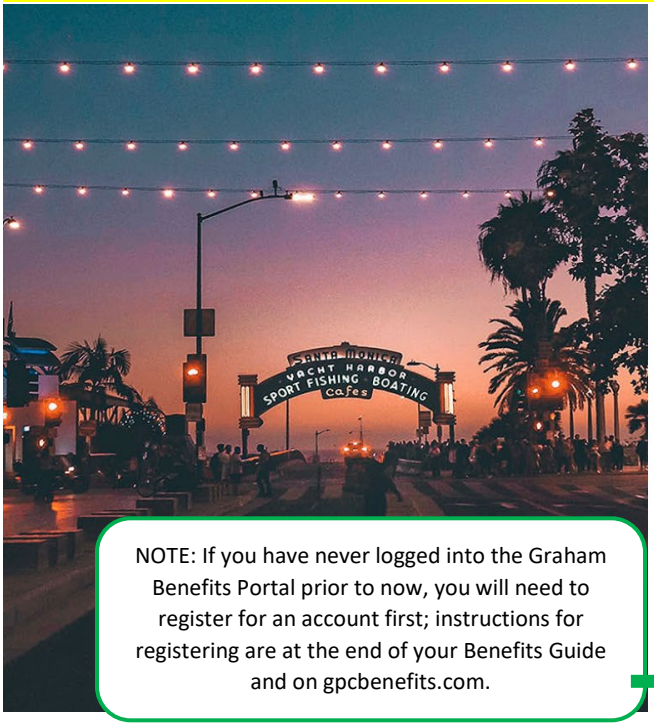
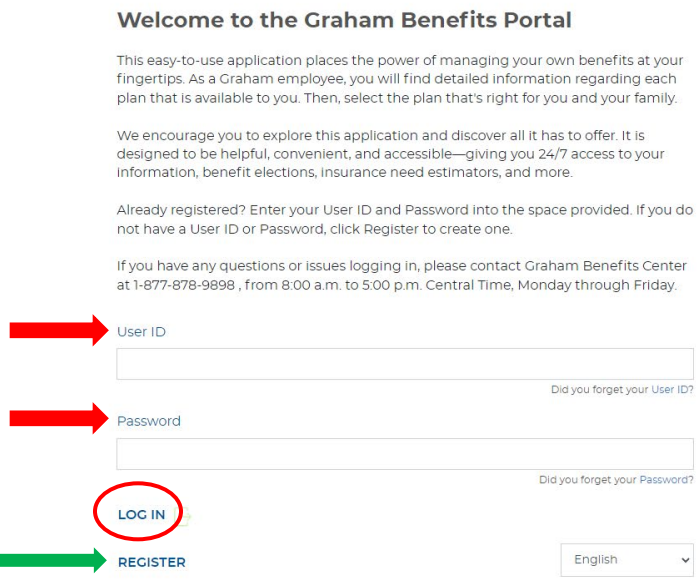
Enrollment Guide
for the Graham Benefits Portal

If you have any questions throughout this process, contact the Graham Benefits Center at 877-878-9898, Monday – Friday 8am – 5pm CT.

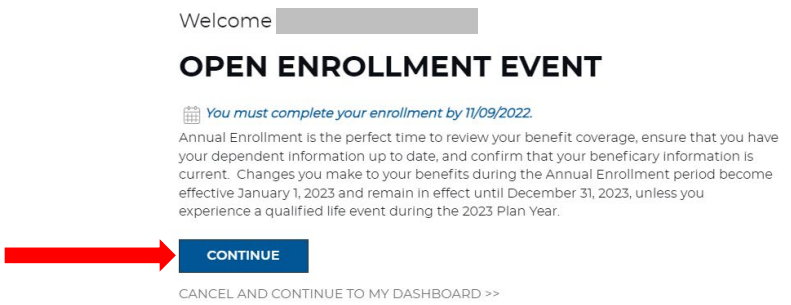
1. Visit the Graham Benefits Portal (enrollment site) at www.gpcbenefits.com, enter your site password, and then click the "Graham Benefits Portal" link at the top right corner of the page. Login using your personalized User ID and Password. **If you need to reset your password and have issues resetting your password, you must contact the Graham Benefits Center at 877-878-9898 Monday – Friday 8am – 5pm CT.**

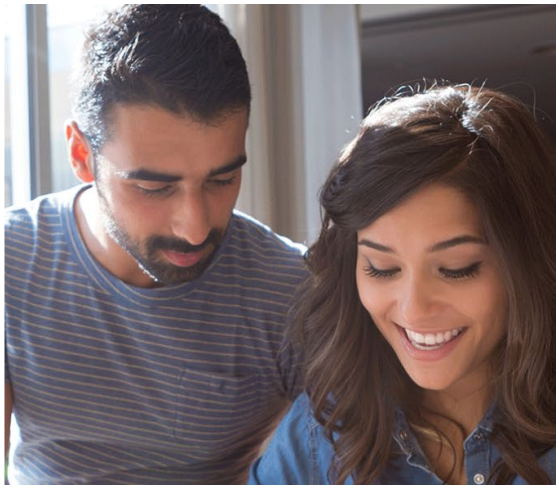


NOTE: If you have never logged into the Graham Benefits Portal prior to now, you will need to register for an account first; instructions for registering are at the end of your Benefits Guide and on gpcbenefits.com.

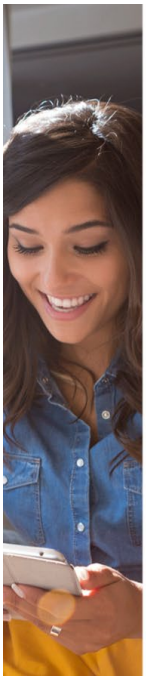


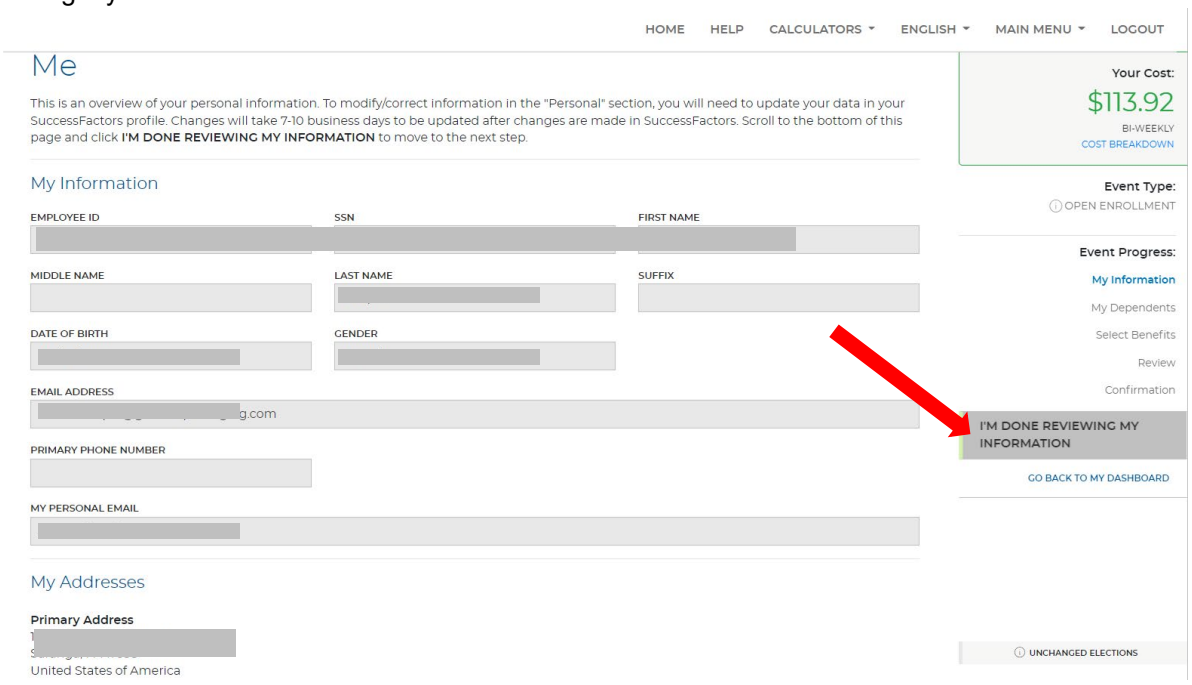
2. Once logged in, you will immediately see a pop up for you to start your Open Enrollment changes. Click Continue to review/make changes to your benefits.



