

# how to enroll for chevron employee benefits

online or by phone  
january 1 through january 31, 2023



## before you begin, check your SSN

Your social security number (SSN) is required to create your employee record and activate your enrollment event in the benefits enrollment system, BenefitConnect, and at the HR Service Center. Due to certain security limitations in Workday, Chevron's HR system, you may be required to enter your SSN **before** you can make your benefit enrollment elections. Starting **9 a.m. Eastern time on January 1, 2024**, [follow these instructions](#) to verify or enter your SSN in Workday. Note that you may need to have a copy of your social security card or any ID indicating your SSN to complete this task.



## [hr2.chevron.com/BenefitConnect](https://hr2.chevron.com/BenefitConnect) benefitconnect website

After you have entered your SSN in Workday, the **BenefitConnect** website will be available **the next day** for you to make 2024 health and protection benefit enrollment elections. This website is available even if you don't have access to a company computer or kiosk. You can log in to BenefitConnect from any personal computer or mobile device with an Internet connection. Read these [Step-by-Step First Time Access](#) instructions to learn how to access BenefitConnect for the first time. If you have any issues, call the HR Service Center at the number below.



## **1-888-825-5247** (1-832-854-5800 outside the U.S.) call the HR service center starting **january 2**

**The HR Service Center is unable to take your questions until January 2.**

### Service hours for questions and elections by phone

Monday through Friday  
8 a.m. to 7 p.m. Central time

From the **U.S.-payroll employee** menu, choose **option 3** (Enroll, update, manage or ask about benefits) then **option 1** for new employees.



## complete dependent verification process within **60-days**

As a reminder, you are required to verify the eligibility of dependents you enroll in Chevron health plans. You have up to 60 days to obtain and submit requested documentation that verifies your dependent(s) are eligible to participate in Chevron's health benefits. If you don't provide acceptable documentation by the deadline, your dependent(s) will be disenrolled from coverage. **You don't need to provide your documents at the time of enrollment, but you'll need to return to the BenefitConnect website prior to your 60-day deadline to upload your documents.**