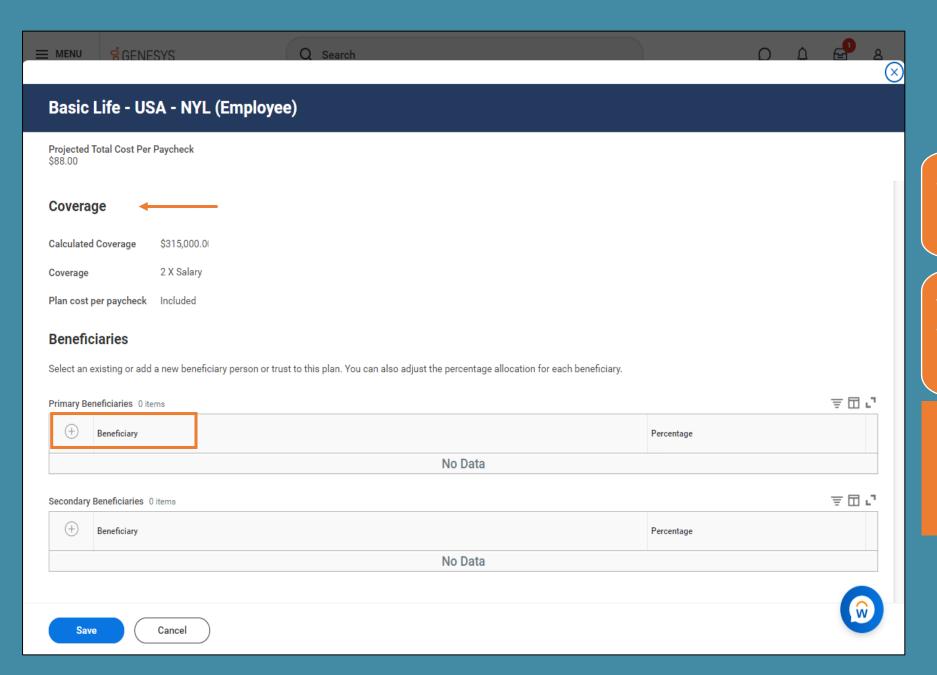




Click into each enrolled insurance plan to designate beneficiaries.

Note: This process will need to be done separately for each plan.

Then, click "Confirm and Continue" to move forward to the beneficiary designation page. Clicking "Cancel" will bring you back to the main menu.



View insurance coverage amount at top of page.

To add a beneficiary, click the (+) icon and select either existing or new.

 If adding a new beneficiary, you will need to enter in their personal information on the next page.

Basic Life - USA - NYL (Employee)

Projected Total Cost Per Paycheck Coverage Calculated Coverage \$315,000,00 2 X Salary Coverage Plan cost per paycheck Included **Beneficiaries** Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary. 후묘고 Primary Beneficiaries 1 item Beneficiary Percentage × Teddy Bear Lasso 🛂 0 후 🗆 🔼 Secondary Beneficiaries 0 items Beneficiary Percentage No Data Cancel

Select percentage desired for each listed beneficiary.

Note: Total percentage needs to equal 100.

If you'd like to designate contingent or secondary beneficiaries, add them under the "Second Beneficiaries" section.

Note: Total percentage needs to equal 100.

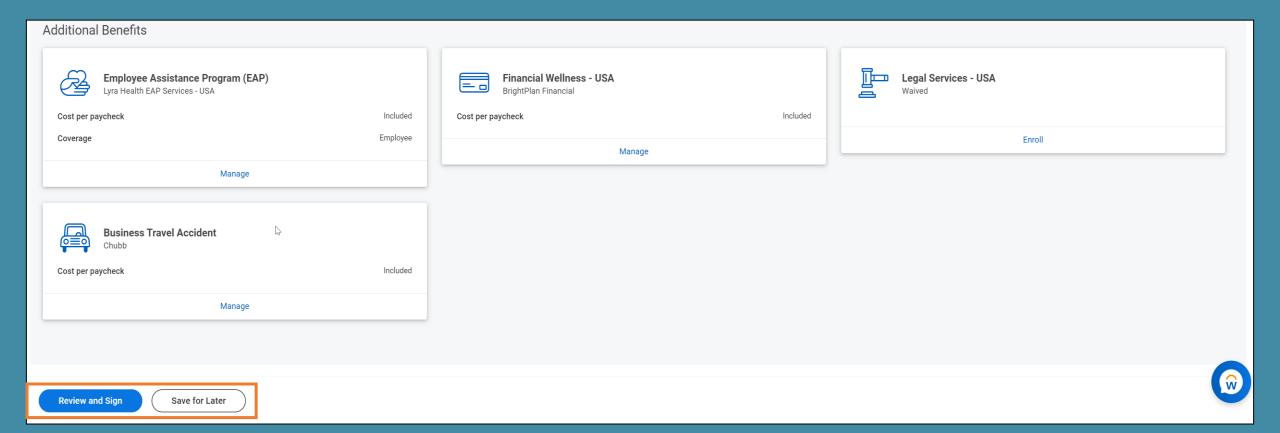
Click "save" or "cancel" to return to main page. Repeat this process for all life and AD&D insurance plans.

