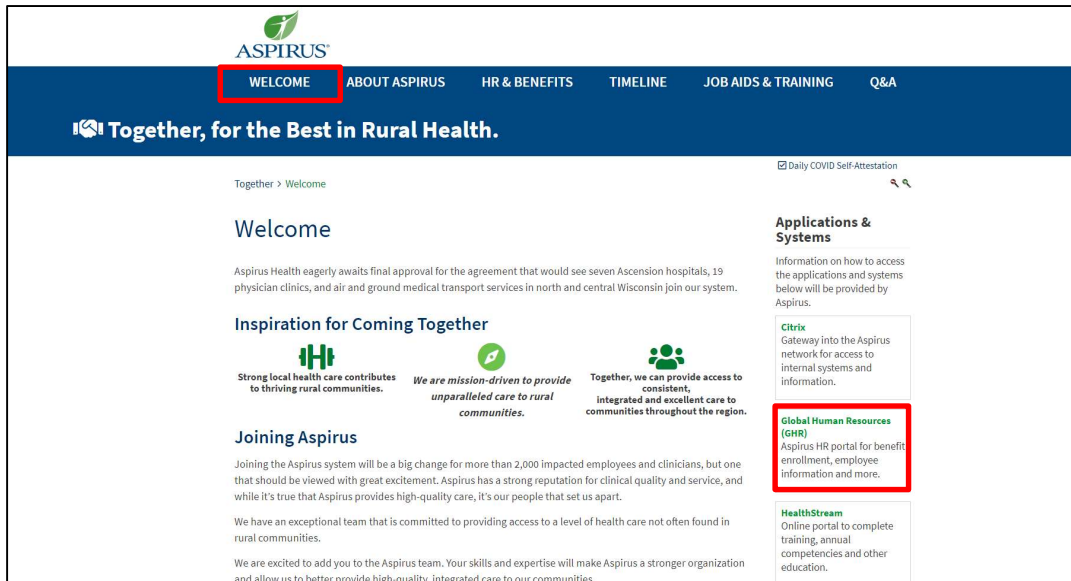


On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Global Human Resources (GHR)”.



Log in using your network username and password.

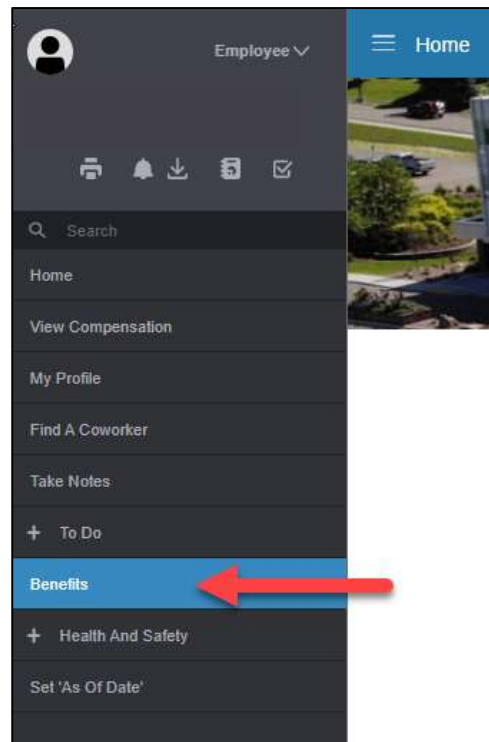


Benefit Enrollment

Entering your credentials will initiate authentication through Imprivata on your mobile device. Approve the authentication on your mobile device via the Imprivata App or SMS message to continue logging into GHR.



Once logged into GHR, click "Benefits" from the menu on the left side of your page.



