

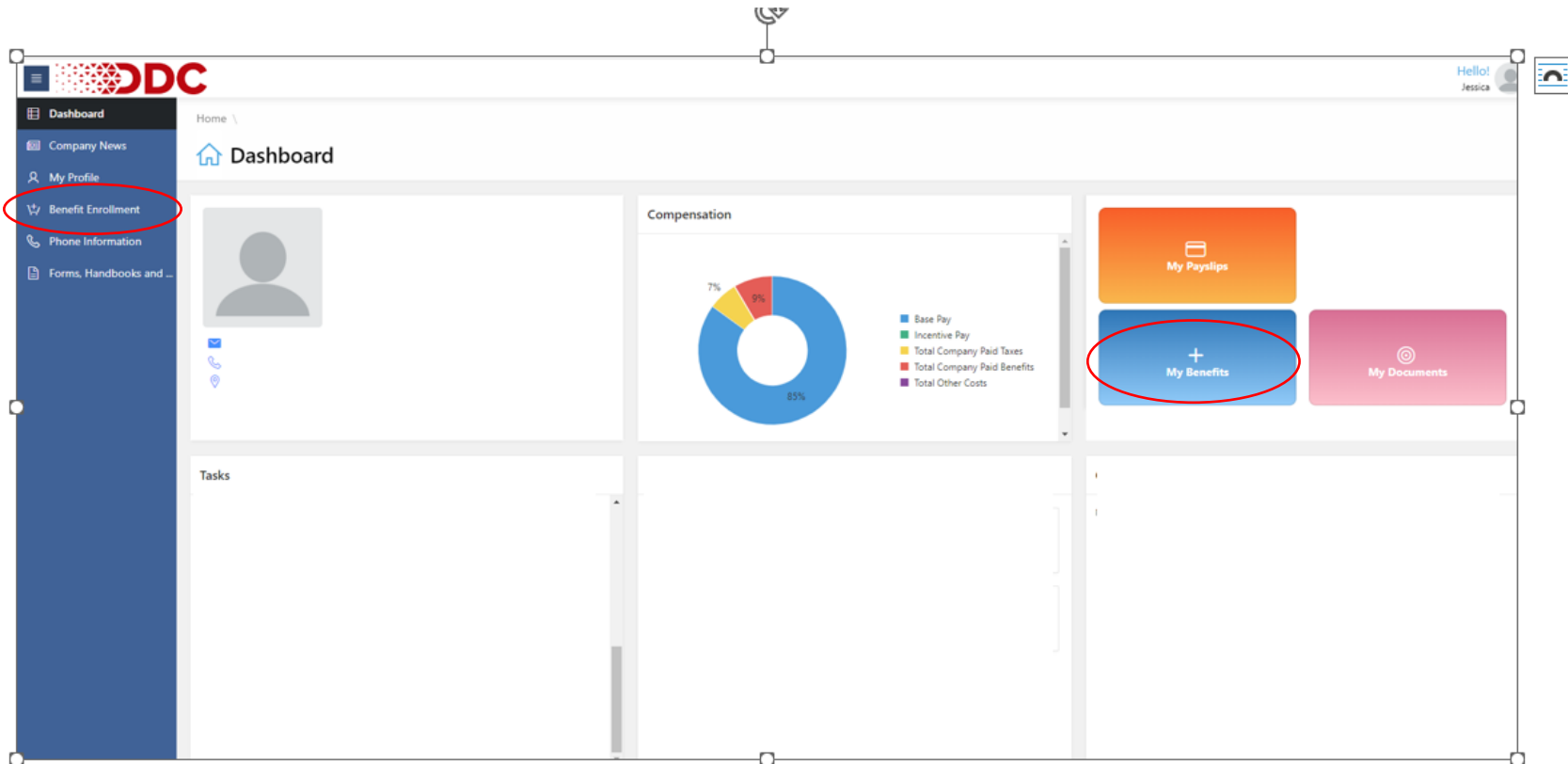
## Benefit Enrollment Instructions

Step 1: Log in to Jamis (timekeeping system) > Select Self Service tab > Select Employee Self-Service Link on the left (**make sure pop-up blocker is turned off**) > you will be redirected to Employee Self-Service

