USER GUIDE FOR YOUR BENEFITS WEBSITE

LSC BENEFITS
Support Your Story

mylscbenefits.com

At **mylscbenefits.com**, find all your benefits information in one spot, available anytime, from anywhere.
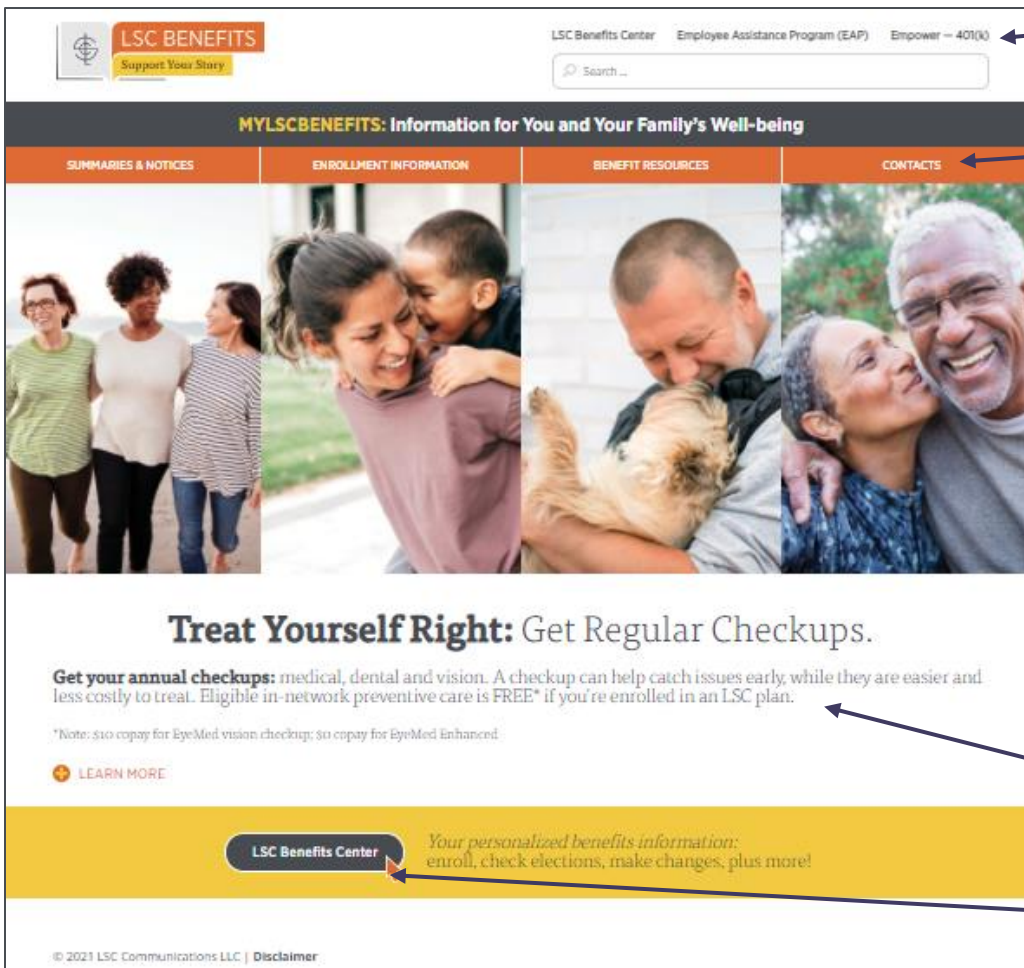
Direct links to frequently used vendor websites

Benefits information in 4 categories:
- **Summaries & Notices** (get all the plan details)
- **Enrollment Information** (review before Annual, New Hire or COBRA enrollment)
- **Benefit Resources** (browse the library, including Employee Briefings)
- **Contacts** (connect with all vendors)

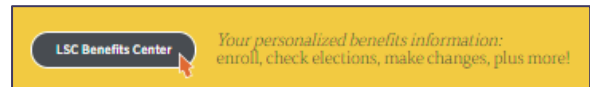Tips on using your benefits to improve your well-being