Benefit Enrollment

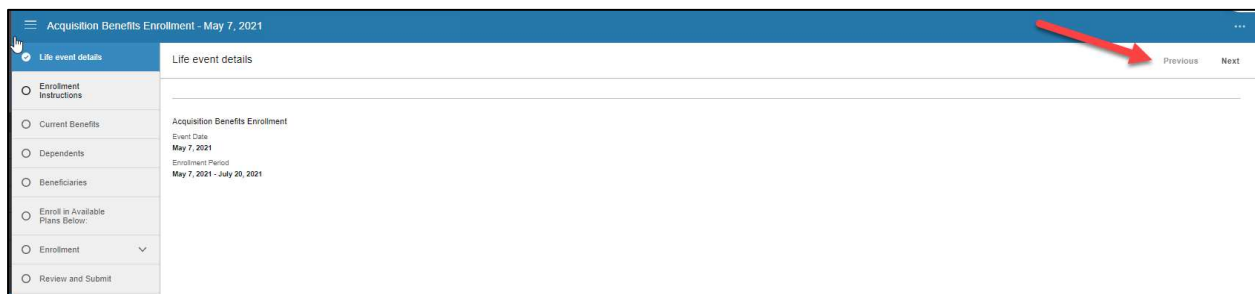
Click “Life Events” at the top of the page.



You will see the “Acquisition Benefits Enrollment” under the section “My Current Life Events”. Click “Continue” to access the enrollment event.

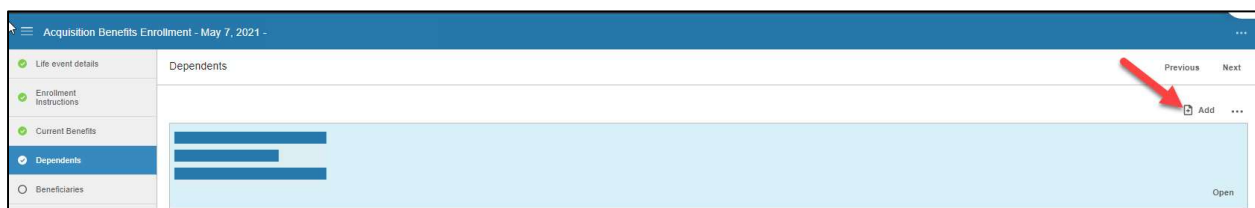


Use the “Next” & “Previous” buttons on the right side of the page to navigate to each page of the event. From the “Life Event Details” page, click “Next” to continue.



PEASE NOTE Be sure to read through the “Enrollment Instructions” as this page outlines some important information regarding the resources available to you, the health insurance premium, and Optional Life Insurance enrollment.

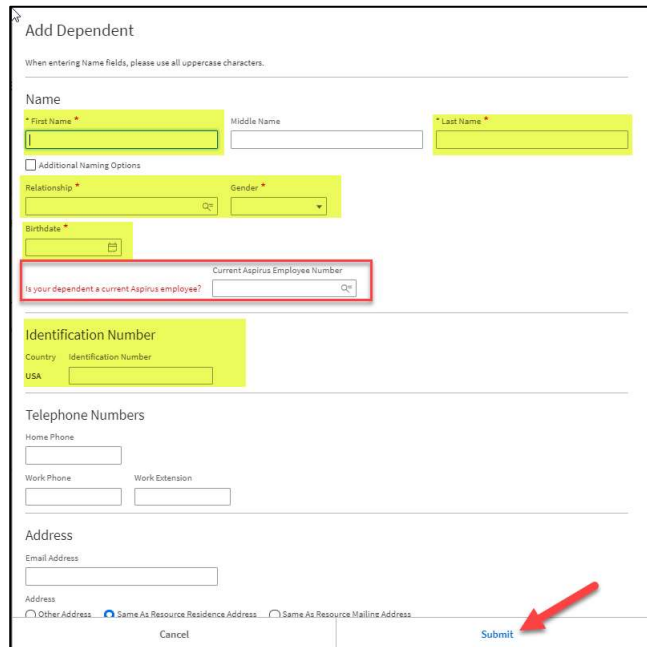
Click “Next” to go to the “Dependents” page. On the Dependents page, be sure to add each of your dependents by clicking “Add”.



Benefit Enrollment

A form will appear on the screen to enter your dependent's personal information. At a minimum, be sure to enter the highlighted fields shown below, then click Submit.

If your dependent is a current Aspirus employee or also an employee of Ascension transitioning to Aspirus, please enter their Aspirus Employee Identification Number, where shown on the form.



Repeat this step for each dependent you plan to cover under your insurance benefits.

When you are done adding dependents, click "Next" to go to the "Beneficiaries" page.