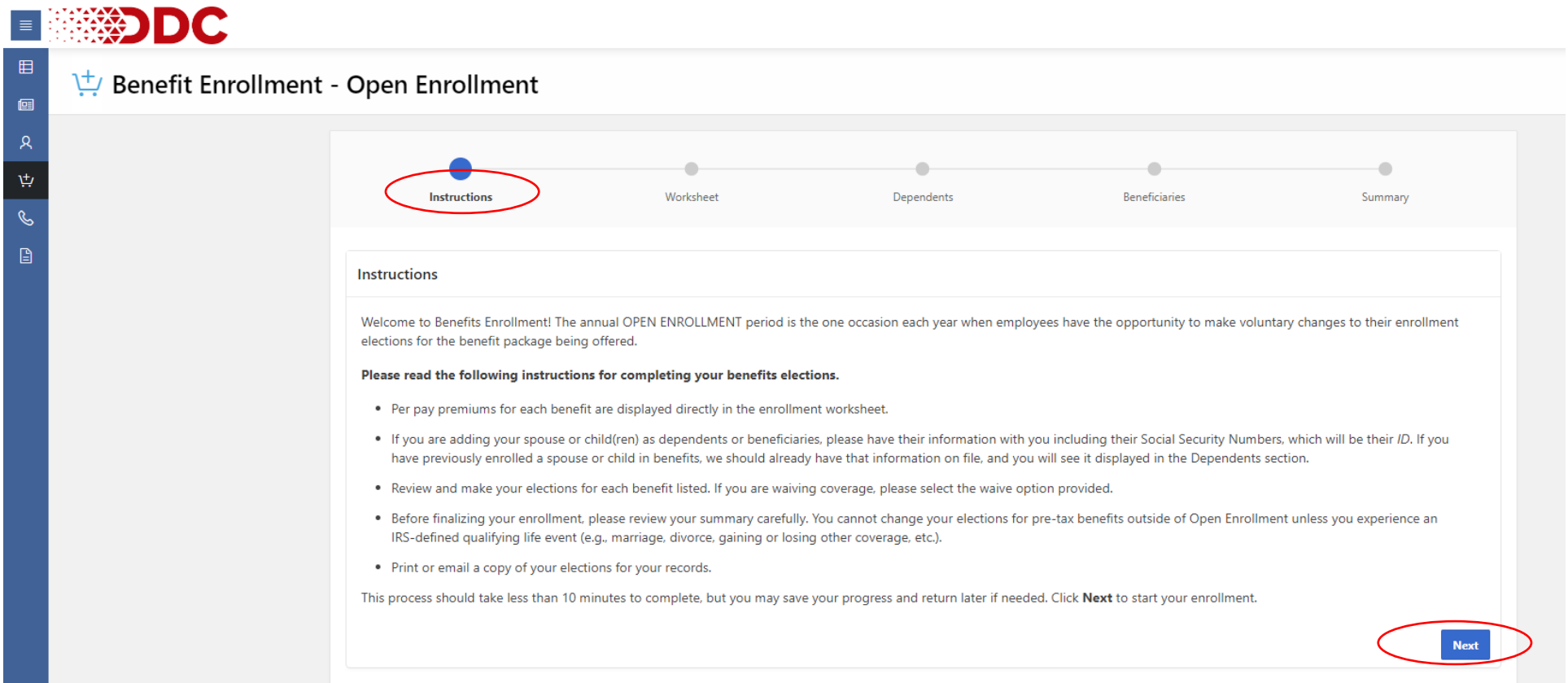
The screenshot displays the DDC Self Service interface. The top navigation bar includes tabs for MY PRIME ERP, FINANCE, DISTRIBUTION, HUMAN RESOURCES, and HELP. The 'Self Service' tab is selected. Below this, a sub-navigation bar shows 'Dashboards', 'Communication', 'Time and Expenses', 'Self Service', and 'Preferences'. The 'Self Service' section on the left contains a search bar and two links: 'Employee Self Service' (highlighted with a red circle) and 'Manager Self Service'. The main content area shows a breadcrumb 'DDC > My Purchase Orders' and a filter section with fields for PO Order Nbr, Vendor, Start Date, and End Date. Below the filters is a table with the following columns: Branch, Order Nbr., Status, Date, Description, Vendor, and Vendor Name.

