HOW TO ENROLL IN YOUR BENEFITS

Visit our benefits website at **www.tomtreycobenefits.com** for full plan documents and educational videos. When you are ready to enroll, please follow the instructions for one of our **three enrollment options** below.

1 BY PHONE
Schedule a phone appointment

2 EMPLOYEE SELF SERVICE
Click the "Benefits" tab in ESS

3 PROLIANT MOBILE APP
Tap 'HR', then Benefits

1 OPTION ONE: ENROLL OVER THE PHONE

When ready, visit **TomTreyco.MyBenefitsAppointment.com** to schedule your appointment or call **(866) 962-4431**.

Scheduling and appointments are available
Mon. – Fri., 8:00 am to 7:00 pm EST

On your phone? Scan the QR code with your camera to get started.

Scan Me

ENROLL ONLINE IN BENADMIN

Welcome to your new benefits enrollment module!

You will be able to use the Benefits Module to make your New Hire and/or Open Enrollment elections, view your current elections, make life event changes, update family and/or beneficiary information, access benefit materials (i.e. plan summary documents or forms), etc. Access BenAdmin using **Option Two** or **Option Three** below.

2 OPTION TWO: EMPLOYEE SELF SERVICE PORTAL

- You will be able to access the Benefits Module directly from the Employee Self Service Portal by clicking on the "Benefits" tab. You will not need a separate User ID or password when accessing the module via the Employee Self Service Portal.
- Log in to Employee Self Service at: **https://www.readypayonline.com/Proliant/Login/Login.aspx**

Note: BenAdmin will open in a new tab. Please be sure to allow the pop-up or disable the pop-up blocker on your browser if it does not immediately open.

Click the "My Benefits" tab on the Employee Self Service menu bar:



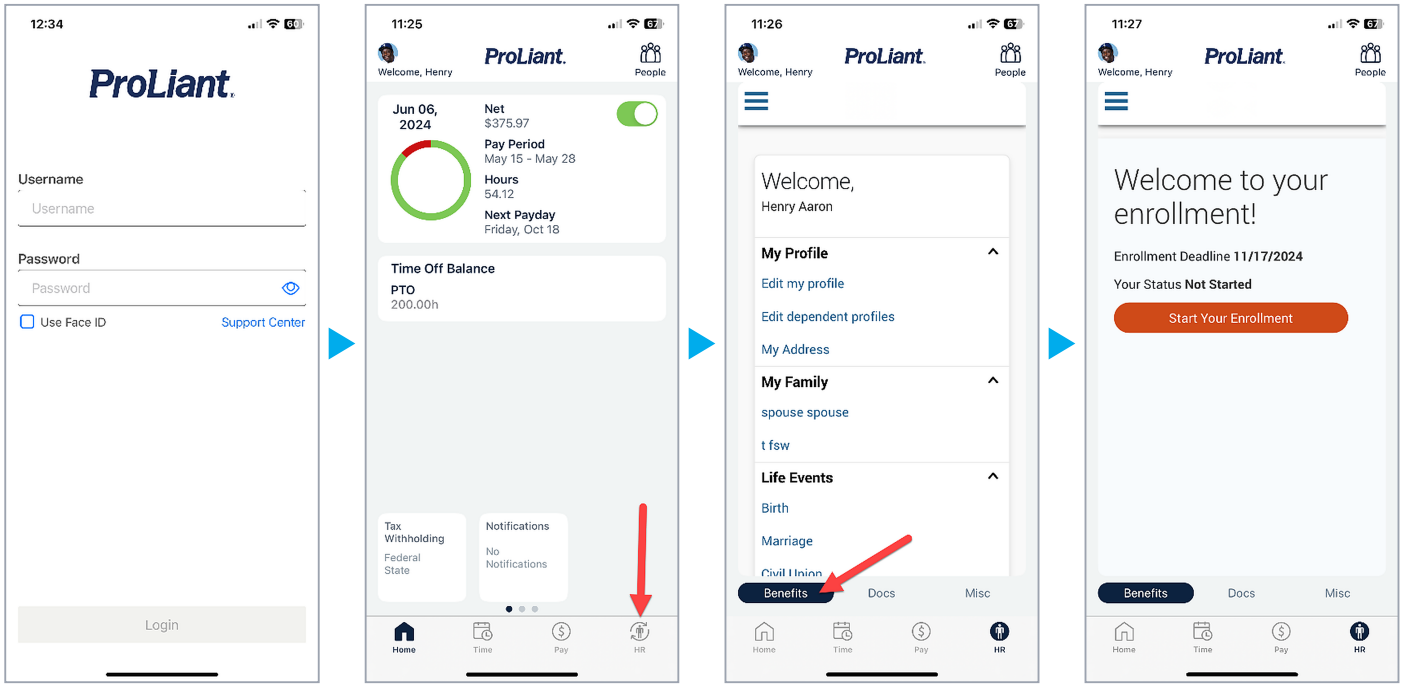
Should you have any questions during your enrollment, please contact EOI at (866) 962-4431

HOW TO ENROLL IN YOUR BENEFITS

(continued)

3 OPTION THREE: PROLIANT MOBILE APP

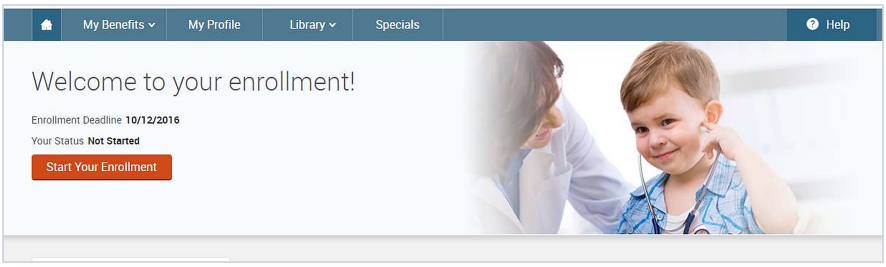
- Download the ProLiant Mobile App from Google Play or the Apple App Store.
- Once logged into the app (same username and password used for Employee Self Service), the main landing screen will display. Tap 'HR' on the bottom menu to access Benefits.



1 Log in | 2 Tap HR | 3 Benefits | 4 Start Enrollment

MAKING YOUR BENEFIT ELECTIONS

- Once the BenAdmin homepage loads, click on **Start Your Enrollment**. *(If you do not see the button, please contact HR.)*



The enrollment process consists of the following **four (4) steps**:

1 **Employee** Personal Information
2 **Family** Family Information
3 **Enroll**
4 **Confirm**

You will need to complete each step in its entirety to complete the Enrollment Window.

Should you have any questions during your enrollment, please contact EOI at (866) 962-4431
Questions about BenAdmin? Please contact your HR Department.