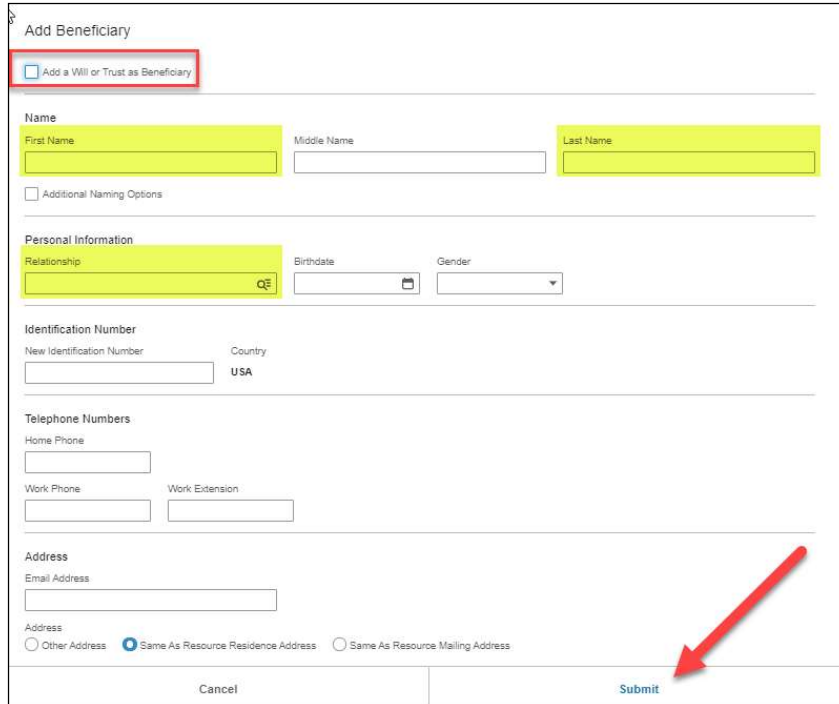
The dependents you added in the prior step will appear on the Beneficiaries page. If you wish to add any additional individuals to your Beneficiaries listing who you will later name as a beneficiary for your Life and/or Long-Term Disability benefit, click "Add".



Benefit Enrollment

A form will appear on the screen to enter your beneficiary's personal information. At a minimum, be sure to enter the highlighted fields shown below, then click "Submit".

If you are adding a Will or Trust as a beneficiary, be sure to check the applicable box, shown in the red box in the below image.



Add Beneficiary

☐ Add a Will or Trust as Beneficiary

Name

First Name Middle Name Last Name

☐ Additional Naming Options

Personal Information

Relationship Birthdate Gender

Identification Number

New Identification Number Country

Telephone Numbers

Home Phone

Work Phone Work Extension

Address

Email Address

Address ☐ Other Address ☒ Same As Resource Residence Address ☐ Same As Resource Mailing Address

Cancel Submit

Repeat this step for each additional Beneficiary you wish to add. **Note:** You will not assign the beneficiary to a benefit until later in the process.

Click "Next" to take you to the "Enroll in Available Plans Below:" page and then click "Next" again to go to the "Enrollment" page, which will expand to list a page for each benefit plan you will need to make an enrollment election for.

For each benefit plan, click on the "Select Benefits" button to view your enrollment options.



Enrollment Health Plans

Life event details Enrollment Instructions Current Benefits Dependents Beneficiaries Enroll in Available Plans Below Enrollment Health Plans

Previous Next

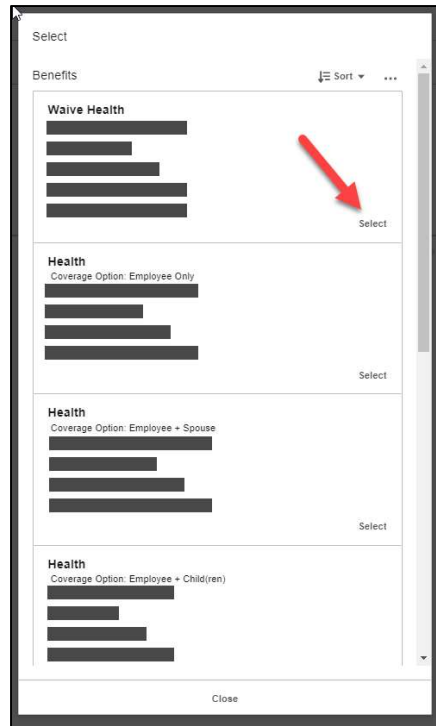
Select Benefits

Selected Plan Not all eligible dependents are enrolled

Enroll Dependents Withdraw View Details

Benefit Enrollment

Select the appropriate tier of coverage you wish to carry for each benefit using the “Select” button. Then click “Close” for your clicked benefit to populate on the benefit enrollment page.