Another link to the LSC Benefits Center!
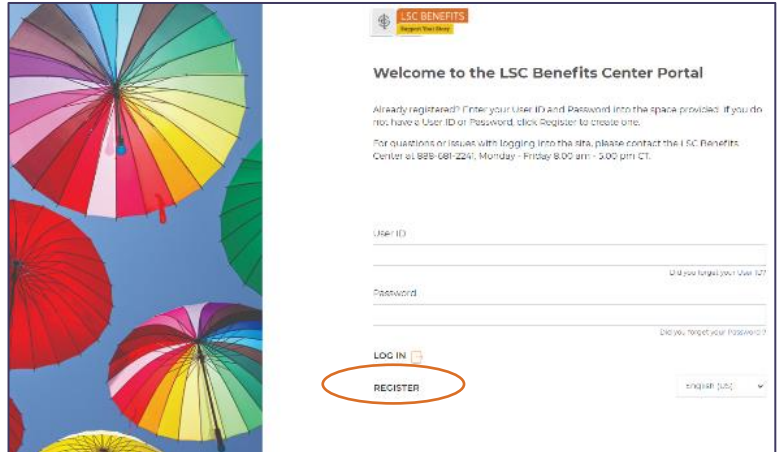
See inside for how to …

How to Register for the LSC Benefits Center Website

1. From **mylscbenefits.com,** click the "LSC Benefits Center" link, which will take you to your personalized benefits enrollment site.

2. **The first time you visit,** you will need to click "REGISTER" and enter:
   - Your first and last name (as on file with LSC)
   - Date of birth
   - Social Security number

3. Next, you will need to:
   - Add a new user ID (e.g., your work email address).
   - Create a password that has at least eight characters that include at least one letter, one number and one symbol (e.g., * & + # $).
   - Set a security question and answer (at least six characters) in case you forget your password.
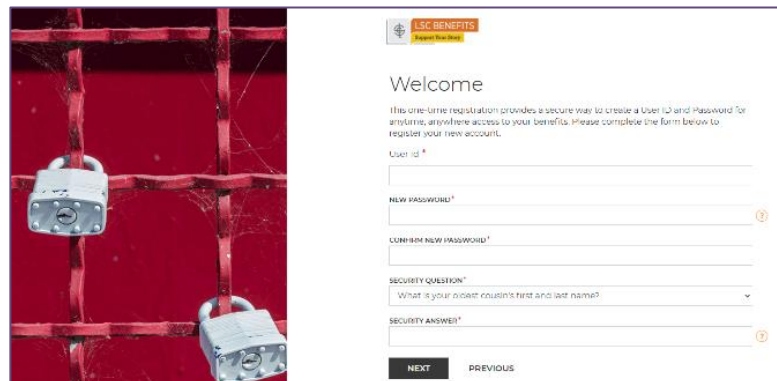
4. Read the terms of service agreement. To continue enrolling, click "I AGREE" at the bottom of the page.
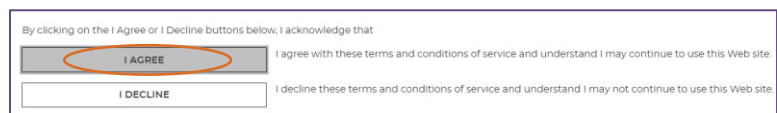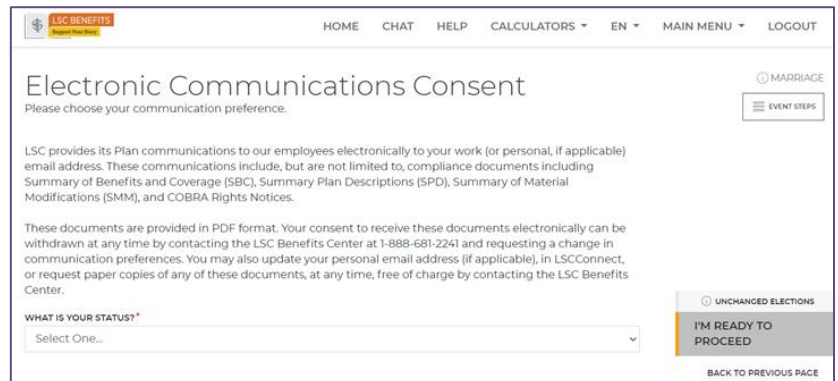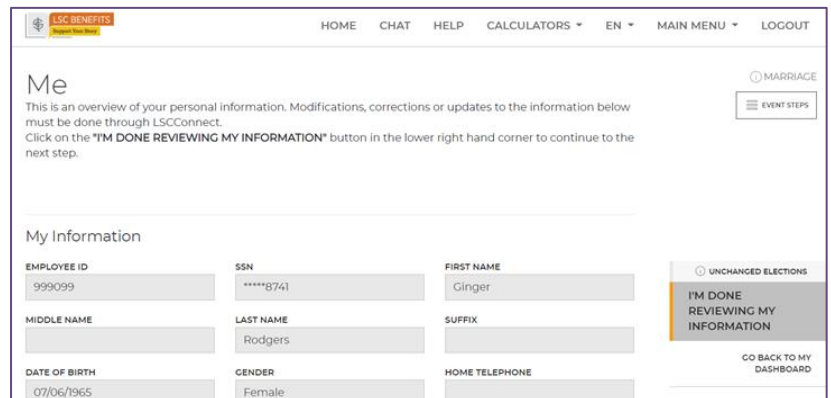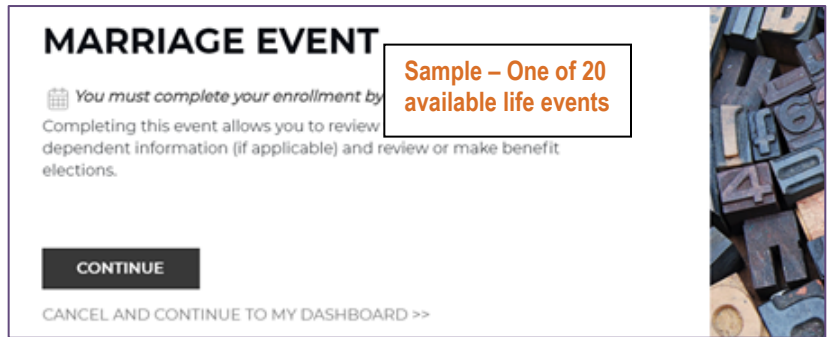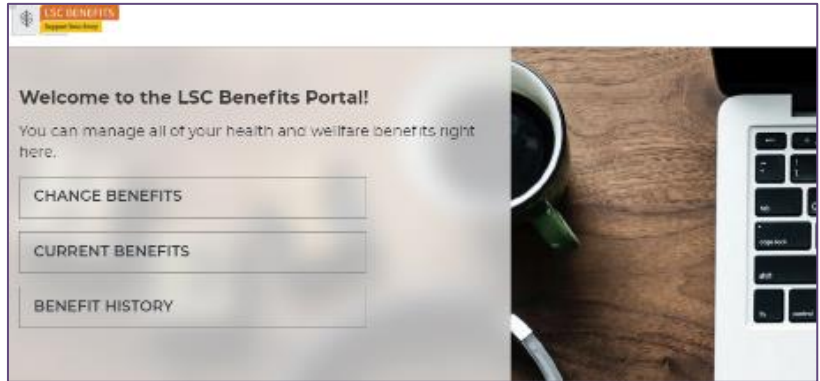
NOTE: You only register once. Return and log in with your user ID and password, and the system will recognize you.