Branch	Order Nbr.	Status	Date	Description	Vendor	Vendor Name
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Step 2: Once redirected to employee self-service, the employee self-service dashboard will show. If you want to see your current benefits, select the “My Benefits” widget on the dashboard. Otherwise, please select “Benefit Enrollment” from the left side menu.



Step 3: You will be guided to the instruction portion of the Benefits Enrollment screen. Please read through the instructions thoroughly before beginning the worksheet. Select “Next” when you are ready to begin.



The screenshot shows the DDC Benefit Enrollment - Open Enrollment interface. On the left is a blue sidebar with icons for a menu, calendar, person, shopping cart, phone, and document. The main header area displays the DDC logo and the title 'Benefit Enrollment - Open Enrollment'. Below the header is a progress bar with five steps: 'Instructions' (highlighted with a red circle), 'Worksheet', 'Dependents', 'Beneficiaries', and 'Summary'. The 'Instructions' section contains the following text:

Welcome to Benefits Enrollment! The annual OPEN ENROLLMENT period is the one occasion each year when employees have the opportunity to make voluntary changes to their enrollment elections for the benefit package being offered.

**Please read the following instructions for completing your benefits elections.**

- Per pay premiums for each benefit are displayed directly in the enrollment worksheet.
- If you are adding your spouse or child(ren) as dependents or beneficiaries, please have their information with you including their Social Security Numbers, which will be their ID. If you have previously enrolled a spouse or child in benefits, we should already have that information on file, and you will see it displayed in the Dependents section.
- Review and make your elections for each benefit listed. If you are waiving coverage, please select the waive option provided.
- Before finalizing your enrollment, please review your summary carefully. You cannot change your elections for pre-tax benefits outside of Open Enrollment unless you experience an IRS-defined qualifying life event (e.g., marriage, divorce, gaining or losing other coverage, etc.).
- Print or email a copy of your elections for your records.

This process should take less than 10 minutes to complete, but you may save your progress and return later if needed. Click **Next** to start your enrollment.

The 'Next' button is located at the bottom right of the instructions section and is highlighted with a red circle.

Instructions

**Worksheet**

Dependents

Beneficiaries

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Instructions

Listed below are the benefits that you are eligible for. You must select a plan or waive your election for each benefit.

1. To review plans and make your election(s), click **Select / Edit** for that benefit.
2. A new window will open listing the plans available to you. This list will include the per pay cost, indicate if this plan is a pre- or post-tax benefit, the date you became eligible for this benefit, and the coverage amount if applicable for the benefit.
3. You must select a plan, or plans if applicable, and click **Save**. This will close the window and return you to the worksheet where the status will then indicate **SELECTED** for that benefit.
4. When you have made selections for all benefits, click **Next** to continue.

If you would like to select your current year benefit plans, click the button below.

Select My Current Year Plans

Benefit Worksheet

Benefit Type	Status	Select / Edit
A. Med. Cigna QAP Traditional	NOT SELECTED	
B. Medical HDHP HSA	NOT SELECTED	
C. HSA Elective Contribution	NOT SELECTED	
D. HSA Contribution Acceptance	NOT SELECTED	
E. Dental	NOT SELECTED	
F. Vision	NOT SELECTED	
G. Flex Spend Medical	NOT SELECTED	
H. Flex Spend Limited	NOT SELECTED	
I. Flex Spend Dependent Care	NOT SELECTED	
J. Flex Spend Parking	NOT SELECTED	
K. Flex Spend Transit	NOT SELECTED	
L. Accidental Death Dismember.	SELECTED	
M. Basic Life	SELECTED	
N. Voluntary Life and ADD	NOT SELECTED	

Final Cost \$ .00

Back

Next

Step 4: Make your benefit selections by either selecting your current year plan or clicking on the pencil icon for each benefit. Even if you are waiving, please make a selection for each benefit type (please note benefit type D does not require a selection UNLESS you select the HDHP). Select "Next" when you have completed the worksheet.

Step 4a: If you have "not selected" you must either select a new amount OR waive the optional benefit for the upcoming year enrollment.

Step 5: Review your selections. If you are comfortable with your selections and have read the instructions, select “Review Complete...Continue”. If you need to make changes, select Back.

