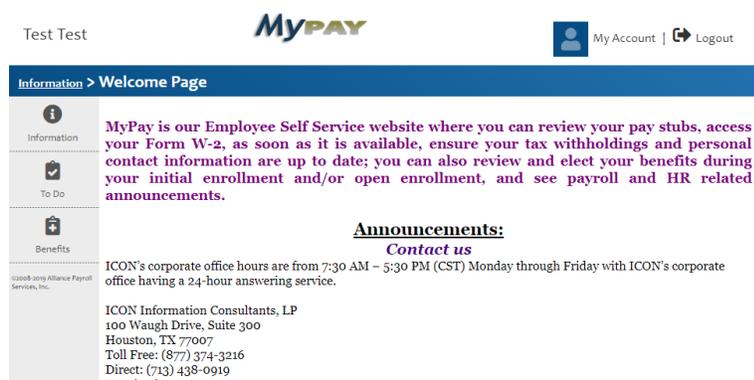


## Benefit Enrollment Instructions Through MyPay

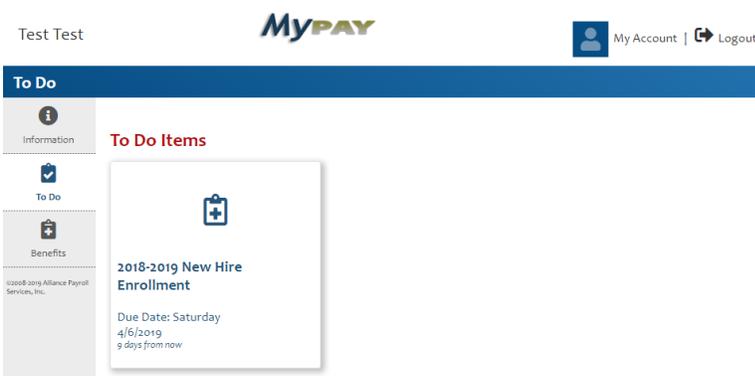
Please use this enrollment sheet when electing (enrolling and/or waiving/declining) your benefits. We advise to complete this enrollment on a computer

1. Login into MyPay – [www.hralliance.net/ee](http://www.hralliance.net/ee)
2. If you do not have your MyPay information you can reset your password and/or request your username on the login page ([www.hralliance.net/ee](http://www.hralliance.net/ee)) – hit “forgot password/forgot username– they will send you a username and temporary password to your email address on file. Check your junk and spam folders if you do not see this in your main inbox.
3. Gather your dependents’ information including Social Security Numbers and Date of Births
4. Once logged in, you will be taken to the Welcome Page



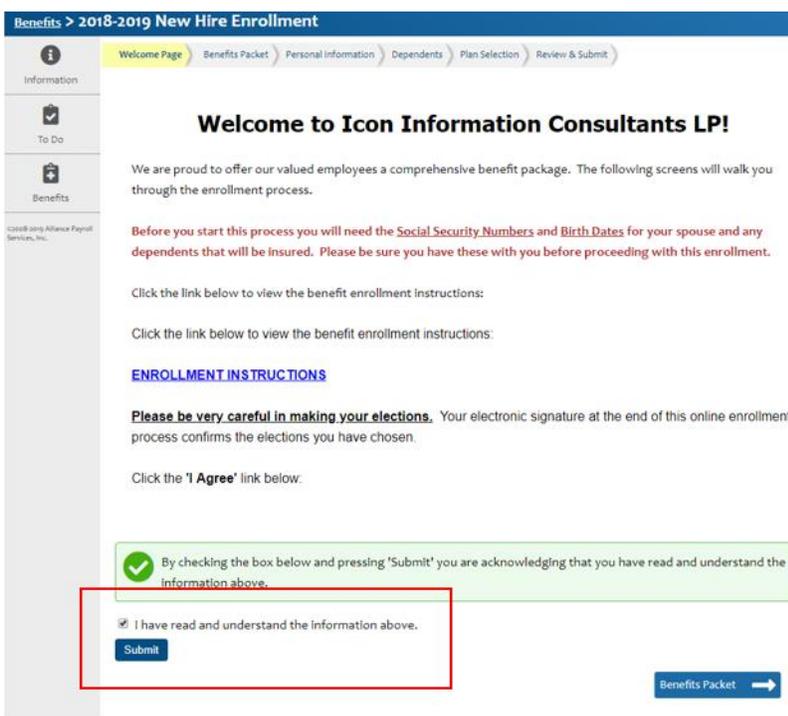
The screenshot shows the MyPay website's Welcome Page. At the top, there is a navigation bar with "Information > Welcome Page". Below this, there is a sidebar with three tabs: "Information", "To Do", and "Benefits". The main content area contains a welcome message: "MyPay is our Employee Self Service website where you can review your pay stubs, access your Form W-2, as soon as it is available, ensure your tax withholdings and personal contact information are up to date; you can also review and elect your benefits during your initial enrollment and/or open enrollment, and see payroll and HR related announcements." Below this, there is an "Announcements" section with a "Contact us" link. The contact information for ICON Information Consultants, LP is provided: 100 Waugh Drive, Suite 300, Houston, TX 77007, Toll Free: (877) 374-3216, Direct: (713) 438-0919, Fax: (713) 438-0030.