How to View or Change Your Current Benefit Elections

1. Once you've registered, you can return to manage your benefits by selecting:
   - CHANGE BENEFITS to:
     - **Process a qualified status change** related to a life event (e.g., marriage, divorce, birth/adoption of a child)
     - **Change your Health Savings Account (HSA) contribution** (start, stop, increase or decrease).
   - CURRENT BENEFITS to view current benefit elections.
   - BENEFIT HISTORY to view your benefit election history.

2. To process a qualified status change, click on "CHANGE BENEFITS." You will see a list of 20 life events that qualify for making benefit changes outside the Annual Enrollment period (e.g., birth, adoption, marriage). Select your event and complete the information as requested.

   NOTE: For more information on qualifying life events, see the Summary Plan Description (SPD) at **mylscbenefits.com** under Summaries & Notices.

3. Begin with ME — MY INFORMATION and review the information that has been populated for you. Any modifications need to be made through LSCConnect. Click "I'M DONE REVIEWING MY INFORMATION" in the bottom right corner when finished.

4. Elect to review Plan information online rather than receive lengthy documents in the mail at home. And, as a reminder, you can always access Plan documents at **mylscbenefits.com** under Summaries & Notices.

Sample – One of 20 available life events

5. Under MY FAMILY — MY DEPENDENTS, click "ADD NEW" to add a spouse and/or child(ren). Then click "I'M DONE WITH DEPENDENTS" at bottom right when finished. (See step 14 if you need to *remove* a dependent due to a qualifying life event such as divorce.)

NOTE: For newly added dependents, proof of their relationship to you is required, and PENDING will appear in the Verification Status column. *For more information on verifying dependents,* see the Employee Briefing at **mylscbenefits.com** under Benefit Resources.