Instructions

The benefit plans shown below are the selections you have made for this Open Enrollment period. Please review them carefully.

If these selections are correct, click **Review Complete...Continue**. The next step is to update your dependents and enroll them into plans. Please have their information readily available for this step (Name, SSN, Date of Birth, Gender, and Relation).

If you need to change these selections, click **Back** to return to the worksheet. **Note:** Once you assign benefits to your dependents and/or beneficiaries and you change your elections during the open enrollment period, you MUST re-assign those benefits.

Benefits Summary

Back

Review Complete...Continue

Step 5a: If you elect more than the guaranteed issue, a notification will be sent to the voluntary life carrier, and the carrier will follow up to your company email requesting additional information for approval.

Benefit Type : N. Voluntary Life and ADD				
Benefit Plan	Pre/Post Tax	Effective Date	Amount	Final Per Pay Cost
Voluntary Life and ADD Employee - <b>Total Amount Pending EOI Approval</b>	PRE	01/01/2024	\$ 500,000.00	\$ 413.75
Voluntary Life and ADD Employee - <b>Guaranteed Coverage and Cost</b>	PRE	01/01/2024	\$ 30,000.00	\$ 24.83

Step 6: Add or edit your dependent information if you selected any of the family plans. Select “Add”. Skip to page 12 of these instructions, if you did not select any family plans.

The screenshot shows a multi-step process with five steps: Instructions, Worksheet, Dependents, Beneficiaries, and Summary. The 'Dependents' step is the current active step, indicated by a blue dot and a red circle. Below the progress bar, there is a section titled 'Instructions' with the following content:

**Add/Update Dependent Information.**

- If you had dependents enrolled last year, they will be listed below. Click **Edit** for that dependent to update or delete their information.
- To add new dependents, click **Add**.
- If you do not have dependents, or have completed adding/updating dependent information, click **Next** to continue.

**Note:** Once you assign benefits to your dependents and you change your elections during the open enrollment period, you MUST re-assign those dependents on the next screen.

Below the instructions is a section titled 'Dependent Information' which is currently empty. To the right of this section is a button labeled 'Add', which is circled in red. At the bottom left of the section is a 'Back' button, and at the bottom right is a 'Next' button.

Step 7: Enter your dependent’s information: All fields with a red flag are required. Select “Create” when finished entering your dependent’s information.

Dependent Details

First Name

Middle Initial

Last Name

Dependent's SSN (no dashes)

Relation

Date of Birth  
MM/DD/YYYY

Gender

Phone

Disabled  
No

Street Address

Address Line 2

Address Line 3

City

County

State

Postal Code

Country

Cancel

Create

Step 8: Enroll your dependents into the benefit plans you have selected. Enroll your dependents by either selecting dependents' current benefit plans or clicking on the pencil icon for each benefit.

Instructions

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Instructions



Enroll Your Dependents in Benefit Plans.

- Click **Edit** for each plan. A new window will open displaying each dependent eligible for that plan.
- Check **Select** for each dependent to enroll in that plan.
- When you have finished with your selections, click **Save**. This will close the window and return you to this screen where the status will then indicate **SELECTED** for that benefit.
- If you do not have dependents, or have completed enrolling your dependents, click **Next** to continue.

**Note:** Once you assign benefits to your dependents and you change your elections during the open enrollment period, you MUST re-assign those dependents **HERE**.

Select My Dependents' Current Benefit Plans

Enroll Dependents

Benefit Type	Benefit Plan	Status	Edit
B. Medical HDPHP HSA	Medical HDHP Employee and Spouse	NOT SELECTED	
C. HSA Elective Contribution	HSA Family Contribution	NOT SELECTED	

BackNext

NOTE: Please make sure you enroll ALL dependents to potentially include spouse/domestic partner and each child or children, as applicable.



Step 9: Check each box to select your dependents' benefits. Click Save when complete.

Select Dependents to Enroll in this Plan (x)

Medical HDHP Family

Last Name	First Name	Middle Initial	Pre/Post Tax	Eligibility Date	Select
Last	First	-	PRE	09/17/2018	<input type="checkbox"/>
Last	Spouse	-	PRE	09/17/2018	<input type="checkbox"/>

1 - 2

Save

Step 10: Once you have enrolled your dependents, select “Next”.