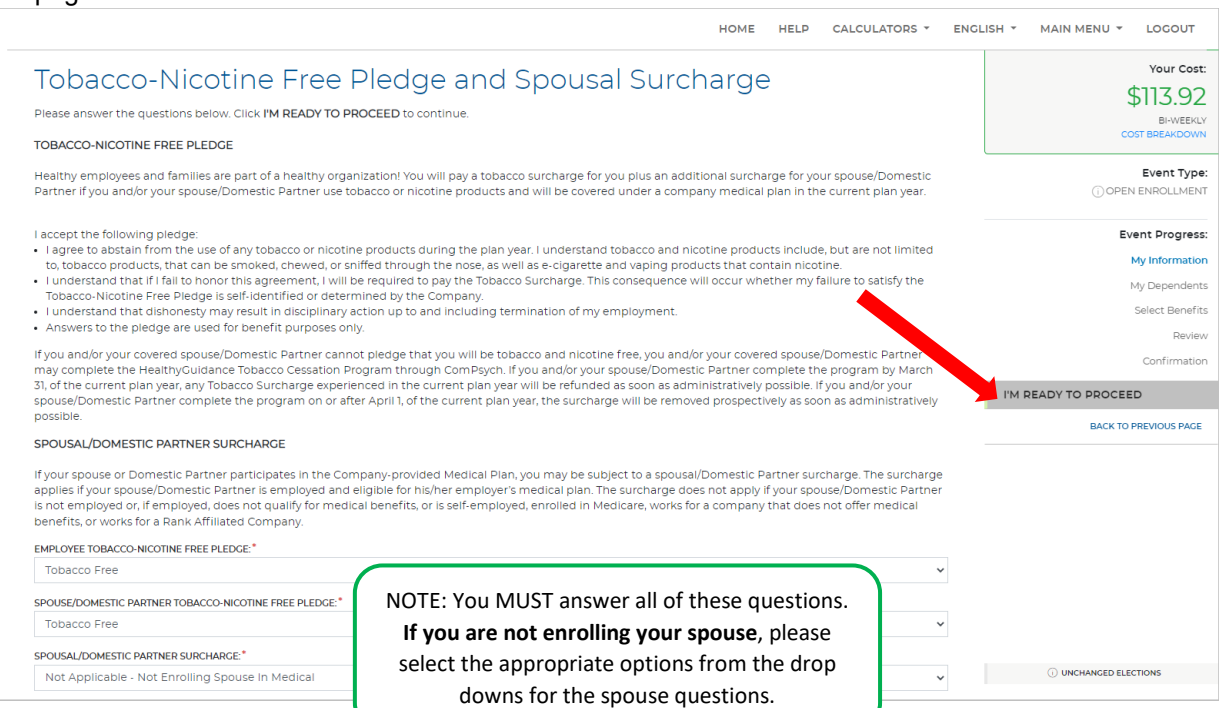


3. Review your personal information. *Note, if information on this screen is incorrect, it MUST be fixed in SuccessFactors in order to pass electronically to the benefits system.* Once you have reviewed your information, click “I’m done reviewing my information” to move to the next screen:





4. Review your **Tobacco-Nicotine Free Pledge** and **Spousal/Domestic Partner Surcharge** elections. *Read each section carefully and answer the questions that follow honestly.* Once you are finished click “I’m ready to proceed” to move to the next page:

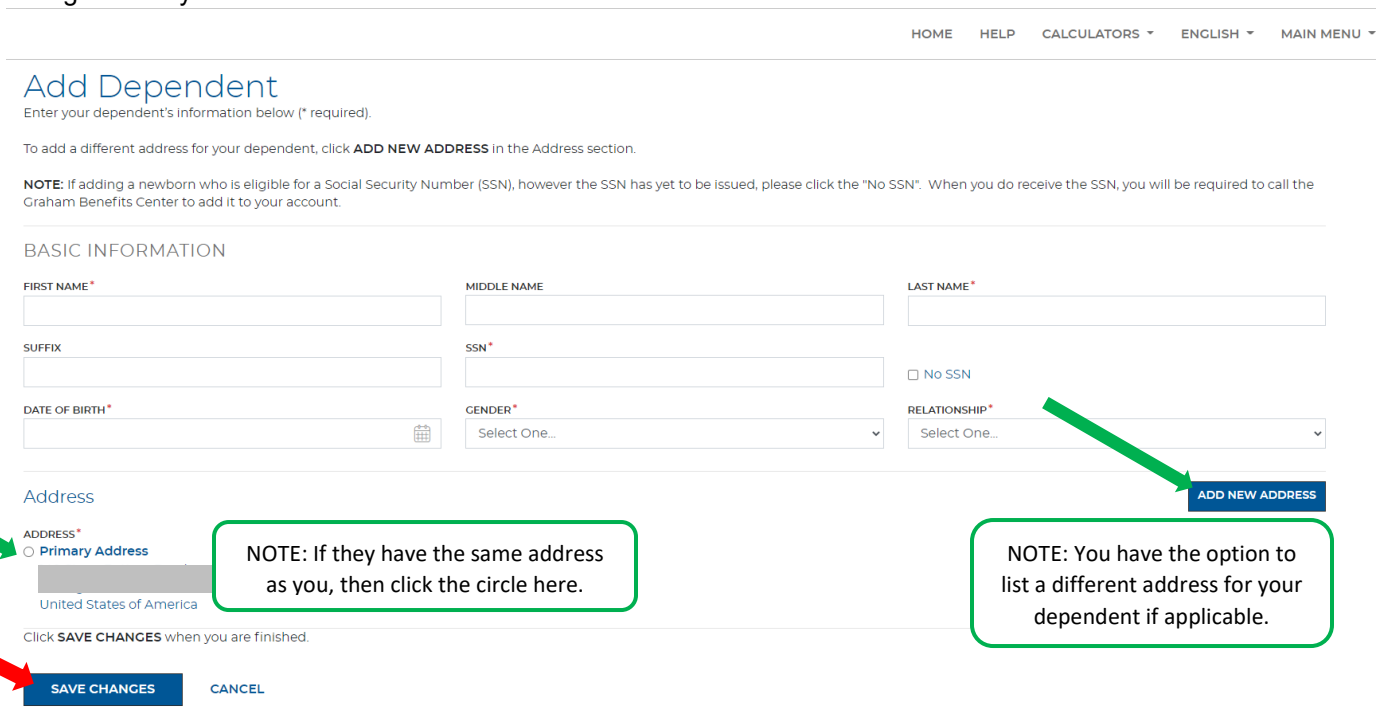


NOTE: You MUST answer all of these questions. **If you are not enrolling your spouse**, please select the appropriate options from the drop downs for the spouse questions.