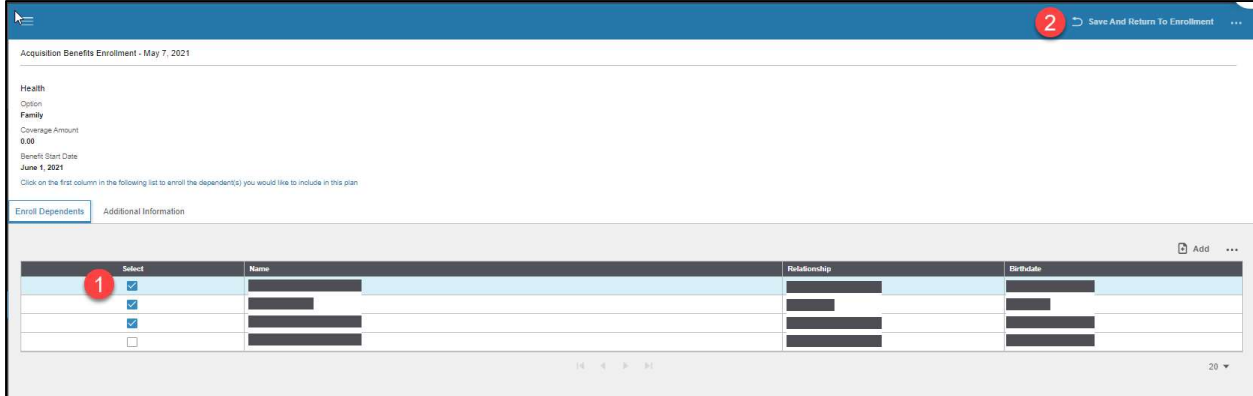
If you are choosing a tier of coverage that will cover dependents, click on “Enroll Dependents” once your selection appears on the benefit enrollment page.

The dependents you previously entered who are eligible for coverage under the tier you have clicked will appear on the page.



Benefit Enrollment

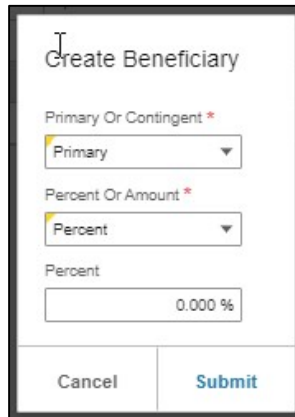
Click the checkbox (☒) next to each dependent you wish to cover under the applicable benefit. Then click on “Save and Return to Enrollment”.



Click “Next” to go to the next benefit plan page and repeat these steps for each benefit plan – clicking your tier of coverage and enrolling dependents, as applicable.

Under “Employee Life, Long Term Disability & Employer Paid Life”, be sure to click “Designate Beneficiaries”. Again, your listed Dependents and Beneficiaries you previously entered will appear.

Click the checkbox (☒) for the individual you wish to name as a beneficiary for the applicable benefit and complete the “Create Beneficiary” form that appears, indicating whether it is a Primary or Contingent beneficiary, Percent or Amount, and specify the percentage or amount you wish to allocate to that beneficiary, should a benefit be payable to them in the future. Then click “Submit”.



Repeat these steps for each beneficiary you wish to name for the applicable benefit then click “Save and Return To Enrollment” at the top right of the page.

