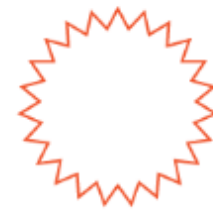


2017 Benefit Enrollment User Guide



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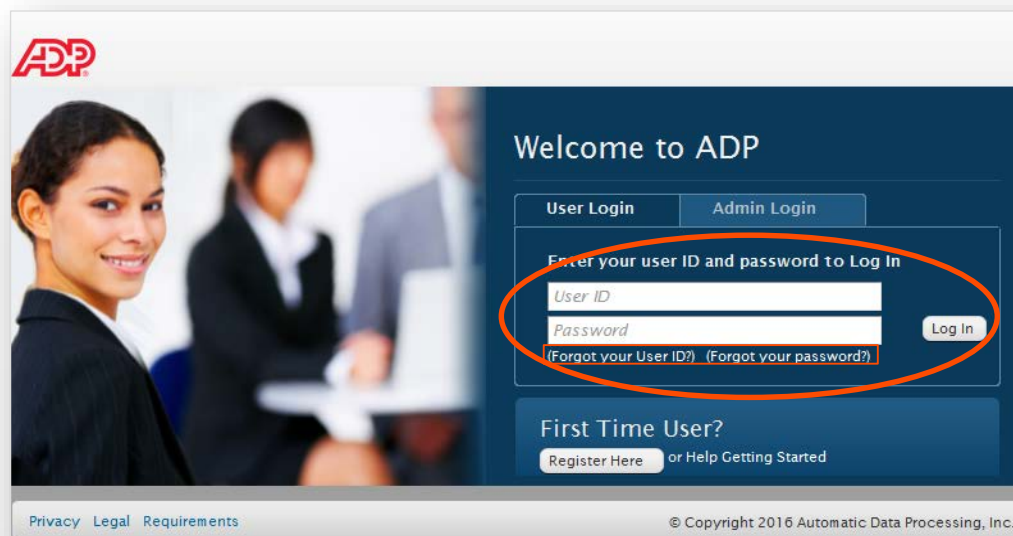
Step 1 – Login



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Once registered*, visit www.togethergreat.com/rewards/enrollment-center and click the enrollment link to begin

- ✓ Enter your User ID and password
- ✓ Forgot your User ID/ password?
Recover or reset by:
 - ✓ Sending temporary password to email address on file; or
 - ✓ Sending temporary password by text message to your mobile device on file



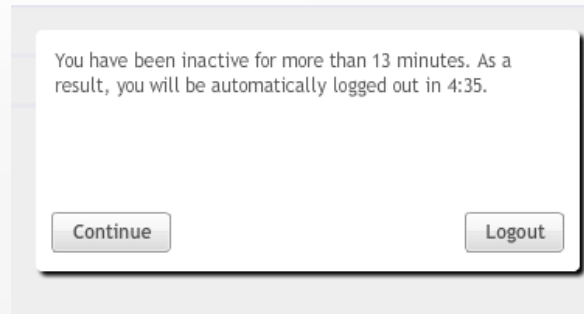
From the Welcome Page, click **Enroll Now** to begin electing your 2017 benefits

Security



For security reasons, you will be “timed out” after approximately **15 minutes** of inactivity

- ✓ You will receive the following pop-up window
- ✓ If you do not provide a response, you will be logged out automatically



- ✓ If you are timed out, your information will **NOT** be saved and you must log on again

Step 2 – Review Your Information



Review your personal information to ensure that your address, telephone number and email address are correct

- ✓ If any information is incorrect, click the [link](#) on the top of the page to email us your corrections (***Include your 8-digit personnel number in the email***)
- ✓ If okay, click [Review Your Dependents](#)