5. Review all of your dependent information. **This is NOT the page where you will remove your dependent(s) from coverage if that is what you intend to do.** This page is only for you to ensure their information is correct, or if you need to add a dependent (see step 6) not currently listed, so you can then add them to your benefits. Once you are done, click "I'm done with dependents" to move to the next page:

NOTE: Current dependents are listed here under "My Dependents". The only thing you can edit is the address of a current dependent. If you are adding ***new*** dependents to your benefits, click Add New and see step 6. Their "Verification Status" will remain "Pending" until you provide the **required Dependent Verification Documents**. Click the links shown on this screen to review the list of Dependent Verification documents that will be accepted in order for your dependent(s) to be enrolled.

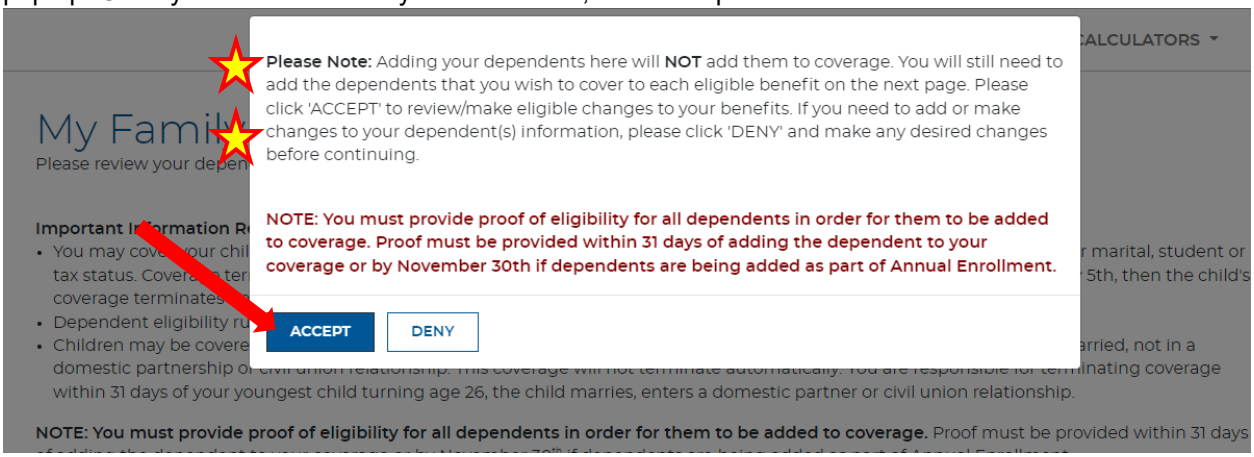
6. If you need to add a new dependent, see below. All fields with a red asterisks (*) is a required field. Save all changes once you are done.



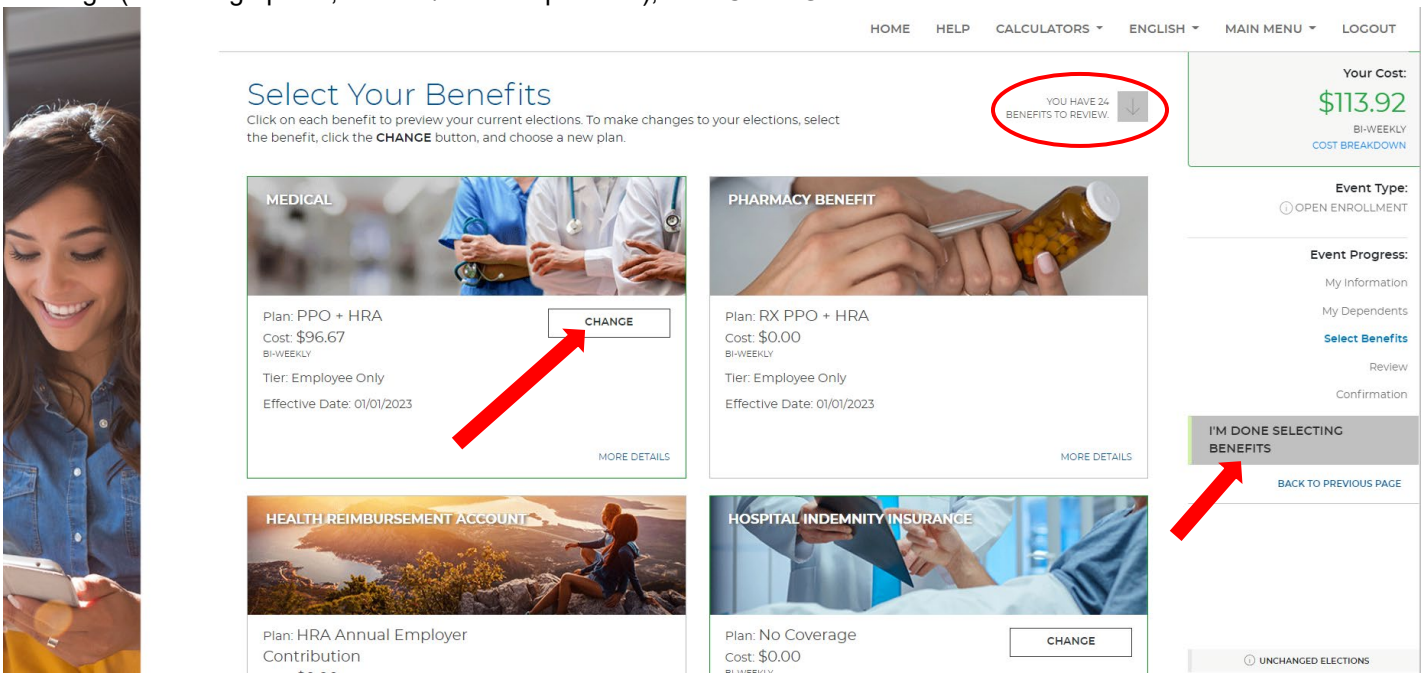
NOTE: If they have the same address as you, then click the circle here.

NOTE: You have the option to list a different address for your dependent if applicable.

7. **STOP & READ!!** Once you click “I’m done with dependents” from step 5 above, you will see the below pop up. Once you have read and you understand, click Accept.



