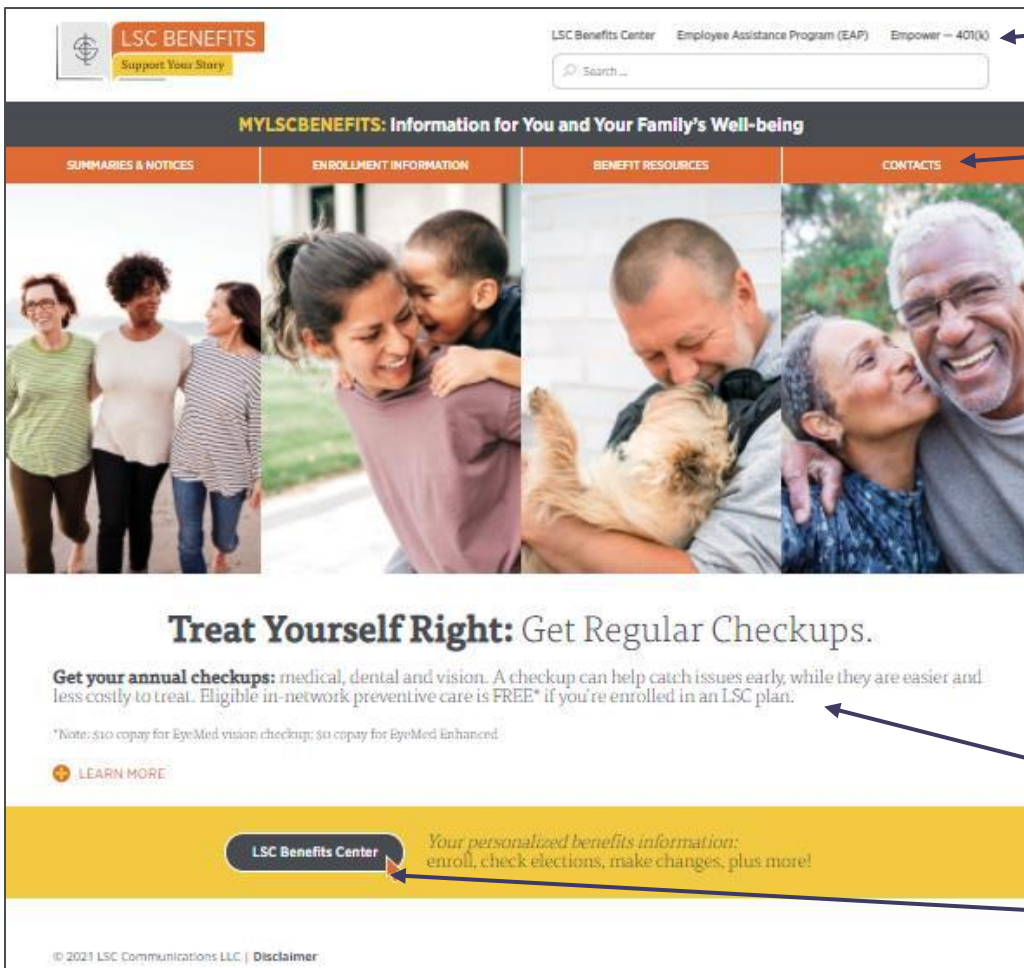


USER GUIDE FOR YOUR BENEFITS WEBSITE



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; updated periodically

Another link to the LSC Benefits Center!

See inside for how to ...

Register for the LSC Benefits Center website	2
Enroll during Annual Enrollment or as a new hire/newly benefits-eligible employee...	3
View or change your current benefits elections during the year	7