Instructions

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Instructions

Enroll Your Dependents in Benefit Plans.

- Click **Edit** for each plan. A new window will open displaying each dependent eligible for that plan.
- Check **Select** for each dependent to enroll in that plan.
- When you have finished with your selections, click **Save**. This will close the window and return you to this screen where the status will then indicate **SELECTED** for that benefit.
- If you do not have dependents, or have completed enrolling your dependents, click **Next** to continue.

Note:

 Once you assign benefits to your dependents and you change your elections during the open enrollment period, you MUST re-assign those dependents **HERE**.

Enroll Dependents

Benefit Type	Benefit Plan	Status	Edit
B. Medical HDHP HSA	Medical HDHP Family	SELECTED	
C. HSA Elective Contribution	HSA Family Contribution	SELECTED	

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Next

Step 11: Review your selections and select “Next” when done.

Instructions

Worksheet

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Instructions

You have made the following benefit selections for your Dependents. Please review them carefully.

If these selections are correct, click **Next**. The next step is to update your beneficiaries and designations. Please have their information readily available for this step (Name, SSN, and Relation).

If you need to change these selections, click **Back** to return to the Enroll Dependents.

Dependents Summary

Benefit Plan: Medical HDHP Family

Last Name	First Name	Initial	Pre/Post Tax	Eligible Date
Last	First		PRE	09/17/2018
Last	Spouse		PRE	09/17/2018

Benefit Plan: HSA Family Contribution

Last Name	First Name	Initial	Pre/Post Tax	Eligible Date
Last	First		PRE	09/17/2018
Last	Spouse		PRE	09/17/2018

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Next

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Step 12: Add or edit your beneficiary information. Select “Add”.

InstructionsWorksheetDependentsBeneficiariesSummary

Instructions

Add/Update Beneficiary Information.


- If you had beneficiaries designated last year, they will be listed below. Click **Edit** for that beneficiary to update or delete their information.
- To add new beneficiaries, click **Add**.
- If you do not have beneficiaries, or have completed adding/updating beneficiary information, click **Next** to continue.

Note:

 Once you designate beneficiaries and you change your elections during the open enrollment period, you MUST re-assign those designations on the next screen.

Beneficiary Information

Add

Beneficiary Name	Beneficiary SSN	Relation	Edit
Last, Spouse	000000000	Spouse	

Back

Next

Step 13: Enter your beneficiary's information. When finished, select "Save" (if you are editing) or "Create" (if you are adding a new beneficiary).

Beneficiary Details

First Name

Middle Initial

Last Name

Beneficiary's SSN

000000000

Relation

Cancel

Delete

Save

Step 14: Enroll your beneficiaries into the benefit plans you have selected. Enroll your beneficiaries by either selecting “My Beneficiary’s Current Benefit Plans” or clicking on the pencil icon for each benefit. Then click “Next”.

Instructions

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Summary

Instructions

Assign Your Beneficiary Designations.





- Click **Edit** for each plan. A new window will open displaying each beneficiary.
- Select the Beneficiary Type, enter a Plan Percent (%), and check **Select** for each beneficiary to assign for that plan.
- When you have finished with your selections and designations, click **Save**. This will close the window and return you to this screen where the status will then indicate **SELECTED** for that benefit.
- If you do not have beneficiaries, or have completed selecting your beneficiaries and assigning your designations, click **Next** to continue.

Note:

 Once you designate beneficiaries and you change your elections during the open enrollment period, you MUST re-assign those designations **HERE**.

Select My Beneficiary's Current Benefit Plans

Assign Beneficiaries

Benefit Type	Benefit Plan	Status	Edit
D. HSA Contribution Acceptance	I Accept/am Eligible to Get Company Family HSA Contribution	NOT SELECTED	
L. Accidental Death Dismember.	Accidental Death and Dismemberment	NOT SELECTED	
M. Basic Life	Basic Life Insurance	NOT SELECTED	
N. Voluntary Life and ADD	Voluntary Life and ADD Employee	NOT SELECTED	

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Next

Step 15: Select beneficiary type, enter plan percentage and check the select box. Click “Save” when complete.