5. Click the “to-do” tab on the left side of the page.
6. Click on “2019-2020 New Hire Enrollment” to open up the new hire enrollment



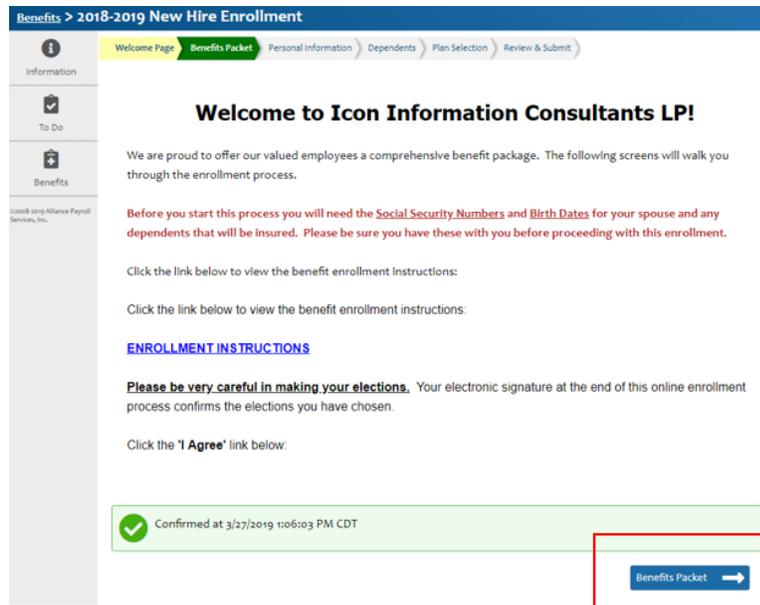
The screenshot shows the MyPay website's "To Do" page. The sidebar has the "To Do" tab selected. The main content area displays "To Do Items" with a single item: "2018-2019 New Hire Enrollment". The due date is listed as "Due Date: Saturday 4/6/2019 9 days from now".

7. Please read the information on the New Hire Enrollment Welcome screen
8. You can click on “ENROLLMENT INSTRUCTIONS” for the instructions that you are reading
9. You must check “I have read and understand the information above,” right above the submit button
10. Please click the submit button



The screenshot shows the MyPay website's "2018-2019 New Hire Enrollment" page. The breadcrumb trail is "Benefits > 2018-2019 New Hire Enrollment". The page has a navigation bar with "Welcome Page", "Benefits Packet", "Personal Information", "Dependents", "Plan Selection", and "Review & Submit". The main content area features a "Welcome to Icon Information Consultants LP!" message. Below this, there is a paragraph explaining the benefit package and a link to "ENROLLMENT INSTRUCTIONS". A green box contains a checkbox with a checkmark and the text "I have read and understand the information above." Below this is a "Submit" button. A red box highlights the checkbox and the "Submit" button. At the bottom right, there is a "Benefits Packet" link with a right-pointing arrow.

11. After you have received “Confirmed,” please click “benefits packet” to continue with your enrollment and to go to the next section