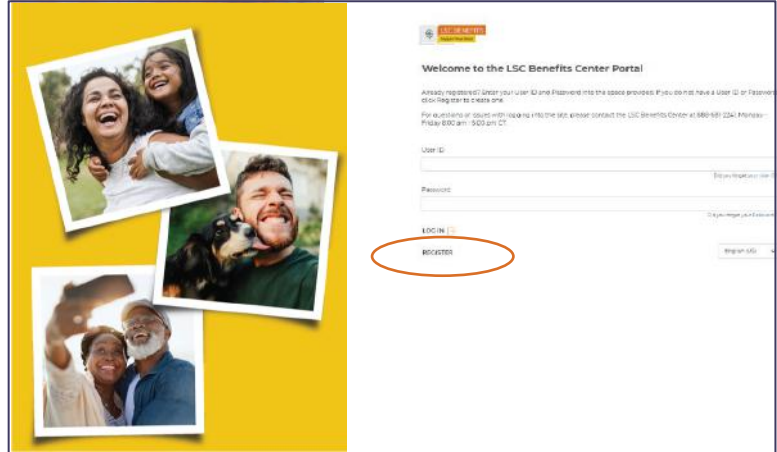
How to Register for the LSC Benefits Center Website

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



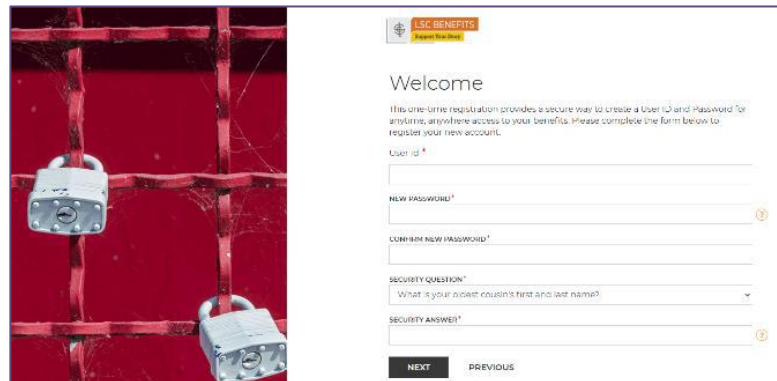
2. **The first time you visit**, you will need to click “REGISTER” and enter:

- Your first and last name (as on file with LSC)
- Date of birth
- Social Security number

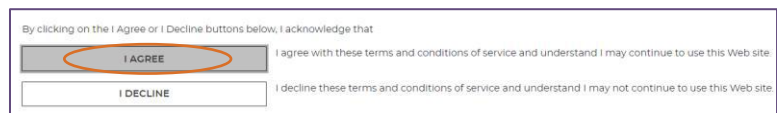


3. Next, you will need to:

- 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 Enroll During Annual Enrollment or as a New Hire/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.

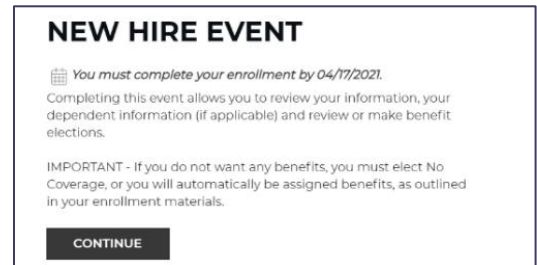
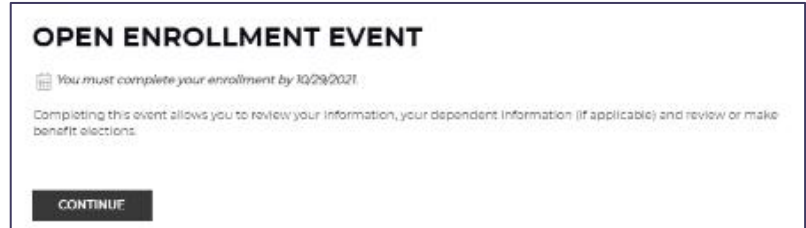
1. Once you've registered and logged in, you will see a pending event screen for either:

- Open Enrollment (i.e., our Annual Benefits Enrollment in the fall)

