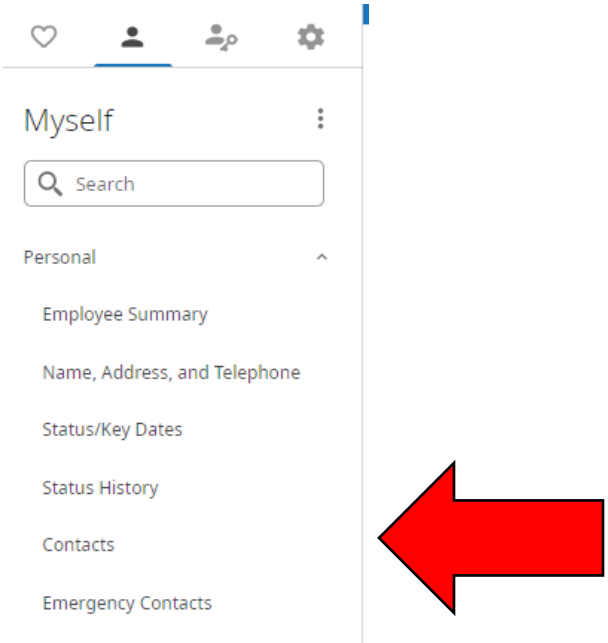
OPEN ENROLLMENT –

ANSON HR INSTRUCTIONS

Welcome to Anson Industries Inc Open Enrollment for 2023! Provided herein is information on how to enroll.

You will enroll through Anson HR (www.AnsonHR.com or www.AJ-HR.com). However, prior to enrolling, we invite you to click on the link included (Anson-FT-Field.mybenefitslibrary.com**)** to learn about our offerings.

At the time of enrollment, it is important to be sure that anyone being added to your insurance is included in your **Contact** section and marked as "Dependent" or "Beneficiary". Go to the following Section to complete:



- ***You will need Full Names, Dates of Birth and Social Security Numbers.***

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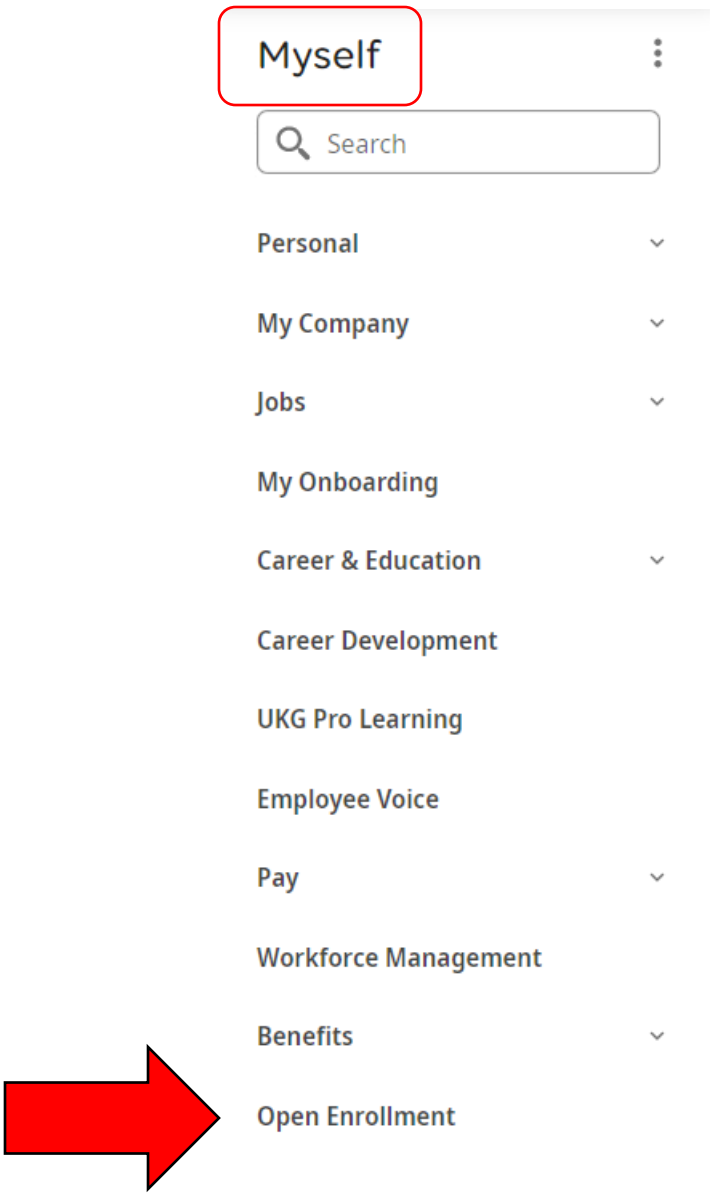
Next, go to Myself/Open Enrollment:



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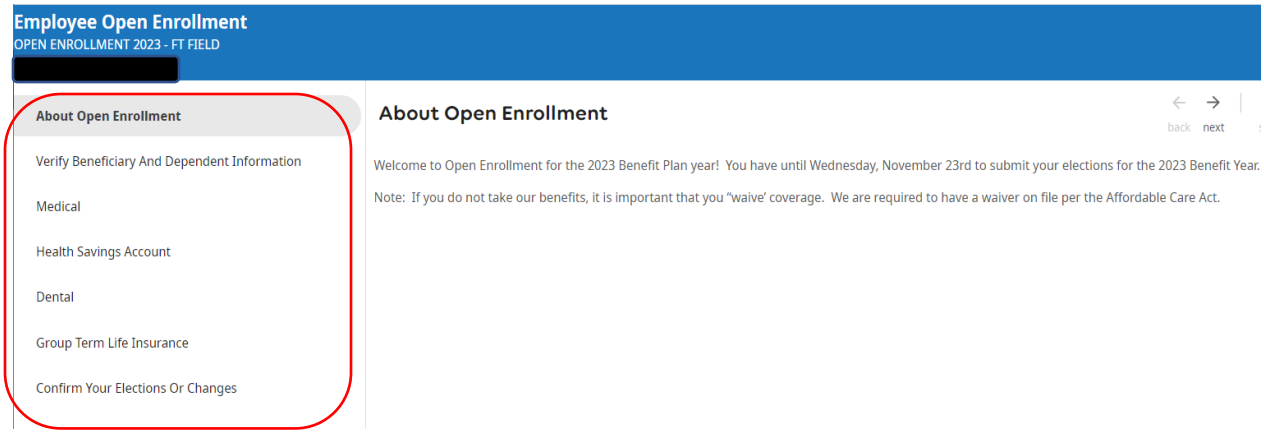
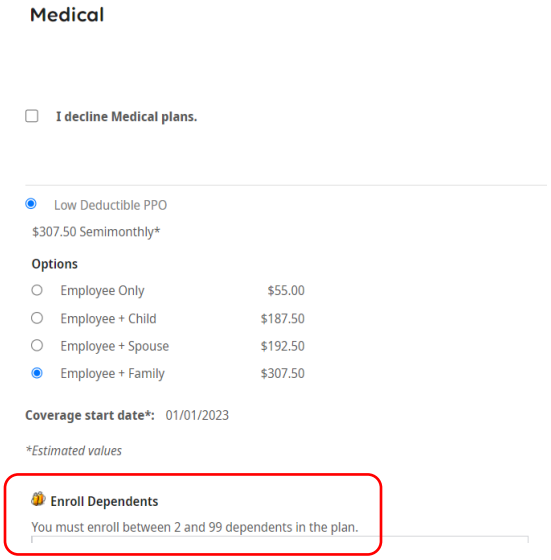
This will bring you to the following screen:



By clicking "next" at the top righthand corner of the screen, you will be taken through each benefit plan for which you are eligible, starting with verifying Beneficiaries and Dependents.

