

# Step-by-Step Enrollment Instructions

Enroll for 2021 benefits in HR Link. You can access HR Link either through The HOP or through OKTA.

## How to Log in to HR Link through The HOP:

1. Click **HR Link**.
2. Click the **Benefits** tile.

## How to Log in to HR Link through OKTA:

1. Go to [www.dish.okta.com](http://www.dish.okta.com).
2. Enter your DISH email and NT password. If you don't have a current DISH email, please use your NT user name followed by "@dish.com." For your first login, you will be asked to authenticate your identity.
3. Select the **HR Link** tile.
4. Click the **Benefits** tile.

## Make/Review Your Elections:

The process outlined below walks you through your benefits enrollment, including how to review your current benefit elections and how to update your elections for 2021. Be sure to read the detailed instructions on each page of the enrollment system while proceeding through these steps.

### 1. Click Make Changes

### 2. Review Dependents and Beneficiaries

#### A. Check Dependent Eligibility

- Verify that your dependents are eligible for benefits. The HR Operations Team **may randomly audit dependents' eligibility**. You may be required to provide proof of eligibility for your dependents upon request.
- You'll need your dependents' legal names, birth dates, and Social Security numbers (SSNs) to enroll. **You're required by federal law to submit SSNs** for you and your dependents age 1 or older so DISH can provide an annual statement about your coverage, as required under the Affordable Care Act (ACA).



- B.** Review the information for the people you plan to cover or list as a beneficiary.
  - To add a new person, click **+Add**.
  - To update a contact, click on the **person's name**.
- C.** When finished, click **Continue**.

### Defining Dependents vs. Beneficiaries

- **Dependent:** Eligible family member who you enroll for health or insurance coverage (see next page for eligibility details).
- **Beneficiary:** Eligible family member who you elect to receive a benefit in the event of your death (e.g., a life insurance benefit).

### 3. Select Program

- A.** Select the name of the appropriate program:
- **DISH Benefit Program** to make changes to your medical, dental, vision, FSA, supplemental health, life and disability insurance benefits and to accept the Tobacco-Free Pledge.
  - **Employee Stock Purchase Program (ESPP)** to enroll or update your ESPP election.
  - **FSA Transportation** to elect Transit and/or Parking FSAs and to enter your per-pay-period deduction amount.
  - **Health Savings Account Program** to make changes to your HSA election and catch-up election, if eligible. You need to have an open HSA bank account through Optum Bank before payroll deductions will occur. Simply check the box in HR Link to initiate a bank account. If you already contribute to an HSA, your current elections will remain in effect for 2021 unless you make changes.

### 4. Benefits Enrollments

- A.** Displays your current coverage, dependents covered and beneficiaries.
- B.** Click **Edit** to make new benefit elections.

### 5. Update Benefits

- A. Update Enrollments:**
- To choose or decline a plan, check the appropriate box. Don't forget to enter election amounts in the text boxes when necessary.
  - Please be aware: If you want to participate in an FSA, you must re-elect coverage each year.
- B. Cover Dependents**
- You must check the box next to the dependents you wish to cover under each plan.
  - Click **Next**.
- C. Review Beneficiaries**
- Review and/or update your beneficiary designation for your medical plan (your enrollment in the medical plan includes basic life insurance) and any supplemental life insurance benefits.
- D.** Click **Submit** when you're satisfied with your elections.

### 6. Confirmation Statement

- A.** Print a copy of this page for your records.
- B.** Click **Finish**.

#### Who are eligible dependents?

- Your legal spouse
- A qualified common-law spouse for those whose common-law marriage was established in a state that recognizes it (Alabama [if entered into a common-law marriage before 1/1/17], Colorado, District of Columbia, Iowa, Kansas, Montana, Oklahoma, Rhode Island, South Carolina, Texas, or Utah)
- Dependent children, including natural children, legally adopted children, children in the process of legal placement for adoption with you, or stepchildren. Coverage is available until the end of the month in which dependent children turn age 26. Dependents are eligible regardless of whether they're tax dependents, students, married, or living with you.
- For dental and vision coverage only, the following individuals are also eligible for coverage:
  - A domestic partner of an employee in California
  - A domestic partner or civil union partner of an employee in Colorado