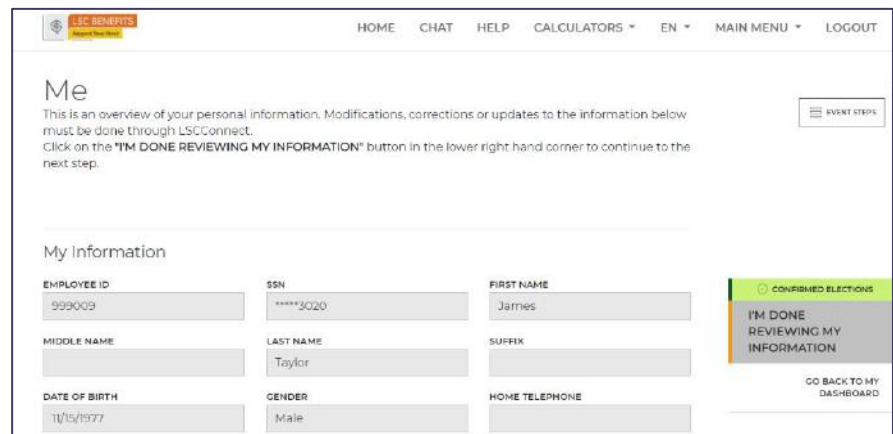
OR

- New Hire

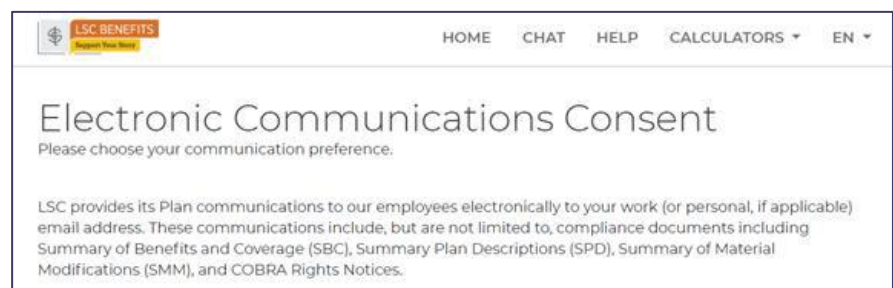
Click "CONTINUE."



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.



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.



Continues...

- Under MY FAMILY – MY DEPENDENTS, click “ADD NEW” to add a *new* 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.

- Under SELECT YOUR BENEFITS, click “CHANGE” on the tile(s) where you want to make election changes.

- Select “CHANGE” on the Medical tile to see your options. Then click the checkbox next to the medical option you want.

- Once you have chosen or reviewed your medical option, click the checkbox to select eligible dependents to cover, if applicable. Click “I’M READY TO PROCEED” when finished.

- 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.

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.).

CONFIRMED ELECTIONS
I'M DONE WITH DEPENDENTS
BACK TO PREVIOUS PAGE

Select Your Benefits
Scroll to view the benefits that you are eligible for and view your current benefit elections.

LSC employees and covered spouses are defaulted as Tobacco User. To update your or your dependent(s) tobacco user status, first update your medical elections.

To make changes to your elections, click the CHANGE button.

MEDICAL

Plan: BCBS HSA Value
Cost: \$31.62 BI-WEEKLY
Tier: Employee Only

CHANGE

TOBACCO SURCHARGE

Plan: Tobacco User
Cost: \$19.23 BI-WEEKLY
Effective Date: 05/01/2021

CONFIRMED ELECTIONS
I'M DONE SELECTING BENEFITS
BACK TO PREVIOUS PAGE

Choose the dependent(s) that will be covered by this plan.

Choose Dependents

Mary Taylor

BIRTH DATE	RELATIONSHIP
02/01/2000	Spouse

TIER DETAILS

Employee Only	\$4.62
Employee + Spouse	\$108.23
Employee + Child(ren)	\$33.01
Employee + Family	\$115.73

I'M READY TO PROCEED BACK TO PREVIOUS PAGE

LSC Communications offers a medical premium credit when you and your covered dependents make the Tobacco-free Pledge — i.e., pledge that you are either tobacco-free or that you will complete the tobacco cessation program in 2021 (see below). Your medical biweekly cost already reflects this credit.

BCBSIL Well onTarget Tobacco Cessation: Sign up for the tobacco cessation program at wellontarget.com or call 1-877-806-9380. If you or any of your dependents use tobacco but agree to complete the tobacco cessation program, we receive confirmation when the program is completed. If the program is not completed sometime between January 1, 2021 and November 30, 2021, you will be charged the surcharge retroactively, and these deductions will be taken from your pay in 2022. If you think you might be unable to meet the program's requirements for avoiding a surcharge, you might qualify by different means; please contact Well onTarget to work with them and, if you wish, your physician.