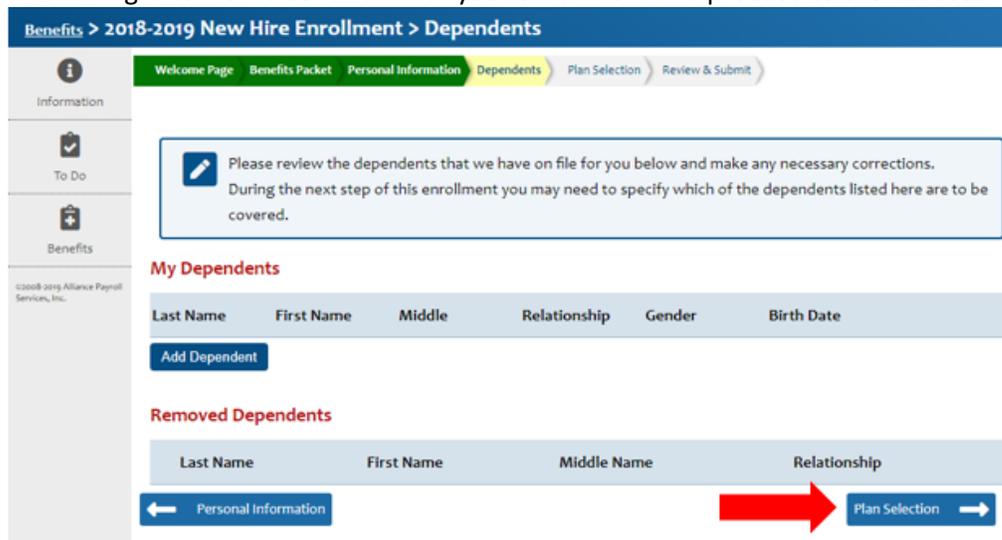
12. Please click on “Benefit Overview” to view the current Benefit Overview package.

13. After reviewing, please click “Personal Information” to continue with your enrollment and go to the next section

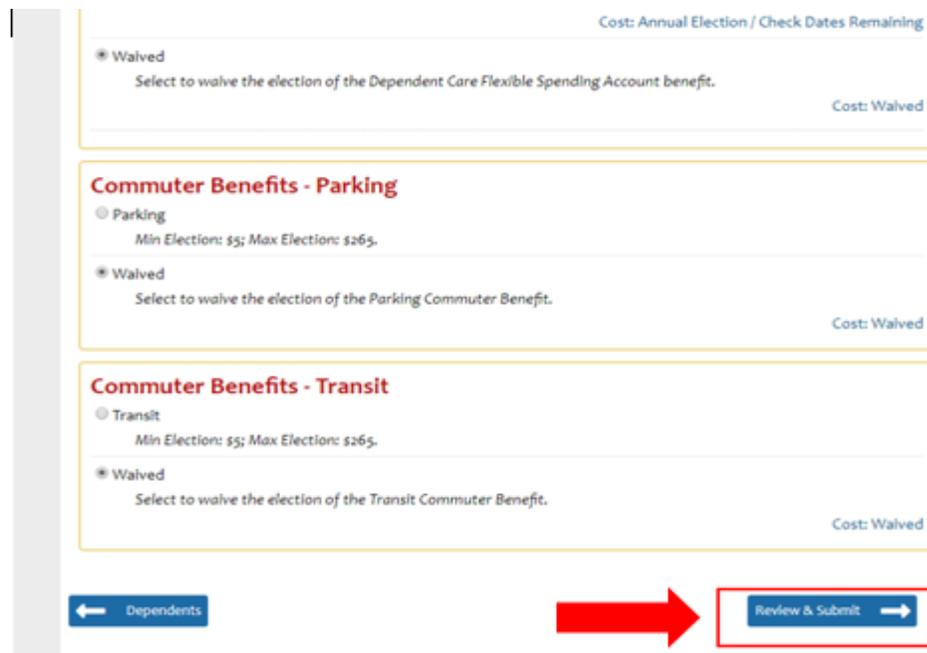


14. Now, please take a moment to review your personal information – if you see an error, please contact [humanresources@iconconsultants.com](mailto:humanresources@iconconsultants.com) immediately as it is better to fix items soon than later
15. Click “Dependents” to continue with your enrollment and review your dependents; please have your dependent’s Social Security Numbers and Date of Birth

- The option of adding your dependents is now. If you are not enrolling in any of the benefits, providing dependent information is not necessary. However, if you are enrolling and you are enrolling dependents in your coverage, providing the covered dependent information is required to be provided at this time. When adding a dependent, please add one dependent a time or you might create multiple copies of the same dependent – you will need their Last Name, First Name, Birth Date, SSN, Gender, Relationship to you are requirements for the Human Resources Department to properly enroll you; if these items are not provided, the HR department will be in contact.
- After you have completed the Dependents Section of the New Hire Enrollment, please click “Plan Selection” towards the bottom right corner to continue with your enrollment and proceed to the next section