Additional Benefits:

You are automatically enrolled in the Lyra Employee Assistance Program, Brightplan Financial Wellness plan and Business Travel Accident Insurance.

You can choose to enroll in Legal Services.

Click "Review and Sign" to move to summary page, or "Save for Later" to save your elections so you can come back to them.



View Summary

Projected Total Cost Per Paycheck

Selected Benefits 5 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost	^
Medical - USA	01/01/2024	01/01/2024	Employee + Children	Teddy Bear Lasso		\$88.00	
UMR HDHP 1							
Basic Life - USA	01/01/2024	01/01/2024	2 X Salary		Teddy Bear Lasso	Included	
NYL (Employee)							
Basic AD&D - USA	01/01/2024	01/01/2024	2 X Salary			Included	
NYL (Employee)							
Long Term Disability (LTD) - USA	01/01/2024	01/01/2024	66.67% of Salary			Included	
NYL (Employee)							
Financial Wellness - USA	01/01/2024	01/01/2024				Included	
BrightPlan Financial							~

Waived Benefits 16 items







Make sure to <u>carefully</u> review your enrollments and related costs to ensure they are accurate.

If any changes are needed, click "Cancel" at the bottom of the page to return to the previous screen. To save the task for later to come back to, then click "Save for Later" on previous screen.

When ready to finalize, click "Submit". You will NOT be able to make changes after you click Submit.

Submit

Cancel

You've submitted your elections.

Congratulations on submitting your elections. Please print your Benefits Statement for your records.

Short Term Disability (STD) is included for all employees, but will not show on this page.

View 2024 Benefits Statement

It is recommended to download a PDF of your benefits statement for your records. Click the "View 2024 Benefits Statement" button after submitting, then choose "Print" at the bottom of the next page.

Congratulations on submitting your elections. Please print your Benefits Statement for your records.

Short Term Disability (STD) is included for all employees, but will not show on this page.

Elected Coverages 8 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries
Medical - USA - UMR HDHP 1	01/15/2024	01/15/2024	Employee + Children		Teddy Bear Lasso	
Health Savings Account - USA - HealthEquity < age 55	01/15/2024	01/15/2024	\$6,800.00 Annual			
Basic Life - USA - NYL (Employee)	01/15/2024	01/15/2024	2 X Salary			Teddy Bear Lasso
Basic AD&D - USA - NYL (Employee)	01/15/2024	01/15/2024	2 X Salary			
Long Term Disability (LTD) - USA - NYL (Employee)	01/15/2024	01/15/2024	66.67% of Salary			
Employee Assistance Program (EAP) - Lyra Health EAP Services - USA	01/15/2024	01/15/2024	Employee			
Print A - BrightPlan						

Evidence of Insurability ALERT: EOI Request for





Ηi

This Benefit Election ALERT is to notify you that the recent Benefit Election you made for the Benefit Plans listed below requires Evidence of Insurability review and approval by New York Life.

Benefit Plan(s):

Voluntary Life - USA - NYL (Employee)

Please use the link: NYL EOI Portal to securely login to the NYL EOI Portal to continue your process.

Thank you, benefits.team@genesys.com

*This email was sent to your work email.

If your voluntary life insurance election requires Evidence of Insurability (EOI), you will receive an email within a couple weeks of submitting your elections. Use the link provided in the email to access EOI form to complete.

Note: Until your EOI is approved, your coverage will remain at the quaranteed issue amount.

Need Help Enrolling in Workday? Contact HRIS at hris@genesys.com

Questions about benefits?

Contact the Benefits team at benefits.team@genesys.com