

# Benefits Enrollment Checklist



## WELCOME TO UNITED! WE'RE SO EXCITED YOU HAVE CHOSEN A NEW CAREER JOURNEY WITH US.

*As a new hire, we understand there is a lot of important information provided to you. To help you learn more about your comprehensive benefits package, we offer a valuable enrollment guidance service. This service provides you with a 45-minute, personalized telephonic session where professional benefits counselors can help educate you on your United benefits, answer your questions and enroll you in your benefits. The counselors are here to help you feel confident and empowered in your benefits decisions.*



### ENROLL WITHOUT DELAY

- > You have **45 days from your start date** to enroll.
- > If you do not take any action to enroll within your 45-day window, you must wait to elect benefits during the next Annual Enrollment period or if you experience a mid-year qualifying life event.
- > You will be automatically enrolled in voluntary term life insurance and long-term disability, both of which require employee contributions, unless you opt out or change your coverage level.
- > If you take no action, the only benefits you will automatically receive at no cost to you are company-paid basic life insurance and personal accident insurance.

Be on the lookout for separate communications on retirement plan enrollment details.



### MAKE AN APPOINTMENT

- > Visit <http://united.myenrollmentinfo.com>. You can access this site from any internet browser, including from your smart phone or tablet.
- > You may call **877-260-7563** to schedule an appointment Monday-Friday, 7 a.m. to 7 p.m. Central time.
- > Choose the day and time that works best for you. Provide your email so reminders can be sent about your appointment. You also have the option to opt in for reminders being sent to your mobile phone.
- > When providing your phone number, be sure it is the number you would like the counselor to use when reaching out to you for your appointment.

**NOTE:** we recommend adding 877-260-7563 to your contacts list until you've had your appointment. The counselor call will appear as a toll-free number and certain spam filters will block those calls.

GO TO SCHEDULING SITE >



### PREPARATION CHECKLIST

- > **Benefit overview videos:** On [LifeAtUnited.com](http://LifeAtUnited.com), we encourage you to watch the overview videos to get a good sense of what benefits United offers.
- > **Benefit guide:** On [Your Benefit Resources \(YBR\)](#), read through your new hire benefit enrollment guide that provides information on all benefits. Once in YBR, look for the guides in the To-Do section.
- > **Find a Doctor tool:** YBR also has a *Find a Doctor* tool to help you verify if your doctors are in your new medical plan network. If needed, this tool can also assist in finding new in-network doctors.
- > **Questions:** While reviewing the videos and guide, write down any specific questions you have for the counselor.
- > **Dependent information:** During your appointment, the counselor will input your dependents into the system for you. Be sure to have their full names, dates of birth and Social Security numbers available.
- > **Beneficiary information:** The counselor can also input beneficiaries into the system. You will provide their full names and relationship.