

Enrollment Checklist

During Open Enrollment, you can choose the benefit options that help you and your family be well throughout the year.

Take action and learn more about your benefits during Open Enrollment by reading the Open Enrollment Newsletter and Benefits Guide on [RewardsAt3DS.com](https://www.3ds.com/rewards).

What You Need to Do

As you consider your options for 2019, we recommend that you:

- ✓ **Think about your medical plan choices.** Use the Medical Plan Cost Estimator to estimate your out-of-pocket expenses and paycheck contributions, as well as potential tax savings through contributions to a tax-advantaged savings account. Compare each medical plan option to ensure you have selected the plan that best meets your needs.
- ✓ **Ensure you are taking advantage of voluntary benefits.** You can elect additional life insurance for you and your dependents, as well as legal services through Hyatt Legal, and identity theft protection through InfoArmor.
- ✓ **Ensure you have designated your beneficiaries.** Review your beneficiaries for Basic Life, Basic AD&D, Optional Life, and Optional AD&D in the Benefits Enrollment system through ADP. Make sure your beneficiaries are updated with your 401(k) in the Fidelity system (www.netbenefits.com). If you are enrolled in the Health Investment medical plan, please designate your beneficiaries in the HealthEquity system (www.healthequity.com).
- ✓ **Enroll through <https://workforcenow.adp.com>.** Remember, if you do not enroll, you will keep the same benefits in 2019 as you had in 2018. However, if you want to contribute to a Dependent Care FSA, Health Care FSA, or HSA for 2019, you **must** make new elections for these benefits between October 29 and November 9, 2018.
- ✓ **Print your enrollment confirmation** and keep a copy for your records. You can always log into the ADP portal to review your Open Enrollment elections.
- ✓ **Need help?** If you have enrollment issues, please call the 3DS Benefits Service Center at 1-855-547-8508. For other benefit questions, please contact the Benefits Team through the [People Support Center](#).