As you click through each benefit plan, you will choose your **coverage tier** (Employee Only, Employee + Child, Employee + Spouse or Employee + Family). After choosing your tier, you must click on the dependents you wish to cover. You ***do not*** have to choose the same tier for all benefits.



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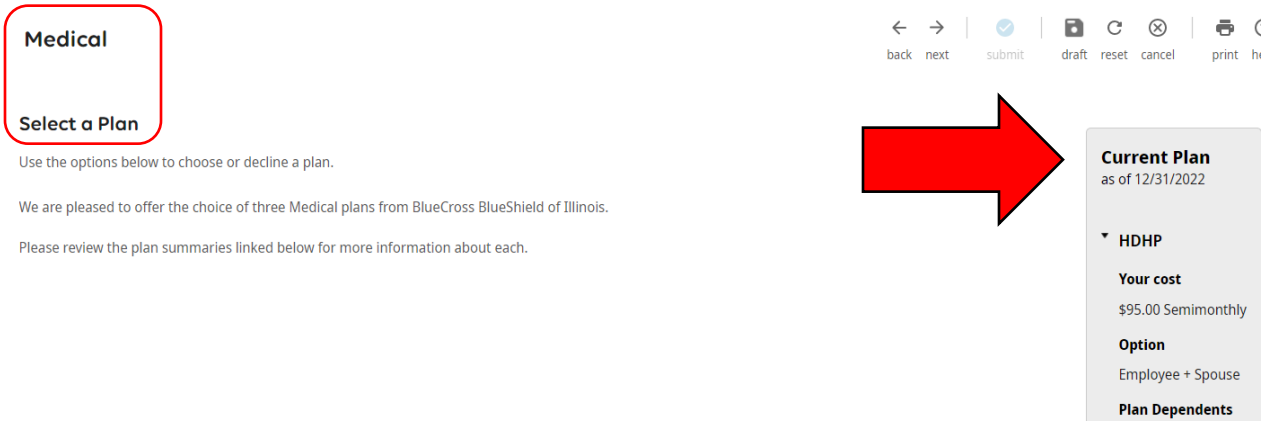
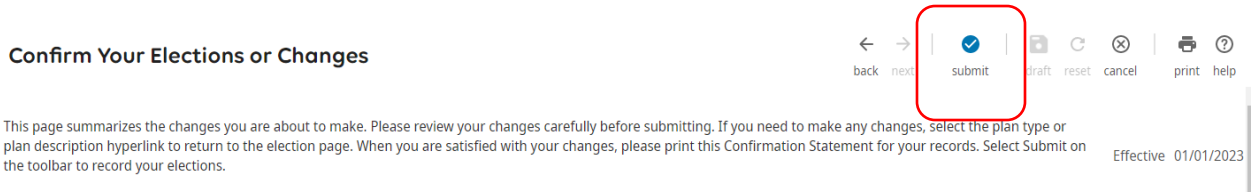
As you move through each Benefit Plan, you will see your current plan choices in the gray box in the upper right-hand corner:



Once you have finished choosing your benefits, p**lease review your plan choices and click the "submit" button**.



Please note, Anson offers Company Paid Life Insurance and Long-Term Disability **<u>at no cost to you</u>**. **You have to elect the coverage.** You must also designate a primary beneficiary at this time. We recommend that you include a contingent, or secondary, beneficiary in case something happens to your primary beneficiary. You can have multiple beneficiaries, however both Primary and Contingent Beneficiaries need **to add up to 100%.**

The final page summarizes the changes you are about to make. **<u>Please review your changes carefully before submitting</u>**.

If you need to make any changes, select the plan type or plan description hyperlink to return to the election page. When you are satisfied with your changes, ***please print this Confirmation Statement for your records***.

Select "**Submit**" on the toolbar to save your elections. If you need to make any changes after submitting your elections, ***please call Anne Higginson at 708-547-4812***.