A screenshot of the ADP Annual Enrollment web application. The page title is 'Annual Enrollment' and the user is identified as 'John Doe'. A progress bar shows four steps: Step 1 (Review Your Information), Step 2 (Make Your Elections), Step 3 (Enrollment Experience), and Step 4 (Review and Confirm Changes). The current step is 'Step 1 of 4: Review Your Information'. Below the progress bar, there is a section for 'Event Date: 01/01/2013' and a 'Jump to' dropdown menu set to 'Review Your Information Summary'. A red circle highlights a blue link that says 'click here' in the text: 'The information listed below is as of today's date. If your address, telephone number or email address is incorrect, call the Benefits Department at 877-311-4747, or [click here](#) to email us your corrections'. Below this text are four buttons: 'Review Your Current Elections', 'Review Your Dependents', 'Review Your Beneficiaries', and 'Review Communications'. At the bottom of the page, there is a button labeled 'Go to Review Your Dependents' and a 'Back to Home' link. The footer contains the ADP logo, 'COMPASS GROUP | altogethergreat', and copyright information for Automatic Data Processing, Inc. from 2013.

Step 3 – Review Your Dependents



Review or update your dependent information on file

- ✓ Add a new dependent by clicking *Add a Dependent*
 - ✓ You will be required to enter their name, relationship, gender, social security number and date of birth

- ✓ View or update existing dependent information

- ✓ Remove an existing dependent

- ✓ If okay, click *Review Your Beneficiaries*

More'. Below this is a table with columns: Actions, Name, Relationship, Birth Date, Medical, Dental, Vision, and AD&D. A row is shown for 'Test Person' with relationship 'Spouse' and birth date 'XXXXXXXXXX'. A legend below the table indicates that a checkmark icon means 'View/Update Details' and a trash can icon means 'remove dependent from file'. At the bottom of the page, there are navigation buttons: 'Go to View Your Current Associate Profile', 'Go to Review Your Beneficiaries', and 'Exit without Saving'. The 'Add a Dependent' button is circled in red, and the 'Go to Review Your Beneficiaries' button is also circled in red."/>

Step 1
Review Your Information

Step 2
Review Your Dependents

Step 3
Review Your Beneficiaries

Step 1 of 3: Review Your Information

Event Date: 09/27/2016

Jump to: Review Your Dependents

Review Your Dependents

Compass Group offers medical, dental, vision and life insurance plans for you and your eligible dependents. Enter your dependent(s) information by following the instructions below. You must provide a name, social security number, gender, and date of birth for all dependent(s) before you can enroll them into coverage. [More](#)

Add a Dependent To add a dependent, click the **Add a Dependent** button.

As you make each benefit selection you can choose the dependent(s) that you want to enroll in each plan.

Actions	Name	Relationship	Birth Date	Medical	Dental	Vision	AD&D
	Test Person	Spouse	XXXXXXXXXX Reveal	No	No	No	Yes

= View/Update Details = remove dependent from file

Go to View Your Current Associate Profile **Go to Review Your Beneficiaries** Exit without Saving

Step 4 – Review Your Beneficiaries



Review or update your beneficiary information

✓ If selecting an existing dependent, select their name from the drop-down list

✓ Add a new beneficiary by clicking *Select Beneficiary* and choosing a *Benefit* type

✓ *Add Beneficiary/Allocation* will activate, allowing you to enter information

Step 1 of 3: Review Your Information

Event Date: 09/27/2019

Review Your Beneficiaries

Beneficiary Allocations as of: 09/27/2019

Beneficiary: Benefit:

Actions	Name	Relationship	ID	Date
	JACK SAMPLE	Other	XXXXXXXXXX	
	MARY PERSON	Other	XXXXXXXXXX	

Actions	Benefit	Name	Beneficiary Type	Allocation %
	Accidental Death & Dismemberment Insurance (AD&D)	MARY PERSON	<input type="text" value="Primary"/>	<input type="text" value="25 %"/>
		JACK SAMPLE	<input type="text" value="Primary"/>	<input type="text" value="25 %"/>
	Basic Life Insurance	MARY PERSON	<input type="text" value="Primary"/>	<input type="text" value="20 %"/>
		JACK SAMPLE	<input type="text" value="Primary"/>	<input type="text" value="20 %"/>