6. After you are done adding dependents, you will need to SELECT YOUR BENEFITS. Click "CHANGE" on the benefit tile to see your options and follow the prompts. **Repeat until all available benefits are selected or waived.**

NOTE: The Tobacco Surcharge tile does NOT have a CHANGE button. To make your tobacco declaration, you need to go through the Medical election process first, as described below.

Also, plans that are provided by LSC at no cost to you will not have a CHANGE button because enrollment is automatic.

7. After clicking "CHANGE" on the Medical tile, you will be asked to choose dependent(s) for coverage.

8. Note you will need to make separate tobacco declarations for each of your dependent(s) to receive the Medical premium credit (i.e., avoid the surcharge). *For more information about the Tobacco Pledge,* see the Employee Briefing at **mylscbenefits.com**.

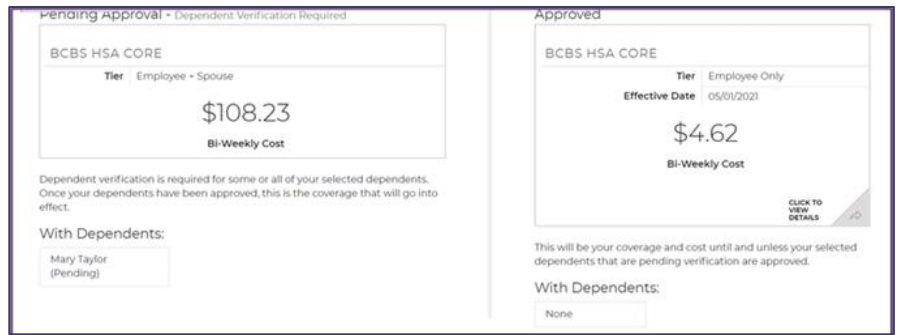**9.** The Medical option you selected will appear showing the cost per pay period for your coverage level (per dependents covered). Click "SAVE MY ELECTION" at the bottom when finished.

10. Under VERIFICATION, please complete any additional required actions, including Evidence of Insurability (EOI) and Dependent Verification. ***For more information on verifying dependents,*** see the Employee Briefing at **mylscbenefits.com** under Benefit Resources.

- **NOTE:** Click "I'M READY TO FINALIZE MY ELECTIONS" when finished. A warning sign and message box will indicate pending actions. Follow message prompts to fulfill them.
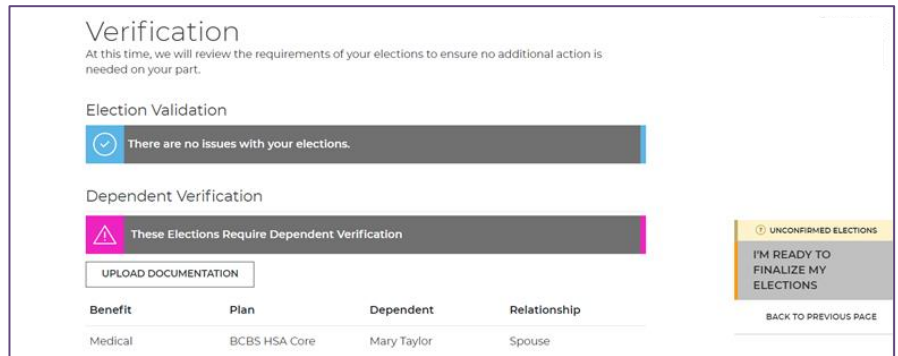
- **IMPORTANT: If you continue enrolling without completing the pending actions, certain coverage may not fully apply until they are met.**

11. Under REVIEW, please carefully check your cost summary, benefit elections and dependent data for accuracy. Click the pencil icon to make changes. Click "SUBMIT MY ELECTIONS" when finished.
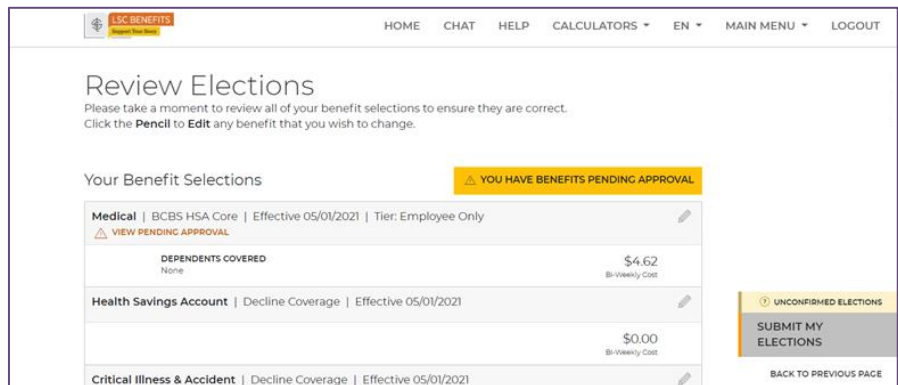
12. One last pop-up message will appear.