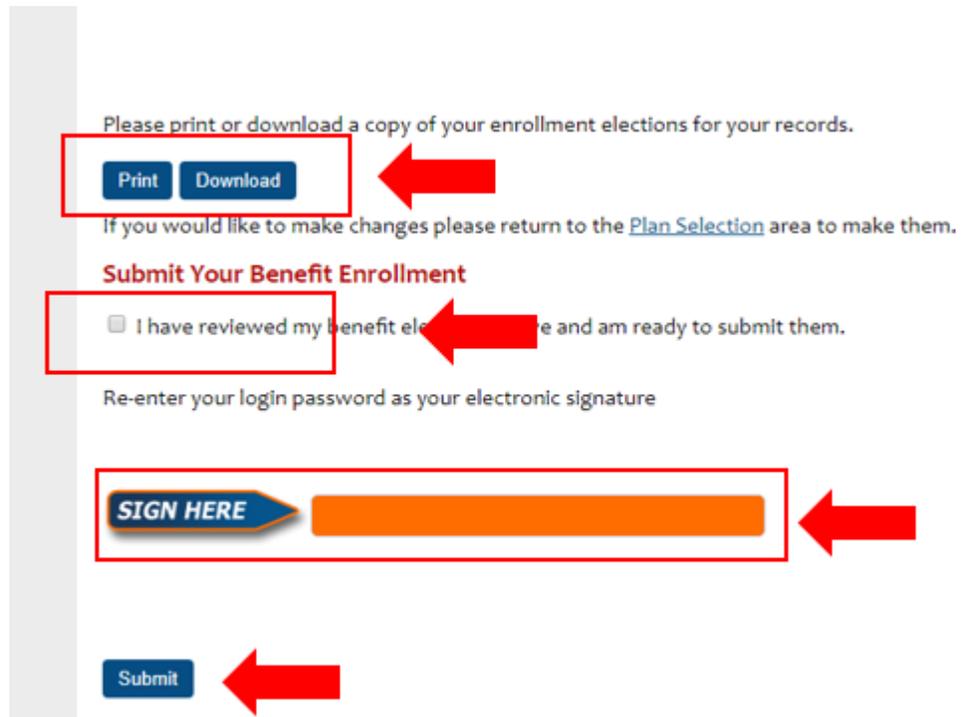


- You now choose your benefits – an election is required for **all** benefits, meaning if you do not want to enroll please click the “Waived” option. After you have made an election for all benefits, please click the “Review & Submit” button at the lower right corner:



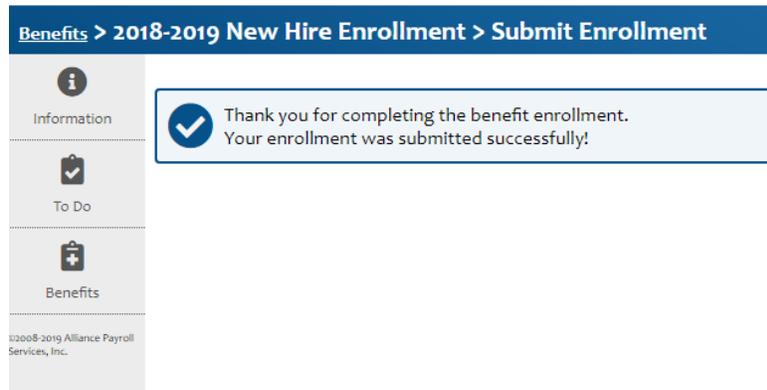
Please note: if you are enrolled dependents and did not provide full information during the dependent section, it will cause an error and you will not be able to proceed. You will need to go back and edit the dependents.

19. Please now review your benefit enrollment.
20. If you have any "Warnings," please return to the Plan Section page to correct any missing information; the HR department will be in contact if you do not make the corrections
21. Please print a copy of your enrollment for your records.
22. You must click the box agreeing "I have reviewed my benefit elections above and am ready to submit them" along with re-entering your login password as your electronic signature



Please note that once you have submitted your elections, you cannot change them unless you are facing a Qualifying Life Event which would allow for a special enrollment that is outside of open enrollment and your initial new hire enrollment

23. Your enrollment will be successfully completed once this window appears



Congratulations, you have now completed your New Hire Enrollment!

Once your enrollment has been approved, you will receive an automatic email from [reply@hralliance.net](mailto:reply@hralliance.net) stating that your enrollment has been approved, the to do item will go away once it has been approved

Please do not hesitate to reach out if you have any questions

Icon's HR Department  
[humanresources@iconconsultants.com](mailto:humanresources@iconconsultants.com)  
 713-438-0919