Assign Beneficiary Designations

I Accept/am Eligible to Get Company Family HSA Contribution

Last Name	First Name	Middle Initial	Eligible Date	Beneficiary Type*	Plan %	Select
Last	Spouse	-	09/17/2018	Not Indicated	0	<input type="checkbox"/>

**\*Beneficiary Types**  
**Primary Beneficiary:** This person has first rights to receive life insurance proceeds if the benefits of this policy become payable. You may also designate more than one primary beneficiary and all percentages of primary beneficiaries must add up to 100%.  
**Secondary Beneficiary:** This person receives policy benefits if the primary beneficiary (or beneficiaries) should die before you. You may also designate more than one secondary beneficiary, and all percentages of secondary beneficiaries must add up to 100%.

Save

Step 15a: If you have multiple beneficiaries, please ensure their percentage break out adds to 100%.

Step 16: Once you have enrolled your beneficiaries, select “Next”.

Instructions

Worksheet

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Summary





Instructions

**Assign Your Beneficiary Designations.**

- Click **Edit** for each plan. A new window will open displaying each beneficiary.
- Select the Beneficiary Type, enter a Plan Percent (%), and check **Select** for each beneficiary to assign for that plan.
- When you have finished with your selections and designations, click **Save**. This will close the window and return you to this screen where the status will then indicate **SELECTED** for that benefit.
- If you do not have beneficiaries, or have completed selecting your beneficiaries and assigning your designations, click **Next** to continue.

**Note:** Once you designate beneficiaries and you change your elections during the open enrollment period, you MUST re-assign those designations **HERE**.

Assign Beneficiaries

Benefit Type	Benefit Plan	Status	Edit
D. HSA Contribution Acceptance	I Accept/am Eligible to Get Company Family HSA Contribution	SELECTED	
L. Accidental Death Dismember.	Accidental Death and Dismemberment	SELECTED	
M. Basic Life	Basic Life Insurance	SELECTED	
N. Voluntary Life and ADD	Voluntary Life and ADD Employee	SELECTED	

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Next



Step 17: Review your selections and select “Next” when done.

Instructions

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Summary

Instructions

You have made the following benefit designations for your Beneficiaries. Please review them carefully.

If these designations are correct, click **Next**. This will take you to your summary page for a final review of your enrollment selections.

If you need to change these designations, click **Back** to return to the Assign Beneficiaries.

Beneficiaries Summary

Benefit Plan: I Accept/am Eligible to Get Company Family HSA Contribution

Last Name	First Name	Middle Initial	Eligible Date	Beneficiary Type	Plan %
Last	Spouse		09/17/2018	Primary	100

Benefit Plan: Accidental Death and Dismemberment

Last Name	First Name	Middle Initial	Eligible Date	Beneficiary Type	Plan %
Last	Spouse		09/17/2018	Primary	100

Benefit Plan: Basic Life Insurance

Last Name	First Name	Middle Initial	Eligible Date	Beneficiary Type	Plan %
Last	Spouse		09/17/2018	Primary	100

Benefit Plan: Voluntary Life and ADD Employee

Last Name	First Name	Middle Initial	Eligible Date	Beneficiary Type	Plan %
Last	Spouse		09/17/2018	Primary	100

Back

Next

Step 18: Open Enrollment (New Hire Enrollment skip page 19 of these instructions). Review all of your selections and either select to email or print the summary. During Open Enrollment, benefit selections will not show in the system until January of the following year.

Instructions Worksheet Dependents Beneficiaries **Summary**

### Instructions

The summary below indicates the selections you have made for this Open Enrollment period, including Dependents and Beneficiaries. Please review this summary carefully.

If you need to change these selections, click on one of the links above to return to the area you wish to review/change. **Note:** Once you assign benefits to your dependents and/or beneficiaries and you change your elections during the open enrollment period, you MUST re-assign those benefits.


If these selections are correct, click **Print** at the bottom of this page to keep a copy for your records. You may also email a copy of the summary by clicking **Email**. Once you have a copy of your summary, you may log out of Employee Self Service or navigate to another module.

### Summary

**Employee Enrollment**

Back Email **Print**

Step 18: New Hire Enrollment: Review all of your selections, select complete enrollment, and select to email or print the summary. During new hire enrollment, your selections will show in the employee self-service > “My Benefits” as soon as you click complete enrollment.