- To continue reviewing or updating, click on "DENY."

- To confirm your enrollment, click "ACCEPT."

NOTE: You must click "ACCEPT" to complete the enrollment process. **If you do not click "ACCEPT," your elections will not be submitted.**
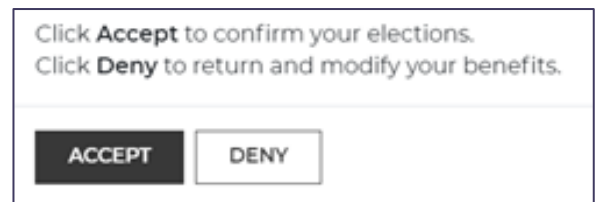
13. Under the CONFIRMATION step, review the final confirmation summary, and keep the confirmation number for future reference. To print the Confirmation for your records, click "PRINT," or to print later, log in and click "BENEFITS HISTORY" on the main page.

NOTE: Total costs will not match approved costs if a part of additional life insurance is pending evidence of insurability (EOI) and/or proof of a dependent's relationship to you has not been provided.

14. Do you need to **remove a dependent** because of a qualified status change related to a life event (e.g., divorce)?:
- Select your life event under step 2 above.
- Under MY FAMILY in step 5, click the dependent you want to edit (e.g., change spouse to ex-spouse).
- Your benefit elections will update automatically (e.g., to reflect coverage without a spouse).
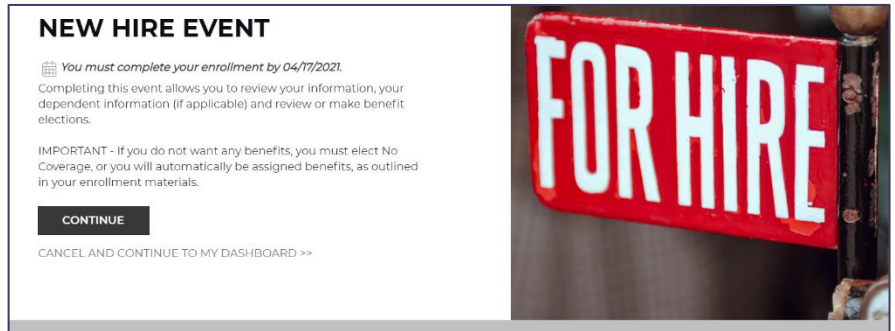- To complete the benefit change process, you will need to go through all of the remaining steps as if you were newly electing coverage.

TIP: You can also call the LSC Benefits Center at **1-888-681-2241** to process a benefit change due to a qualified life event. Representatives are available Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Time.
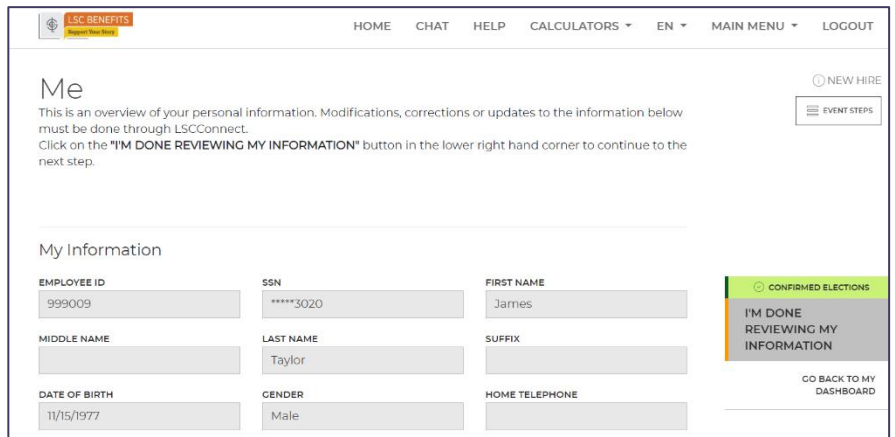
How to Enroll as a New Hire or Newly Benefits-Eligible Employee