8. This next screen is where you will view all of your current benefit options AND add any dependents to your coverage. From this screen, you will click “CHANGE” for the benefits you wish to make a change to for the new plan year such as adding or dropping a dependent. For example, if you need to make a change to your medical coverage (i.e. change plans, remove/add a dependent), click CHANGE in the Medical box:

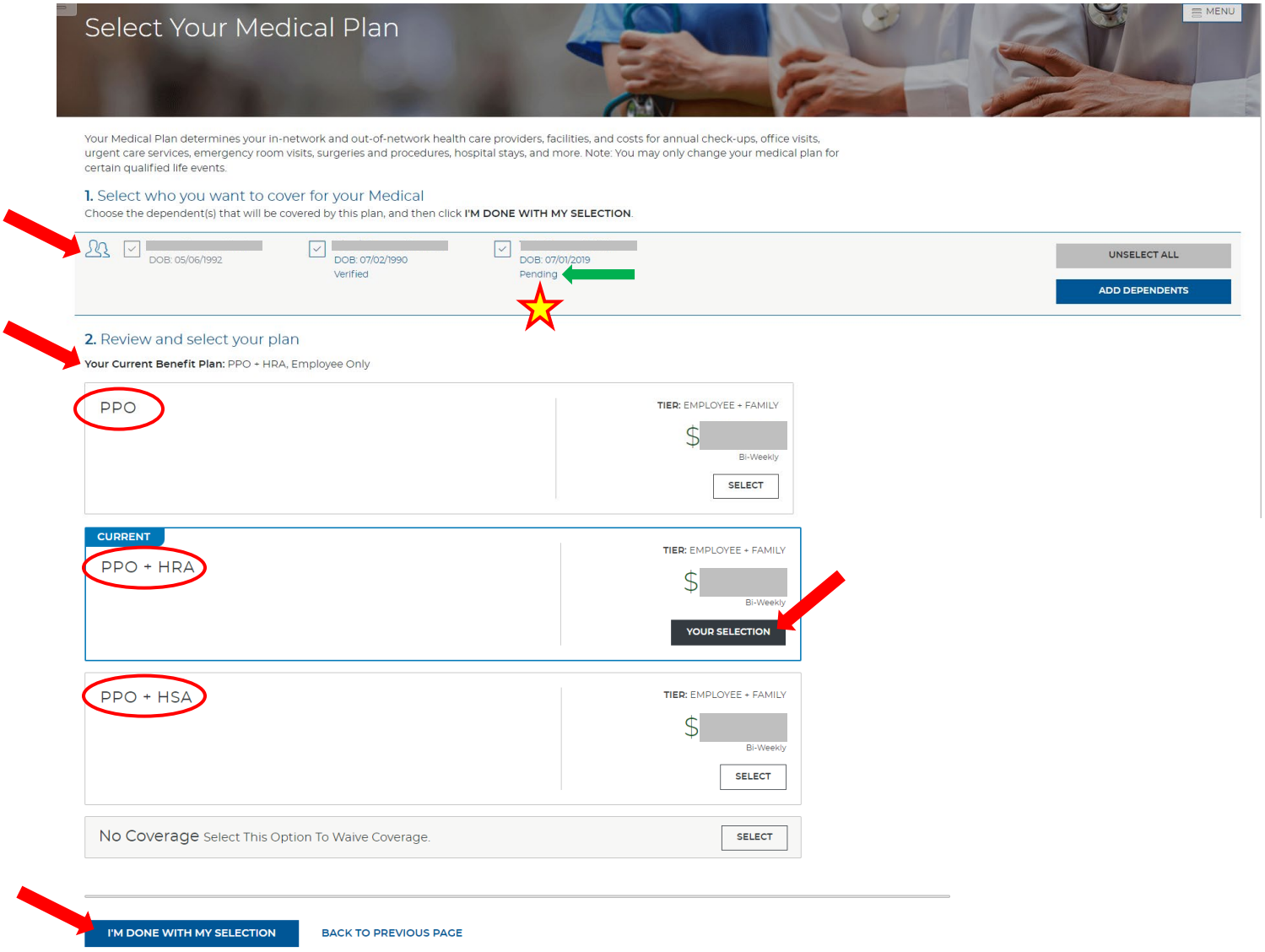


Once you are done reviewing **ALL** of your elections/changes made, click “I’m done selecting benefits”.

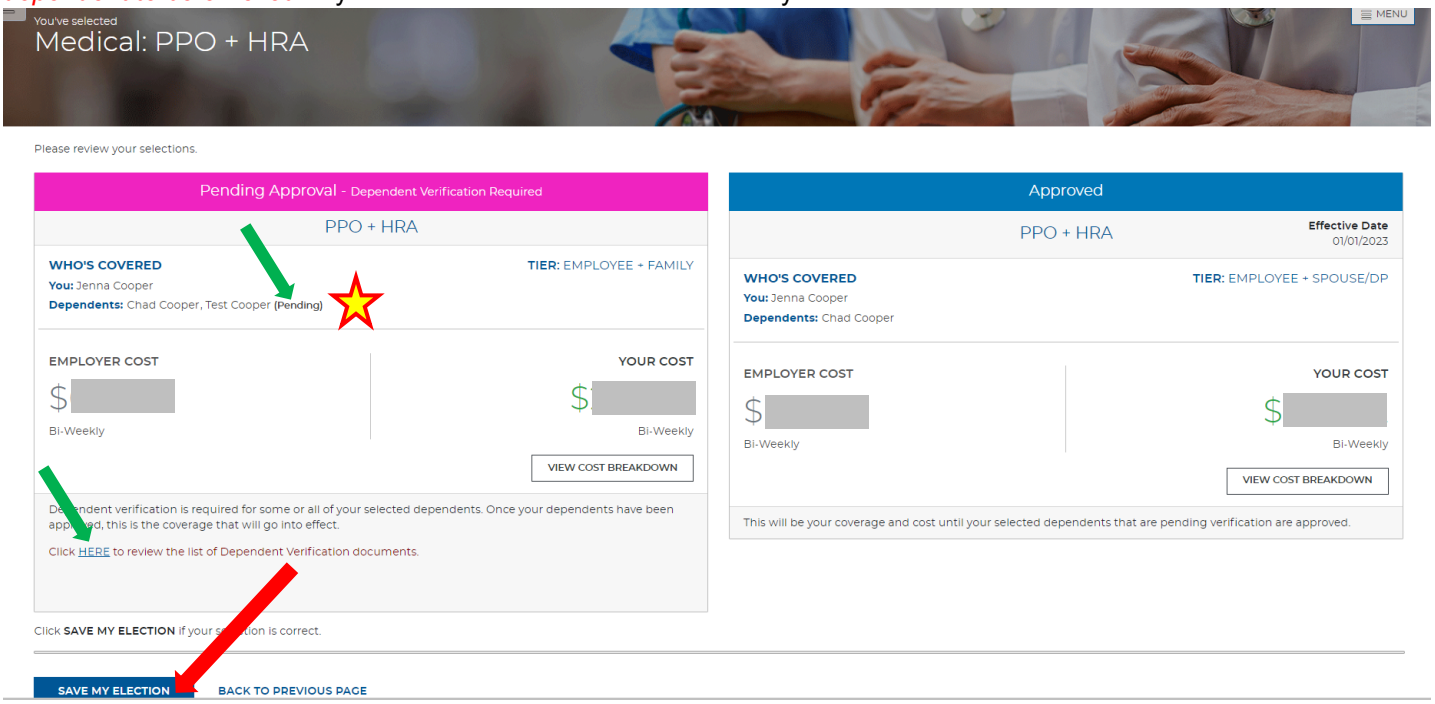
9. On the next screen you will see (1) your dependents and (2) all of your medical plan options.
    a. (1) **First review if you wish to remove or add a dependent**. You will do this by checking or unchecking the box in section 1. If you missed adding a dependent in step 5/6 above you can do this here by clicking "Add Dependent". *Note, dependents and coverage for that dependent will remain "Pending" until you provide the required dependent verification documents for that dependent to be approved and officially enrolled.*

    b. (2) Next, your current plan option will show. This is where you will either remain in that same plan or move to another plan if you wish to do so. If you wish to change plans, "Select" the plan you wish to move to.

