your health

dependent verification tips

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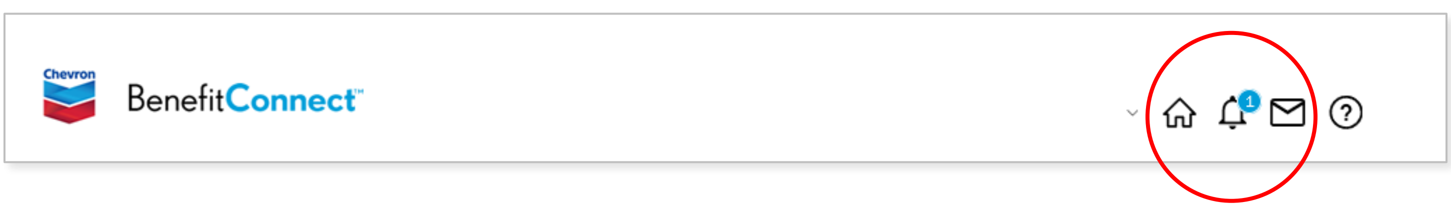
Employees are required to verify the eligibility of any new dependents you intend to enroll in your Chevron health plans. **At this time, this dependent verification process only applies to new dependents that have not been covered under your Chevron health plans within the last two years.** You are not currently required to provide documentation to continue enrollment for eligible dependents that are already covered under your Chevron health plans.

Step one: Enroll your new dependent

- Log in to BenefitConnect to enrollment elections. You can also make elections by phone.
- If you add a new dependent to your health coverage, you'll be prompted to select their eligibility status to complete enrollment.
- Complete your enrollment elections and **check out**. You will not be able to complete the dependent verification process until you check out and finalize your elections.

Step two: Provide documentation

- As soon as you check out, look for the **Needs Verification** message on the BenefitConnect website. You can find it on your **Confirmation Screen** or from the **System Alerts** (top right of screen). Click the message and you'll be directed to the **Dependent Verification** screen. Follow the on-screen instructions to upload electronic documents or send copies by mail or fax to the HR Service Center. You can also call the HR Service Center to request the documents you need to complete the verification process.



- Your **Dependent Verification** screen on BenefitConnect provides a list of acceptable documents required to verify eligibility for each type of dependent. If you are required to submit the **Chevron Affidavit of Domestic Partnership**, it will be provided to you on your Dependent Verification screen; you can also call the HR Service Center to have one mailed to you.

- If you don't have the documents when you enroll, don't worry. You can go back later to complete the verification request. You have up to **60 days** to obtain and submit the documentation.

The documentation you submit must be executed in the English language. If your documentation is in another language, it's your responsibility to obtain a notarized translation of the documentation, at your personal expense. When you submit the documentation, you must include a copy of the original document along with a copy of the notarized translation of that document. The 60-day deadline also applies to documentation requiring a notarized translation.

Step three: Watch for notifications

After you submit your documentation, a statement confirming your dependent's eligibility to participate will be sent to you.

- If additional information is required, you'll be notified.
- If your dependent is not eligible to participate, the dependent will be disenrolled from the plan at the end of the month in which you receive notification.
- If the 60-day deadline to submit the documentation expires and the HR Service Center has received no documentation or insufficient documentation, then the dependent will be disenrolled from the plan at the end of the month in which the 60-day deadline occurs.