ARE YOU CURRENTLY USING TOBACCO PRODUCTS? TOBACCO USE INCLUDES CIGARETTES, CIGARS, PIPES, CHEWING TOBACCO, E-CIGARETTES, PERSONAL VAPORIZER AND SNUFF.*

Yes

IS YOUR SPOUSE CURRENTLY USING TOBACCO PRODUCTS?*

Select One...

DO YOU HAVE A CHILD CURRENTLY USING TOBACCO PRODUCTS?*

Select One...

Continues...

9. 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.

10. Continue selecting your other benefits. Click “CHANGE” on another benefit tile to select or update. Repeat until all available benefits are selected or waived.

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

11. 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.

Continues...

12. 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.**

Review Elections
Please take a moment to review all of your benefit selections to ensure they are correct. Click the **Pencil** to **Edit** any benefit that you wish to change.

Your Benefit Selections YOU HAVE BENEFITS PENDING APPROVAL

Benefit Selection	Effective Date	Tier	Cost
Medical BCBS HSA Core	Effective 05/01/2021	Tier: Employee Only	\$4.62 Bi-Weekly Cost
DEPENDENTS COVERED None			
Health Savings Account Decline Coverage	Effective 05/01/2021		\$0.00 Bi-Weekly Cost
Critical Illness & Accident Decline Coverage	Effective 05/01/2021		\$0.00 Bi-Weekly Cost
Hospital Indemnity Decline Coverage	Effective 05/01/2021		\$0.00 Bi-Weekly Cost

\$108.23
BI-WEEKLY

UNCONFIRMED ELECTIONS
SUBMIT MY ELECTIONS
BACK TO PREVIOUS PAGE

Click **Accept** to confirm your elections.
Click **Deny** to return and modify your benefits.

ACCEPT **DENY**

13. 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
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

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

\$108.23
BI-WEEKLY

CONFIRMED ELECTIONS

TAKE SURVEY PRINT

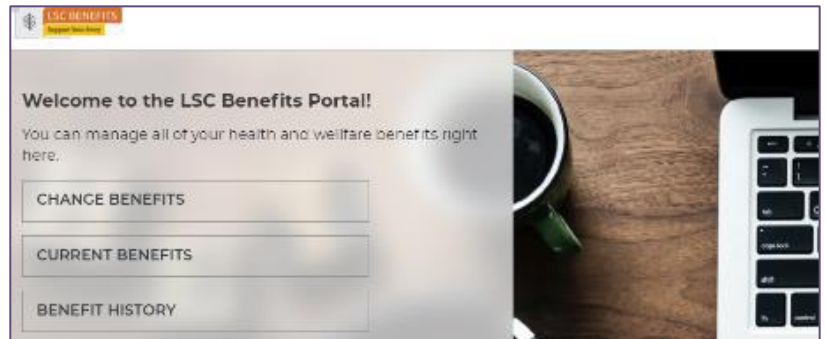
TIP: You can return to manage your benefits whenever you need. This includes creating a qualified life event to add/drop dependents or making benefit changes. You can do this by clicking “CHANGE YOUR CURRENT BENEFITS” on the main page after logging in. See pages 7 – 10 for details.

How to View or Change Your Current Benefit Elections During the Year

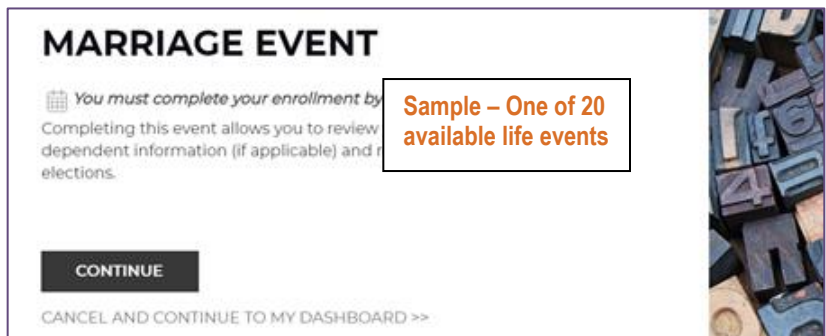
TIP: You can also call the LSC Benefits Center at **1-888-681-2241** to process a benefit change due to a qualified life event. Representatives are available Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Time.

