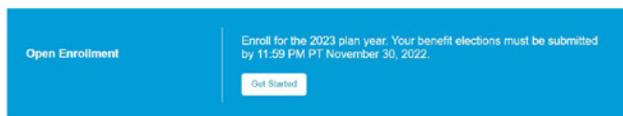
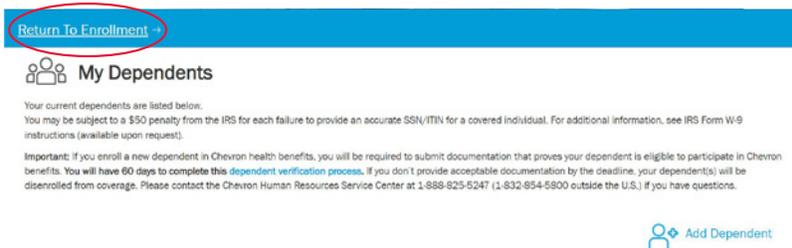


## BenefitConnect enrollment system basics

From the home page, look for the blue **Enrollment** banner to begin or resume enrollment.



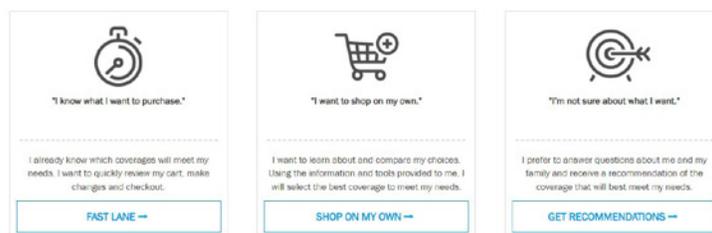
If you choose the option to add dependents to your record (because you want to enroll them in coverage) click **Return to Enrollment** to continue the election process.



There are three ways to shop for your benefits.

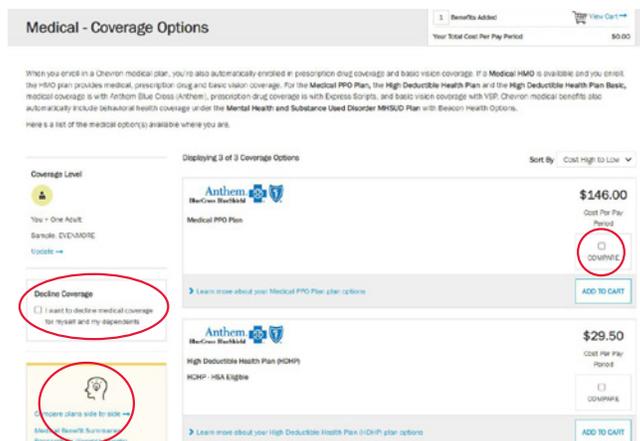
We find *most* employees prefer **Shop on My Own** when you first enroll because you'll be walked through each benefit choice, step-by-step, and can use the medical and dental **comparison tools**. **Get Recommendations** takes longer but is also useful if you aren't sure which plan to choose.

### How Would You Like to Shop for Benefits?



Use tools and resources on each plan choice page.

Each plan choice menu page will contain additional tools and resources that vary based on the plan. The **introduction** paragraph provides a basic overview of the plan. The **yellow box** in the left column provides useful links to documents and easy access to more detailed plan information. The *medical* and *dental* plans include a feature to **compare plans**; click the check box under the plans you want to compare. And if you decide to **decline coverage**, it's easy to check the box from this page, too, on the left column.





## You're not done until you check out.

At the end of the enrollment process, you'll see a summary of your elections. You should verify that your coverage choices align with your expectations, and verify your dependents are covered, when applicable. When you're done, be sure to scroll to the bottom and choose the **CHECKOUT** button. You'll receive a confirmation screen, like this one, when your elections are complete.

### Confirmation



You have successfully completed the changes to your 2023 benefits. You have until **11:59 PM PST, November 30, 2022** to revise your elections.

Did you add one or more dependents to your coverage? To ensure your dependents have the coverage you expect:

- Verify your dependent(s) are listed as covered under the benefits you expect. If your dependent isn't listed, correct your coverage now. Click the **View and Print Receipt** link below to go to the Health Benefits Summary page, then review the **Coverage For** column to review dependents for each applicable benefit.
- Complete the **dependent verification process**. If you enroll a dependent in Chevron health benefits, you will be required to submit documentation that proves your dependent is eligible to participate in Chevron benefits. If you don't provide acceptable documentation by the **60-day deadline**, your dependent(s) will be disenrolled from coverage. Click the System Alert bell icon in the upper right of your screen for more information and instructions about next steps.

[View and print receipt →](#)



## Upload documents for dependent verification, if applicable.

If you enroll dependents in Chevron health benefits, you have up to 60 days after you enroll to obtain and submit requested documentation that verifies your dependent(s) are eligible to participate. 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. The easiest way to get started is to go to your system **ALERTS** screen and locate the **complete dependent verification** alert. If you have questions, need help, or need to submit your documents by paper, contact the HR Service Center for assistance and next steps.

## how to view your customized system ALERTS

It's important that *all* employees – even if you decline Chevron coverage – access your system **ALERTS** screen before you leave the BenefitConnect site. Click on the bell icon in the upper right corner of the screen and the system will provide a customized list of actions you need to complete and links to get started.



Depending on your elections, you might see any one or more of the following alerts on your screen:

- **Upload documents for the dependent verification process.** Note: If you don't want to upload your documents and instead prefer to submit your documents by fax or mail, you must print the personalized dependent verification PDF form from this screen. You can also call the HR Service Center to request your personalized form is sent to you.
- **Designate your beneficiaries.** At minimum all employees must designate beneficiaries for your Basic Life Insurance, company-provided accident insurance plans, final pay, and vacation. In January, you'll need to return here to designate your beneficiaries for your Chevron pension and 401(k).
- **Sign up for electronic delivery of Chevron benefit mailings.**
- **Complete proof of good health for certain levels of life insurance coverage.**