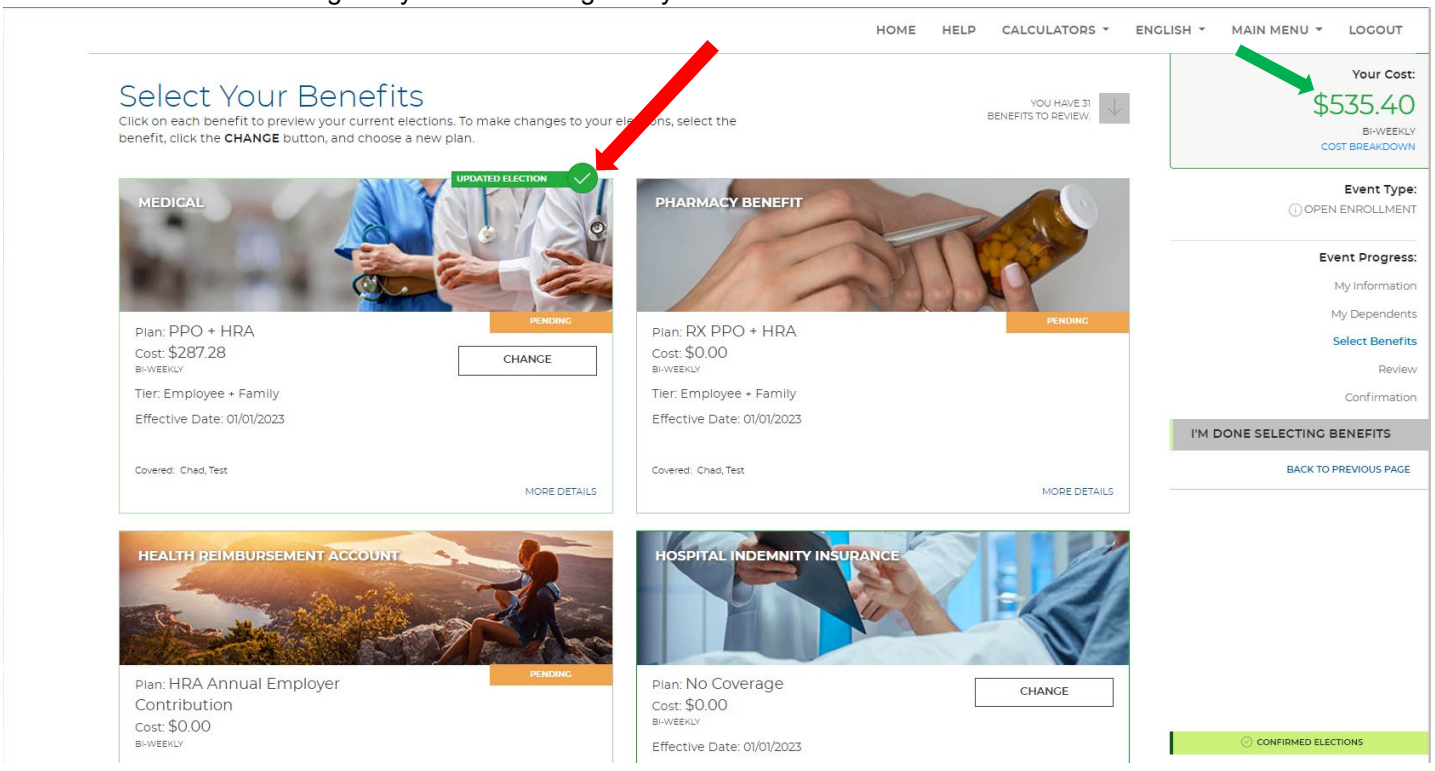
    c. (3) Lastly, click "I'm done with my selection" at the bottom of the screen once you confirm the correct dependents are selected and your plan is selected.



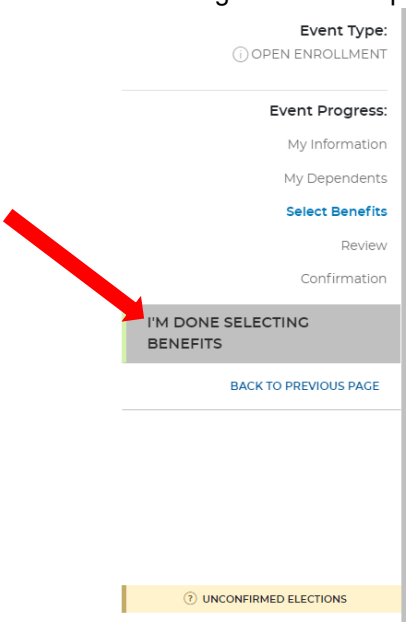
10. The next page will show you the changes you made and if anything is in a pending status. Something might be pending because you are required to provide **dependent verification documentation** or an Evidence of Insurability (EOI) is required (for life insurance and/or disability changes). *If you added any new dependent during this process, you will see your current Approved coverage and the coverage that is Pending Approval and/or Pending Dependents. You can click the "HERE" link to view what documents are required in order for you dependent to be enrolled.* If your selection is correct click "Save my election" to move forward:



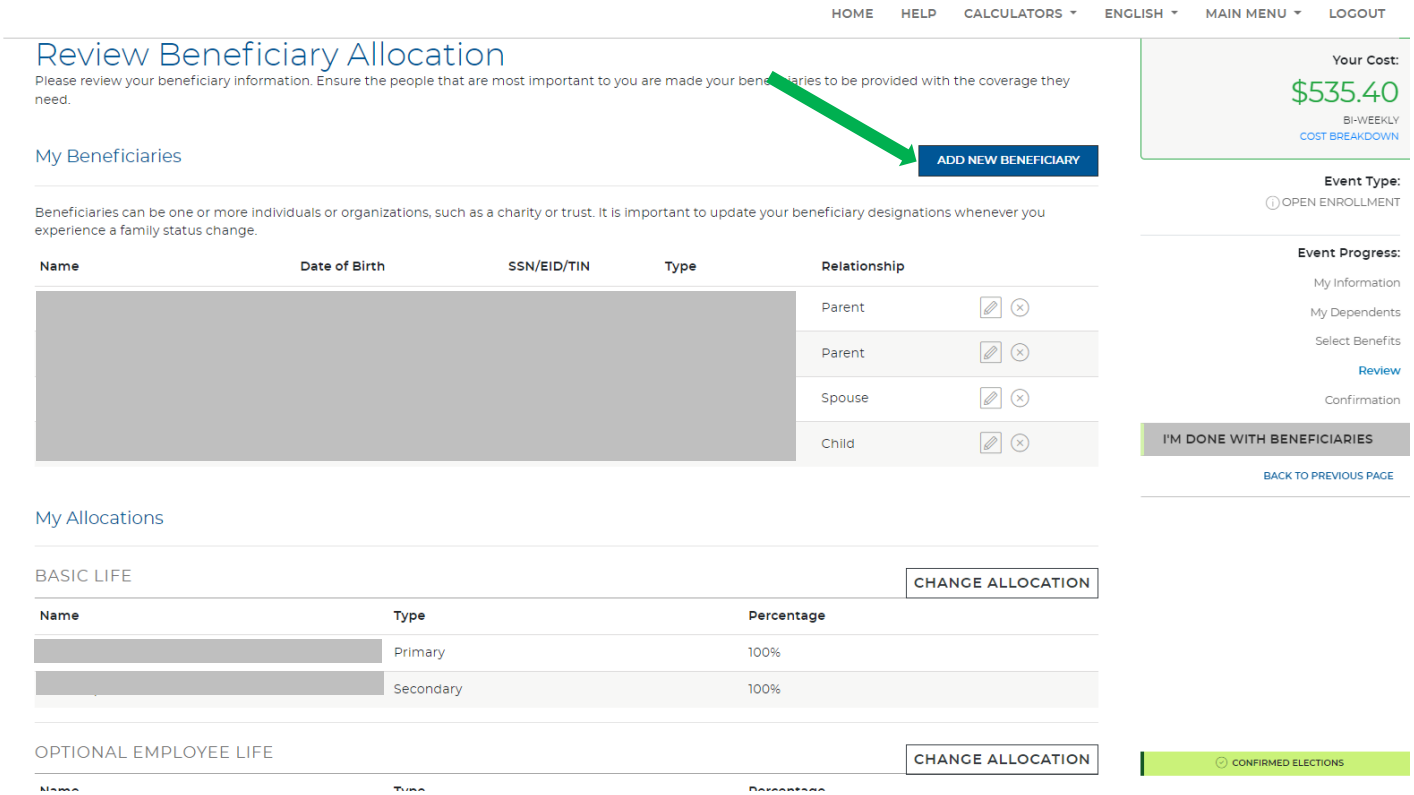
11. Each time you make a change, it will be noted back on the main screen that shows all of your benefit options. You will notice "Your Cost" change as you make changes to your benefits:



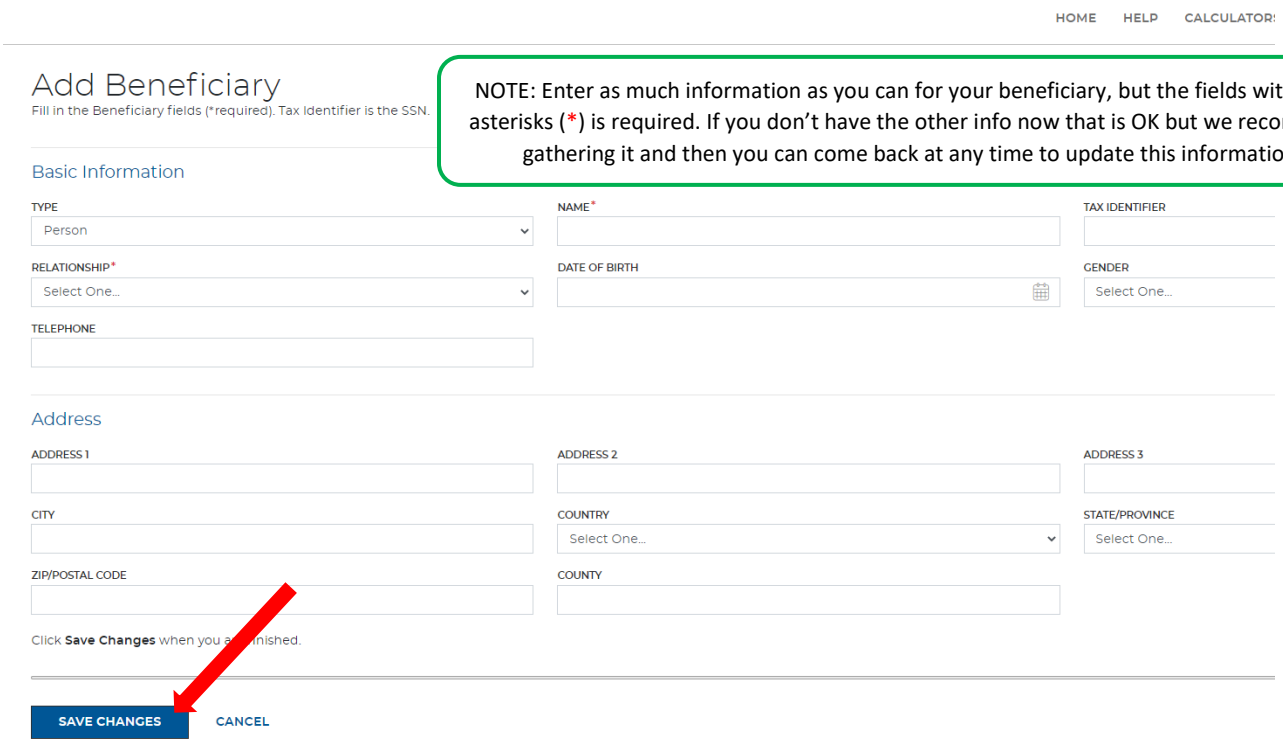
12. After you go through all of your benefits that you wish to make a change to, click “I’m done selecting my benefits” on the right side of the page:



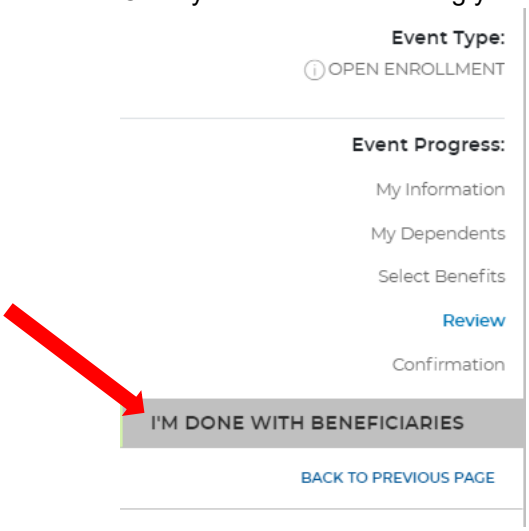
13. On the next page you will verify all of your beneficiary elections. All beneficiary names are listed at the very top under “My Beneficiaries”. If you need to add a new beneficiary name to this list, this is where you will add them before moving on to selecting their allocations. Click “Add New Beneficiary” if you need to do this.



