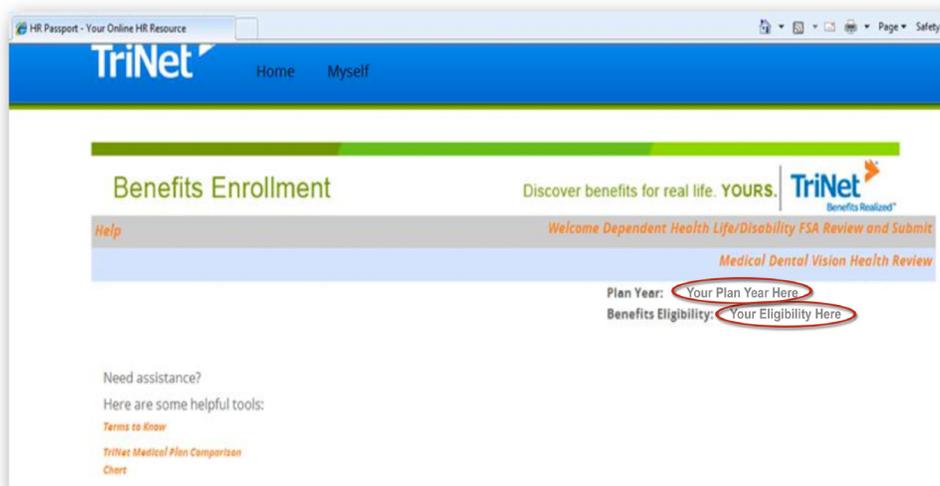


TriNet Passport Two-Step Enrollment Instructions

Congratulations! You are now eligible for TriNet Passport benefits, so it's time to enroll.

Because of the timing of your benefits eligibility, you may need to submit benefit elections twice:

1. First, for the remainder of the current TriNet Passport benefits plan year
2. Then, for the next TriNet Passport benefits plan year



How can I tell which benefits plan year I am enrolling for?

Look on the upper right hand corner of each screen on the benefits enrollment wizard.

Follow these easy steps on how to do the TriNet Passport two-step!

1 Submit Elections for the Current TriNet Passport Benefits Plan Year

To enroll in benefits for the current TriNet Passport benefits plan year:

- **Log in** to TriNet Passport (trinet.com > **Login** > **TriNet Passport**). Need help registering or logging in? Login instructions were sent to you in a previous Welcome email from TriNet Passport.
- **Click** the **ELECT OR WAIVE NOW ►** button located on the homepage under **Important Notices**.
- **Elect or waive** the TriNet Passport benefit plan options. Be sure to finalize your elections by clicking the **Submit** button.
- **Review** the confirmation statement you will receive via email shortly after your submission to confirm that your elections for the current TriNet Passport benefits plan year were recorded correctly.

2 Submit Elections for the Next TriNet Passport Benefits Plan Year

- **Wait** until the TriNet Passport Open Enrollment period begins, if necessary. If the Open Enrollment period is already underway, wait one full business day after submitting your elections for the current benefits plan year before submitting your elections for the next benefits plan year.
- **Log in** to TriNet Passport again (trinet.com > **Login** > **TriNet Passport**). You will now be able to see the Benefits Open Enrollment icon shown here—click it to enter the TriNet Passport Open Enrollment wizard.
- **Review** the TriNet Passport benefit plans and rates available to you for the next benefits plan year. This is important, even if you want to continue with the same benefit plans and coverage levels you recently elected for the current benefits plan year, because the TriNet Passport plans and rates available to you may change for the next benefits plan year.
- **Review** the confirmation statement you will receive via email shortly after your submission to confirm that your elections for the next TriNet Passport benefits plan year were recorded correctly.



Important note:

Step 1 and Step 2 above are independent of each other, meaning you must submit each year's elections separately if you want your actual elections to be properly reflected for the correct benefits plan year.

What Happens If You Don't Enroll?

What Happens If You Don't Enroll for the Current TriNet Passport Benefits Plan Year (Step 1)?

If you do not enroll before the deadline when you first become benefits eligible, here's what your TriNet Passport benefits coverage will be for the rest of the current benefits plan year.

Type of benefit	Coverage you will have if you do not enroll
Medical	You will be automatically enrolled for the current TriNet Passport benefits plan year in the lowest-cost TriNet Passport PPO medical plan that meets state requirements, at the worksite employee-only coverage level. This coverage will begin on your benefits eligibility date. Premiums will be deducted from your pay for this medical coverage. (If your benefits eligibility date is between the first and the 15th day of a month, deductions for your benefit premiums will begin on the first of that month. If your benefits eligibility date occurs between the 16th and the last day of a month, your benefit premiums will begin on the first day of the following month.)
Dental and vision	You will not have dental or vision coverage for the rest of the current benefits plan year.
HSA participation	You will not participate in an HSA for the rest of the current benefits plan year.
FSA participation	You will not participate in a health care FSA or dependent day care FSA for the rest of the current benefits plan year.
Life insurance and disability coverage	You may have coverage provided by your worksite, but you will not have any voluntary coverage for the rest of the current benefits plan year.
Voluntary benefits	You will not have coverage for the rest of the current benefits plan year.

What Happens If You Don't Enroll for the Next TriNet Passport Benefits Plan Year (Step 2)?

If you do not enroll during Open Enrollment for the next TriNet benefits plan year, your elections for the next benefits plan year will be automatically enrolled as shown here:

Type of benefit	Coverage you will have if you do not enroll
Medical, dental, and vision coverage	You will be automatically enrolled in similar TriNet Passport benefit plans at your current coverage level. These plans may have differences in coverage and higher premiums and/or out-of-pocket expenses than your current benefit elections. Premiums* will be deducted from your pay for this medical coverage starting on the first pay period end date after the start of the new benefits plan year.
HSA participation	Your HSA participation will continue. However, your HSA contributions will end at the end of the current benefits plan year, unless you actively choose an amount to contribute to your HSA for the new benefits plan year.
FSA participation	Your participation will end on the last day of the current benefits plan year and you will not be able to participate for the next benefits plan year unless you experience a life status change event. If you would like to continue contributing to one or both FSAs, you must enroll each benefits plan year and select how much you would like to contribute from your pay.
Life insurance and disability coverage	Your current coverage will continue, subject to company selections.
Voluntary benefits	Your current elections will continue without interruption.

*Premiums may be at a higher cost and you will not be able to change your benefit elections or add or change your dependents until the next TriNet Passport Open Enrollment period for the following benefits plan year, unless you experience a qualified life status change before then.

Why Review Your Enrollment Confirmation Statements?

Each time you submit elections through the TriNet Passport benefits enrollment wizard, you will receive a confirmation of your elections. After enrolling in benefits for both the remainder of the current TriNet Passport benefits plan year and the next TriNet Passport benefits plan year, you should have two confirmation statements:

- Coverage for the current benefits plan year, and
- Coverage for the next benefits plan year

Please keep both copies for your records.

Which benefits plan year is my confirmation statement for?

Look for the benefits plan year date at the top-center of your confirmation statement.



Questions?

Contact the Employee Solution Center, Monday–Friday, 5 a.m.–6 p.m. PT.

Email: employees@trinet.com

Phone: 800.638.0461

(Hay representantes de habla hispana disponibles por teléfono.)

Note: Benefit rates and plans are subject to change with each new TriNet Passport benefits plan year.

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