 **Benefit Enrollment - New Hire Enrollment**

Voluntary Life and AD/D Waive

POST09/18/2023\$ .00\$ .00

Benefit Type : J. Critical Illness

Benefit Plan	Pre/Post Tax	Eligible Date	Amount	Final Per Pay Cost
Critical Illness Waive	PRE	09/18/2023	\$ .00	\$ .00

Benefit Type : K. Accident Insurance

Benefit Plan	Pre/Post Tax	Eligible Date	Amount	Final Per Pay Cost
Accident Insurance Waive	PRE	09/18/2023	\$ .00	\$ .00

Benefit Type : L. Retirement Plan

Benefit Plan	Pre/Post Tax	Eligible Date	Amount	Final Per Pay Cost
Savings Plan Waive	PRE	09/18/2023	\$ .00	\$ .00

TOTAL

Final Per Pay Cost

\$ .00

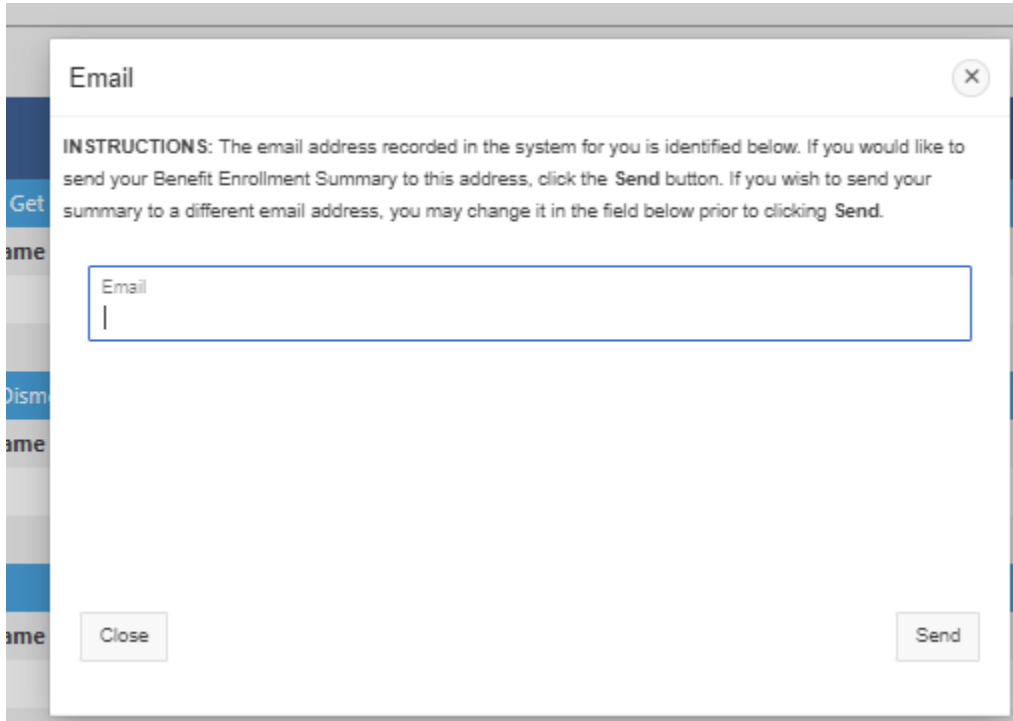
Complete Enrollment

Back

Email

Print

Step 19: Enter the email address you wish to send your benefit enrollment summary to.



The screenshot shows a web-based dialog box titled "Email" with a close button (X) in the top right corner. The dialog contains the following text:

**INSTRUCTIONS:** The email address recorded in the system for you is identified below. If you would like to send your Benefit Enrollment Summary to this address, click the **Send** button. If you wish to send your summary to a different email address, you may change it in the field below prior to clicking **Send**.

Below the instructions is a text input field with a blue border. The word "Email" is written in a small font at the top left of the field, and a vertical cursor is visible at the beginning of the line.

At the bottom of the dialog, there are two buttons: "Close" on the left and "Send" on the right.

This completes your benefit enrollment process. Please make sure to verify your deductions on your paystubs and in the “My Benefits” tab within employee self-service. As always, please reach out to HR with any questions: [hr@ddc-dine.com](mailto:hr@ddc-dine.com)

Thank you!