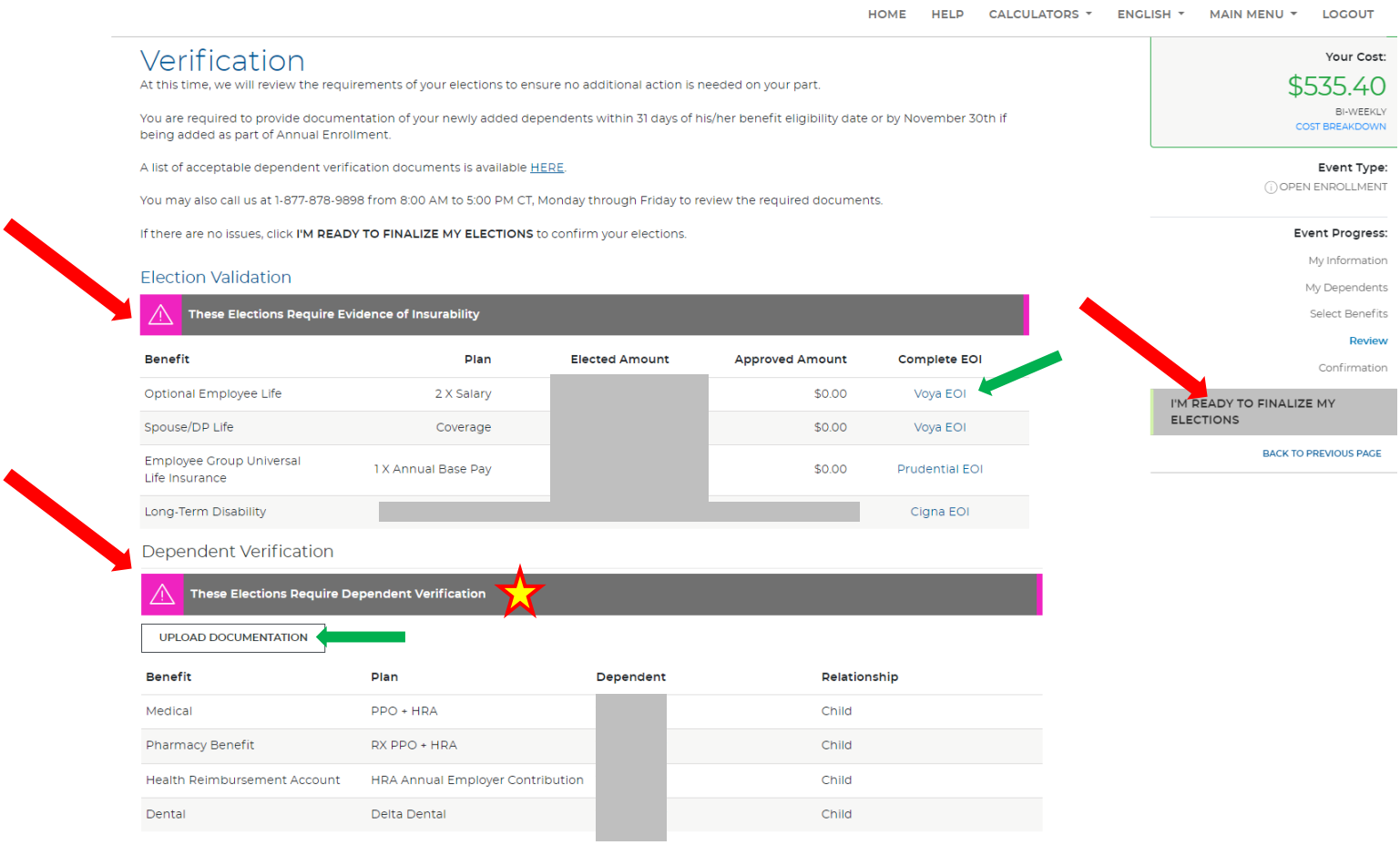
Adding a New Beneficiary:



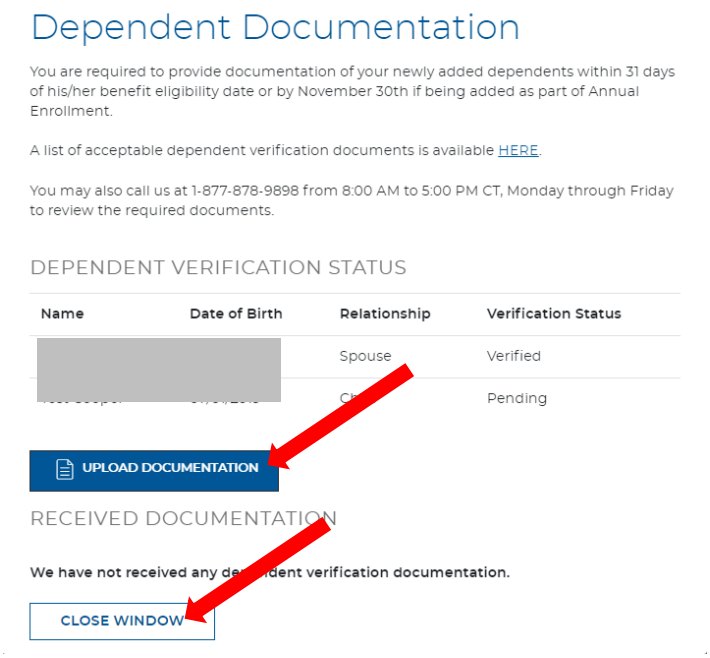
14. Once you are done reviewing your beneficiary elections click "I'm done with beneficiaries":



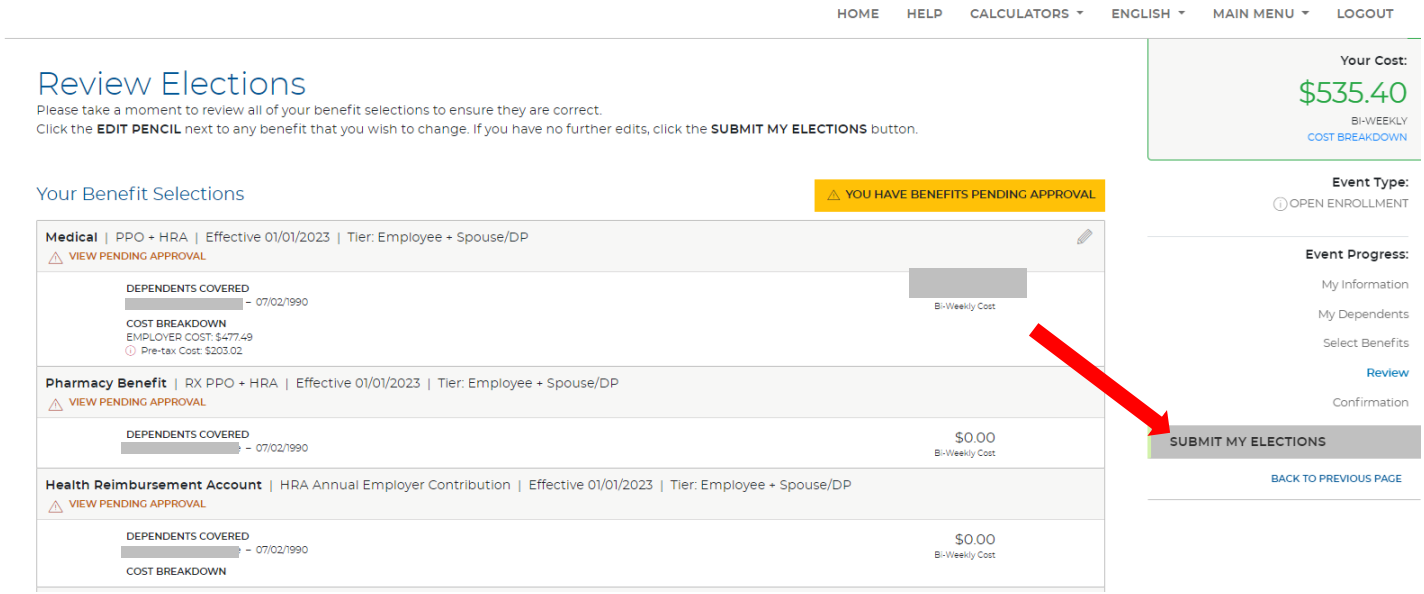
15. On the Verification page, you will see if you are required to complete an EOI or dependent verification documentation is required.
    a. (1) For elections that require you to complete an Evidence of Insurability, click the link under the column "Complete EOI" and that will bring you to a new page to complete this.
    b. (2) For any dependents you are required to submit documentation for, you can load them now by clicking Upload Documentation (see next step for screen shot). If you don't load them now, you will need to log back in to load them by the deadline of November 30th.
    c. (3) Once you are finished reviewing, click "I'm ready to finalize my elections":