IMPORTANT: Make sure to finish your enrollment. Elections are *NOT* recorded in the system *UNTIL* you save and accept them, and you get your confirmation.
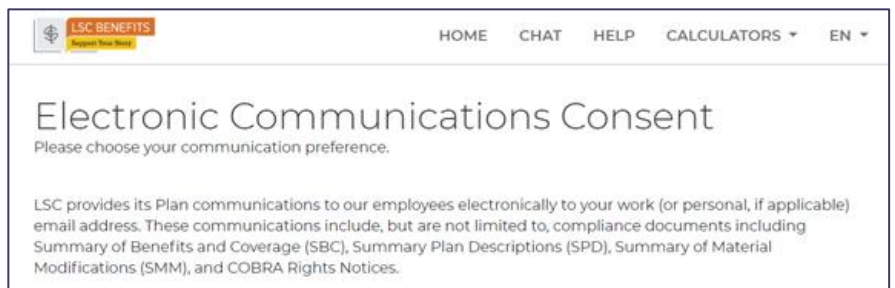
1. Once you've registered and logged in, you will see a pending event screen. Click "CONTINUE."

NEW HIRE EVENT

You must complete your enrollment by 04/17/2021.

Completing this event allows you to review your information, your dependent information (if applicable) and review or make benefit elections.

IMPORTANT - If you do not want any benefits, you must elect No Coverage, or you will automatically be assigned benefits, as outlined in your enrollment materials.

CONTINUE

CANCEL AND CONTINUE TO MY DASHBOARD >>

2. Begin with ME — MY INFORMATION and review the information that has been populated for you. Any modifications need to be made through LSCConnect. Click "I'M DONE REVIEWING MY INFORMATION" in the bottom right corner when finished.

LSC BENEFITS — HOME   CHAT   HELP   CALCULATORS ▾   EN ▾   MAIN MENU ▾   LOGOUT

Me
This is an overview of your personal information. Modifications, corrections or updates to the information below must be done through LSCConnect.
Click on the **"I'M DONE REVIEWING MY INFORMATION"** button in the lower right hand corner to continue to the next step.

My Information

EMPLOYEE ID	SSN	FIRST NAME
999009	*****3020	James

MIDDLE NAME	LAST NAME	SUFFIX
	Taylor	

DATE OF BIRTH	GENDER	HOME TELEPHONE
11/15/1977	Male	

I'M DONE REVIEWING MY INFORMATION
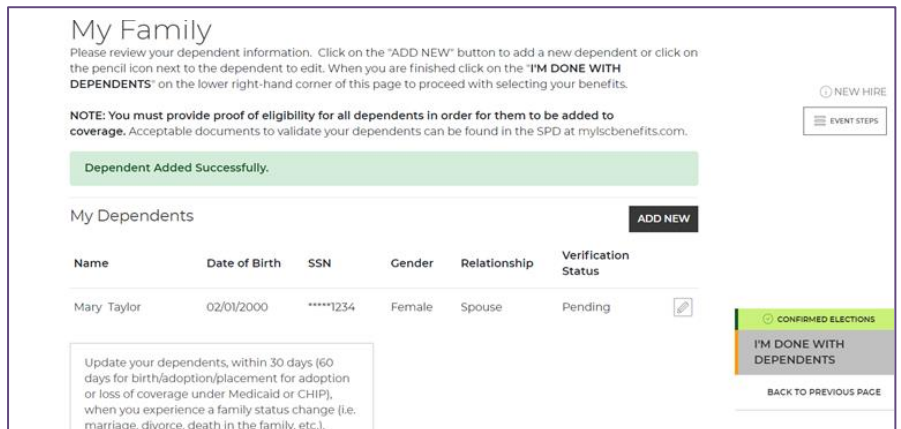
GO BACK TO MY DASHBOARD

3. Elect to review Plan information online rather than receive lengthy documents in the mail at home. And, as a reminder, you can always access Plan documents at **mylscbenefits.com** under Summaries & Notices.

LSC BENEFITS — HOME   CHAT   HELP   CALCULATORS ▾   EN ▾

Electronic Communications Consent
Please choose your communication preference.

LSC provides its Plan communications to our employees electronically to your work (or personal, if applicable) email address. These communications include, but are not limited to, compliance documents including Summary of Benefits and Coverage (SBC), Summary Plan Descriptions (SPD), Summary of Material Modifications (SMM), and COBRA Rights Notices.

