

YOUR BENEFITS ENROLLMENT

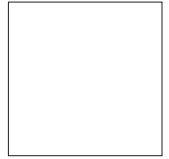


ENROLL IN YOUR 2017 BENEFITS

GET READY TO CHOOSE YOUR 2017 BENEFITS!

- Based on a current Status Change; Hire, Promotion, Demotion; you are now eligible to enroll/make changes to your benefit coverage.
- ALL employees have 30 days from their benefit effective date to make changes.
- NOTE: Late enrollments will require back premiums to be paid retroactive to your Qualifying Event Date.

WHAT YOU NEED TO DO



1. Start by reviewing your options on the Intranet:
 - Go to *Shared Services > Human Resources > Benefits > 2017 Information*
2. Then, when you're ready to enroll, how you log onto our system will depend on your employee status.

IF YOU ARE A...	THEN...
Store Associate, Store Manager/Trainee & Non-Store Employees without a Company email address	<ul style="list-style-type: none">• Access our Self Service portal from home by using the following link: https://my-act.businessname.com.
Corporate Store Associate, Store Manager/Trainee	<ul style="list-style-type: none">• Log in using your User ID (same as for Corporate) and Password

3. Once you're logged in you can make your benefit choices:
 - Go to *Main Menu > Self Service > Benefits > Benefits Enrollment*
 - Click "Select" on the *Open Benefits Event* panel
 - Use the "Edit" button next to each plan to add or change benefits

? HAVE QUESTIONS? We're here to help—just contact us at Enrollment@businessname.com or call 1-888-BENEFITS. Representatives are available Monday-Friday from 6:30am to 4pm Mountain time.