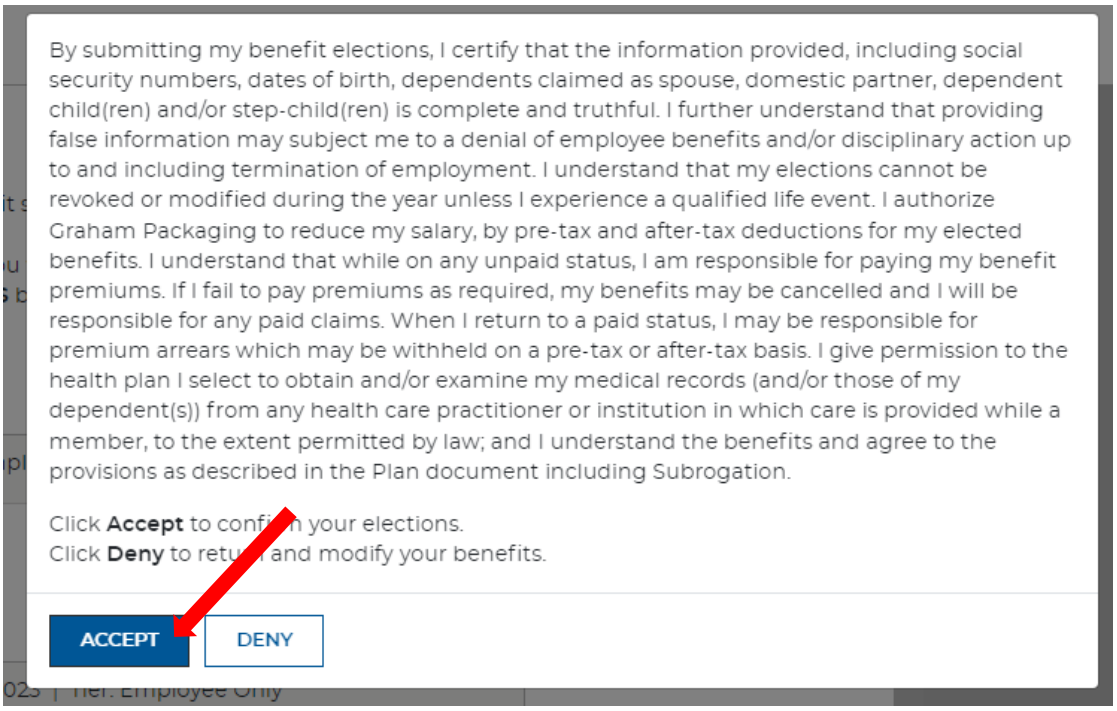
16. If you are able to load documentation now, you will click Upload Documentation and load the documents here for each dependent with a verification status of “Pending”. Once you do this, click Close Window.



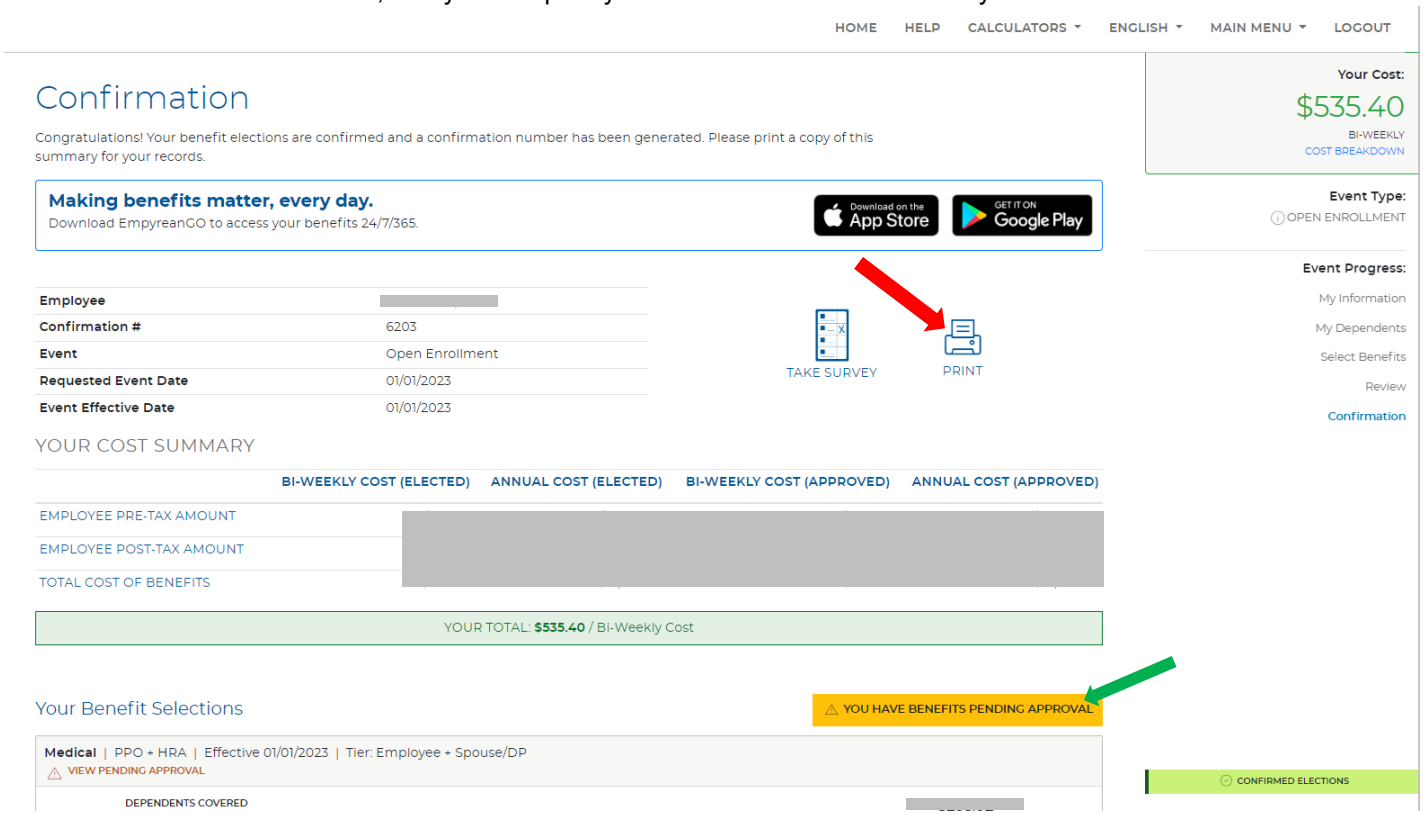
17. One this next page, review all of the elections you made that will take effect January 1st. It will show you all benefits that are pending due to either requiring an EOI or dependent verification document. Once you review your elections and everything looks good, click “Submit my elections”:



18. Read the below information carefully and click Accept or Deny. If you click Deny, your elections will not be submitted.



19. Your elections will be confirmed, and you can print your confirmation statement for your records.



20. During Open Enrollment you will be able to update any changes you made during the OE time period by clicking the links below at the top of your home page. Once OE has closed, you will no longer be able to make changes but you will still be able to load the required dependent verificaiton documents through November 30th.