Instructions continued on the next page

Step 4 – Review Your Beneficiaries (continued)



You must assign the beneficiary type of either **Primary** or **Secondary** and assign the **Allocation** percentage

- ✓ The allocation must total 100% for primary and/or secondary beneficiaries
- ✓ If okay, click **Make Your Elections**

Step 1 of 3: Review Your Information

Event Date: 09/27/2019

Review Your Beneficiaries Please take a moment to review, add or update your beneficiary information. Select a beneficiary(ies) for your Basic Life and Supplemental Life Insurance and a beneficiary(ies) for Accidental Death & Dismemberment (AD&D) Insurance. [Help](#)

Beneficiary Allocations as of: 09/27/2019

Beneficiary: Benefit: To add a beneficiary, select a beneficiary type from the list and then click the **Add Beneficiary** button.

Actions	Name	Relationship	ID	Date
<input type="checkbox"/>	JACK SAMPLE	Other	XXXXXXXXXX	
<input type="checkbox"/>	MARY PERSON	Other	XXXXXXXXXX	

Actions	Benefit	Name	Beneficiary Type	Allocation %
<input type="checkbox"/>	Accidental Death & Dismemberment Insurance (AD&D)	MARY PERSON	Secondary	100%
<input type="checkbox"/>		JACK SAMPLE	Primary	25%
<input type="checkbox"/>	Basic Life Insurance	MARY PERSON	Primary	75%
<input type="checkbox"/>		JACK SAMPLE	Primary	25%

Step 5 – Make Your Elections



The enrollment website will take you through each available benefit option to make your 2017 elections

- ✓ It is important that you take time to review your options on each screen
 - ✓ Select the coverage and coverage level for each benefit
 - ✓ When electing dependent coverage, please select each dependent to cover
- ✓ After making elections, you will be asked to read and electronically sign the attestation

** The information that I have provided is true and complete. I understand that any misrepresentation, false statement or omission of material facts may result in a loss of coverage, and/or in disciplinary action up to and including the termination of my employment, and/or possible legal action. I further understand that Compass Group, in its sole discretion, requires satisfactory documentation establishing the specific nature of my relationship with my dependents and supporting documentation for any qualified life event changes, and I agree to promptly provide such documentation upon request.*

I agree

IMPORTANT: To submit elections, you must complete **Step 6 – Review and Confirm**

Enrollment Options



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✘ Exit without Saving

- ✓ At anytime during the enrollment, you may click *Exit without Saving* to exit the application without saving or submitting your elections



H Save for later

- ✓ If you want to exit the system prior to finishing your enrollment, you may save your information by clicking *Save for Later*
 - ✓ You will be able to log back in at a later time (*during your enrollment window*) to complete your enrollment elections

IMPORTANT: If you select *Exit without Saving* or *Save for Later*, your enrollment is **NOT** complete and your elections will **NOT** be submitted

Step 6 – Review and Confirm



To submit your elections, you **must** complete this step

- ✓ View your 2017 benefit elections, dependents, and beneficiaries
- ✓ **IMPORTANT:** You must click **Finish** to complete the enrollment process
 - ✓ If all required information is complete, the “**You are Done!**” message is displayed
 - ✓ If your information is not complete, a red validation error message is displayed - including action that must be taken to resolve the error



- ✓ Please **SAVE** and print a confirmation statement for your records

A confirmation statement will not be mailed to you

Step 1 Review Your Information Step 2 Make Your Elections Step 3 Review and Confirm Changes

Step 3 of 3: Review and Confirm Changes

Event Date: 09/01/2016

Your Elections

You are done!

Please click the 'Save' button to save a copy of this Confirmation Statement for your records.

Submitted on 09/28/2016 by CONSTANCE SENIUK. Confirmation #717001

Save as PDF Back to welcome Logout

Need Help?



Call the Benefits Department at **877-311-4747** to have a representative assist you

Telephonic support is available Monday – Friday, from 8:00 a.m. – 6:00 p.m. EST