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.

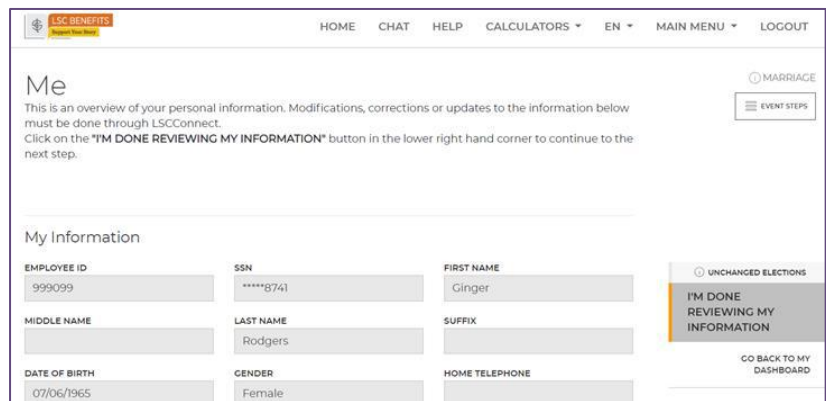


2. To process a qualified status change, click on “CHANGE BENEFITS.” You will see a list of 20 life events that qualify for making benefit changes outside the Annual Enrollment period (e.g., birth, adoption, marriage). Select your event and complete the information as requested.



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.



Continues...

- 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.

- 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.**

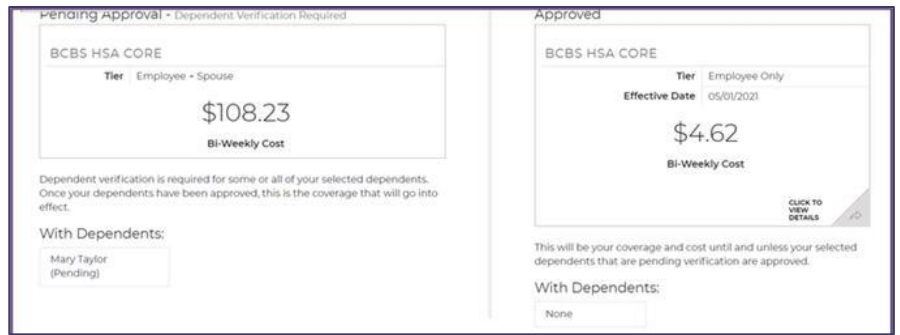
Plans that are provided by LSC at no cost to you will not have a CHANGE button because enrollment is automatic.

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

- 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.

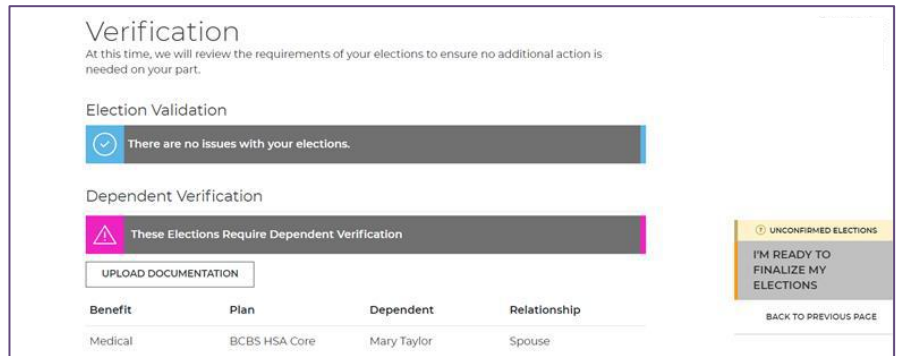
Continues...

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.