4. Under MY FAMILY — MY DEPENDENTS, click "ADD NEW" to add a spouse and/or child(ren). Then click "I'M DONE WITH DEPENDENTS" at bottom right when finished.

   NOTE: For newly added dependents, proof of their relationship to you is required, and PENDING will appear in the Verification Status column. *For more information on verifying dependents,* see the Employee Briefing at **mylscbenefits.com** under Benefit Resources.

My Family
Please review your dependent information. Click on the "ADD NEW" button to add a new dependent or click on the pencil icon next to the dependent to edit. When you are finished click on the **"I'M DONE WITH DEPENDENTS"** on the lower right-hand corner of this page to proceed with selecting your benefits.

NOTE: You must provide proof of eligibility for all dependents in order for them to be added to coverage. Acceptable documents to validate your dependents can be found in the SPD at mylscbenefits.com.

Dependent Added Successfully.

My Dependents   ADD NEW

Name	Date of Birth	SSN	Gender	Relationship	Verification Status
Mary Taylor	02/01/2000	*****1234	Female	Spouse	Pending

Update your dependents, within 30 days (60 days for birth/adoption/placement for adoption or loss of coverage under Medicaid or CHIP), when you experience a family status change (i.e. marriage, divorce, death in the family, etc.).

I'M DONE WITH DEPENDENTS

BACK TO PREVIOUS PAGE

5. Under SELECT YOUR BENEFITS, click "CHANGE" on the Medical tile to see your options. Then click the checkbox next to the medical option you want.

6. Once you have chosen your medical option, click the checkbox to select eligible dependents to cover. Click "I'M READY TO PROCEED" when finished.

7. Next, you will need to make your Tobacco-free Pledge for you and your covered dependents to receive the premium credit (i.e., avoid the surcharge). **You must make separate tobacco declarations for you and your dependents.** *For more information about the Tobacco Pledge,* see the Employee Briefing at **mylscbenefits.com**.

8. The medical option you selected appears showing the cost per pay period for your coverage level (per dependents covered). Click "SAVE MY ELECTION" at the bottom when finished.

9. Continue selecting your other benefits. Click "CHANGE" on another benefit tile to select or update. **Repeat until all available benefits are selected or waived.**

NOTE: The Tobacco Surcharge tile does NOT have a CHANGE button. To make your tobacco election, you need to go through the Medical election process first, as described above.

Also, plans that are provided by LSC at no cost to you will not have a CHANGE button because enrollment is automatic.

10. Under VERIFICATION, please complete any additional required actions, including Evidence of Insurability (EOI) and Dependent Verification. *For more information on verifying dependents,* see the Employee Briefing at **mylscbenefits.com** under Benefit Resources.

NOTE:
- A check mark means additional verification is not required at this time. Click "I'M READY TO FINALIZE MY ELECTIONS" when finished.
- A warning sign and message box will indicate pending actions. Follow message prompts to fulfill them.

IMPORTANT: If you continue enrolling without completing the pending actions, certain coverage may not fully apply until they are met.

11. Under REVIEW, please carefully check your cost summary, benefit elections and dependent data for accuracy. Click the pencil icon to make changes. Click "SUBMIT MY ELECTIONS" when finished.

One last pop-up message will appear.
- To continue reviewing or updating, click on "DENY."
- To confirm your enrollment, click "ACCEPT."