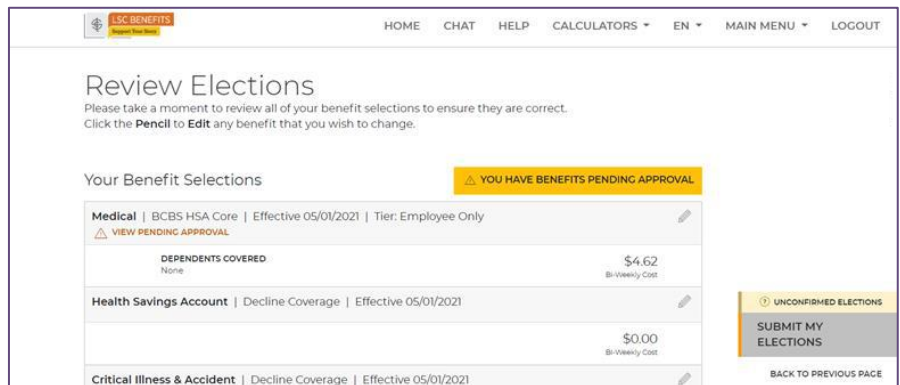
10. Under VERIFICATION, please complete any additional required actions, including Evidence of Insurability (EOI) and Dependent Verification. **For more information on verifying dependents**, see the Employee Briefing at mylscbenefits.com under Benefit Resources.

- **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.

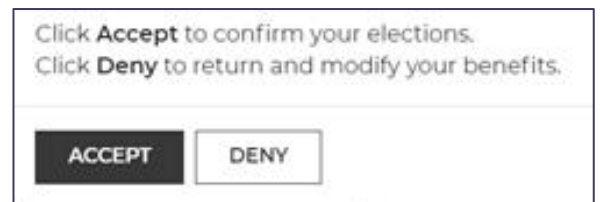
11. Under REVIEW, please carefully check your cost summary, benefit elections and dependent data for accuracy. Click the pencil icon to make changes. Click “SUBMIT MY ELECTIONS” when finished.



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.**



Continues...

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.

Confirmation

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

Employee	Ginger Rodgers
Confirmation #	9641
Event	Birth/Adoption/Placement for Adoption
Requested Event Date	04/05/2021
Event Effective Date	04/05/2021

TAKE SURVEY PRINT

YOUR COST SUMMARY

BI-WEEKLY COST (ELECTED)	ANNUAL COST (ELECTED)	BI-WEEKLY COST (APPROVED)	ANNUAL COST (APPROVED)
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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.

Edit Dependent

Enter your dependent's information below (* required).

To add a different address for your dependent, click ADD NEW ADDRESS in the Address section.

To process a Divorce life event, you are required to complete the following steps:

- Update the Relationship to Ex-Spouse then click SAVE CHANGES to save the update. If you need to add a new dependent to the system, do so by returning to the My Family page and clicking "Add New" to add a dependent. Do not change this dependent's data to reflect a different dependent's information.

BASIC INFORMATION

FIRST NAME* MIDDLE NAME LAST NAME*

SUFFIX SSN* NO SSN

DATE OF BIRTH* GENDER* RELATIONSHIP*

Female Ex-Spouse

Address

ADDRESS* ADD NEW ADDRESS

Primary Address

SAVE CHANGES CANCEL

Select Your Benefits

Scroll to view the benefits that you are eligible for and view your current benefit elections.

YOU HAVE 14 BENEFITS TO REVIEW

DIVORCE/LEGAL SEPARATION OR ANNU... (disabled)

My Information

My Dependents

Select Benefits

Review

Confirmation

To make changes to your elections, click the CHANGE button.

MEDICAL

Plan: BCBS HSA Value
Cost: \$103.85
Tier: Employee Only
Effective Date: 04/02/2021

CHANGE

HIDE DETAILS

HEALTH SAVINGS ACCOUNT

Plan: Election
Cost: \$132.90
Elected Amount: \$4,600.00
Effective Date: 04/02/2021

CHANGE

HIDE DETAILS

CRITICAL ILLNESS & ACCIDENT

HOSPITAL INDEMNITY

UNCHANGED ELECTIONS

IM DONE SELECTING BENEFITS

BACK TO PREVIOUS PAGE