NOTE: When you click "ACCEPT," updates are recorded into the system and ready to go into effect. **If you do not click "ACCEPT," pending updates will not take effect.**
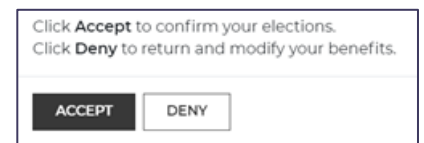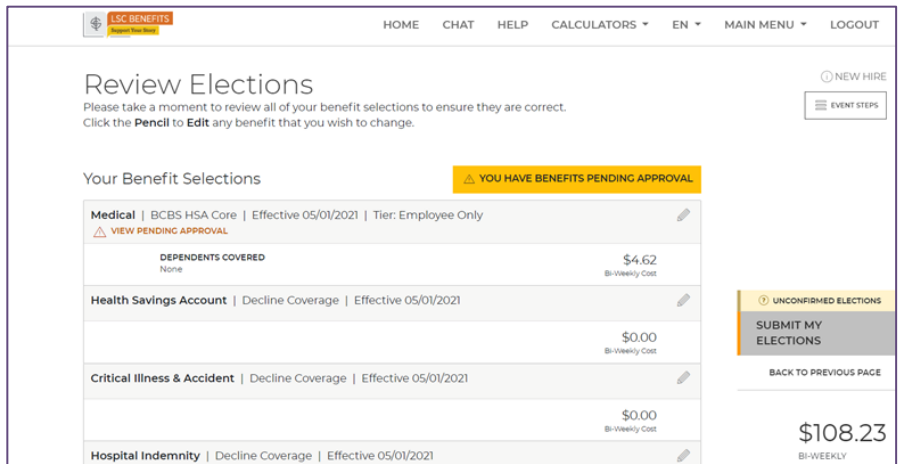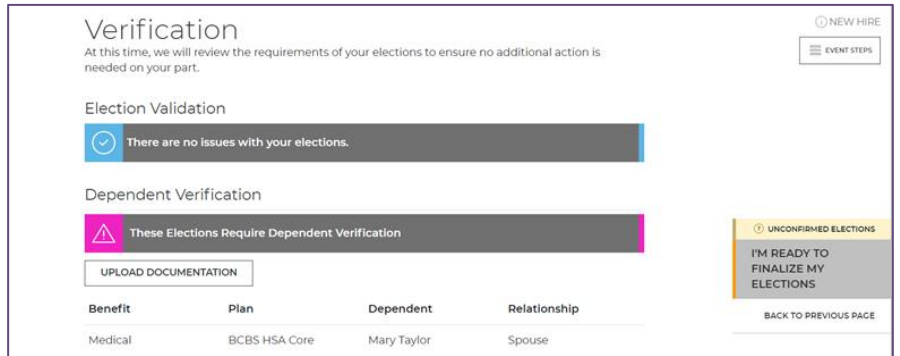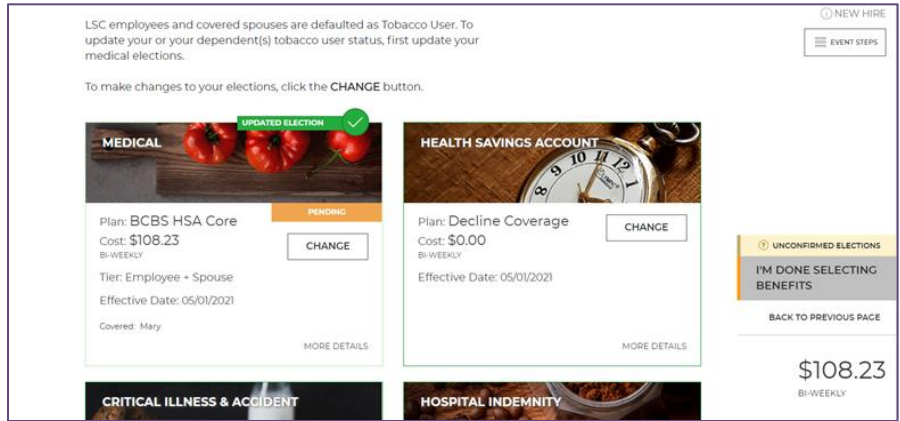
12. Under the CONFIRMATION step, review the final confirmation summary, and use the confirmation number for future reference.

To print the Confirmation for your records, click "PRINT," or to print later, log in and click "BENEFITS HISTORY" on the main page.

NOTE: Total costs will not match approved costs if a part of additional life insurance is pending evidence of insurability (EOI) and/or proof of a dependent's relationship to you has not been provided.

Confirmation

ⓘ NEW HIRE
☰ EVENT STEPS

Congratulations! Your benefit elections are confirmed and a confirmation number has been generated. Please print a copy of this summary for your records.

Employee	James Taylor
Confirmation #	7264
Event	New Hire
Requested Event Date	03/22/2021
Event Effective Date	03/22/2021

TAKE SURVEY   PRINT

YOUR COST SUMMARY

	BI-WEEKLY COST (ELECTED)	ANNUAL COST (ELECTED)	BI-WEEKLY COST (APPROVED)	ANNUAL COST (APPROVED)
EMPLOYEE PRE-TAX AMOUNT	$108.23	$2,814.00	$4.62	$120.00
EMPLOYEE POST-TAX AMOUNT	$0.00	$0.00	$0.00	$0.00

✓ CONFIRMED ELECTIONS

$108.23
BI-WEEKLY

TIP: You can return to manage your benefits whenever you need. This includes creating a qualified life event to add/drop dependents or making benefit changes. You can do this by clicking "CHANGE YOUR CURRENT BENEFITS" on the main page after logging in.