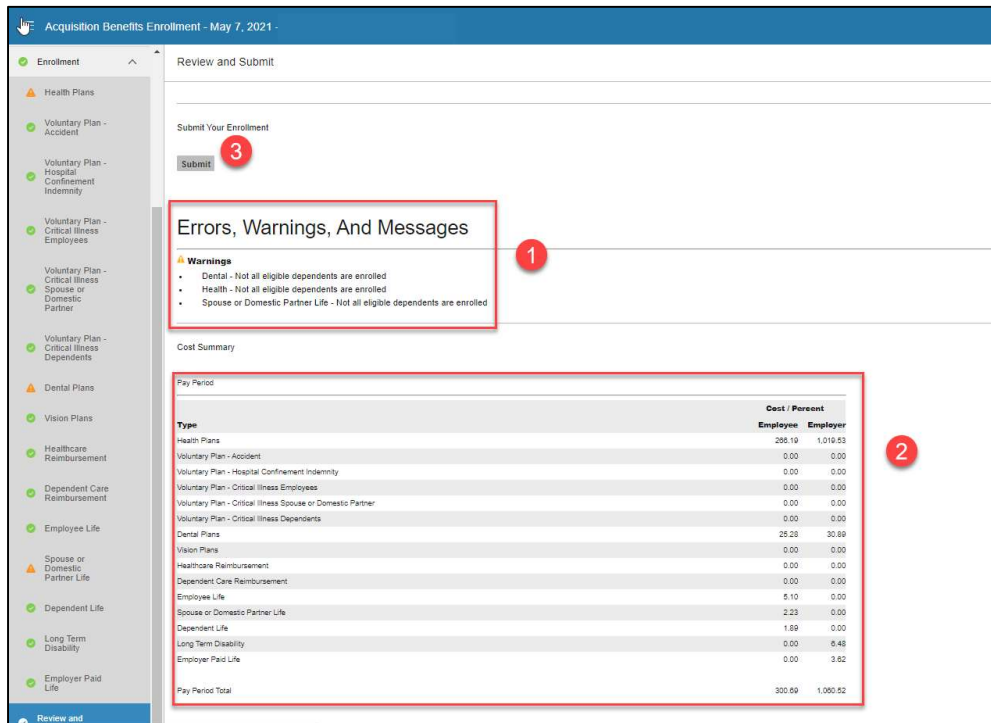
Note: Beneficiaries for the retirement plan will be made through your Empower Retirement online account at another time.

Benefit Enrollment

Once you have made your enrollment election for each benefit, you will come to the “Review and Submit” page.

- Review any **Errors** and return to the applicable benefit to correct the error as you will not be able to submit until there are zero errors.
- Review any **Warnings** to ensure that your intended elections have been made. You can still submit your enrollment if Warnings exist.
- The details of your elections will appear on the screen. Review this information for accuracy. If you need to make any changes, you can either use the **Previous** button at the top to return to the applicable benefit page or simply click the benefit plan from the listed pages on the left side of the screen.

When you are ready to submit your elections, click “Submit” at the top of the page.



Acquisition Benefits Enrollment - May 7, 2021

Enrollment

- Health Plans
 - Voluntary Plan - Accident
 - Voluntary Plan - Hospital Confinement Indemnity
 - Voluntary Plan - Critical Illness Employees
 - Voluntary Plan - Critical Illness Spouse or Domestic Partner
 - Voluntary Plan - Critical Illness Dependents
- Dental Plans
- Vision Plans
- Healthcare Reimbursement
- Dependent Care Reimbursement
- Employee Life
 - Spouse or Domestic Partner Life
 - Dependent Life
- Long Term Disability
- Employer Paid Life

Review and Submit

Submit Your Enrollment

Submit (3)

Errors, Warnings, And Messages (1)

Warnings

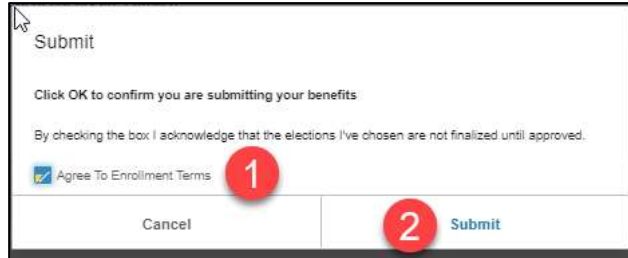
- Dental - Not all eligible dependents are enrolled
- Health - Not all eligible dependents are enrolled
- Spouse or Domestic Partner Life - Not all eligible dependents are enrolled

Cost Summary

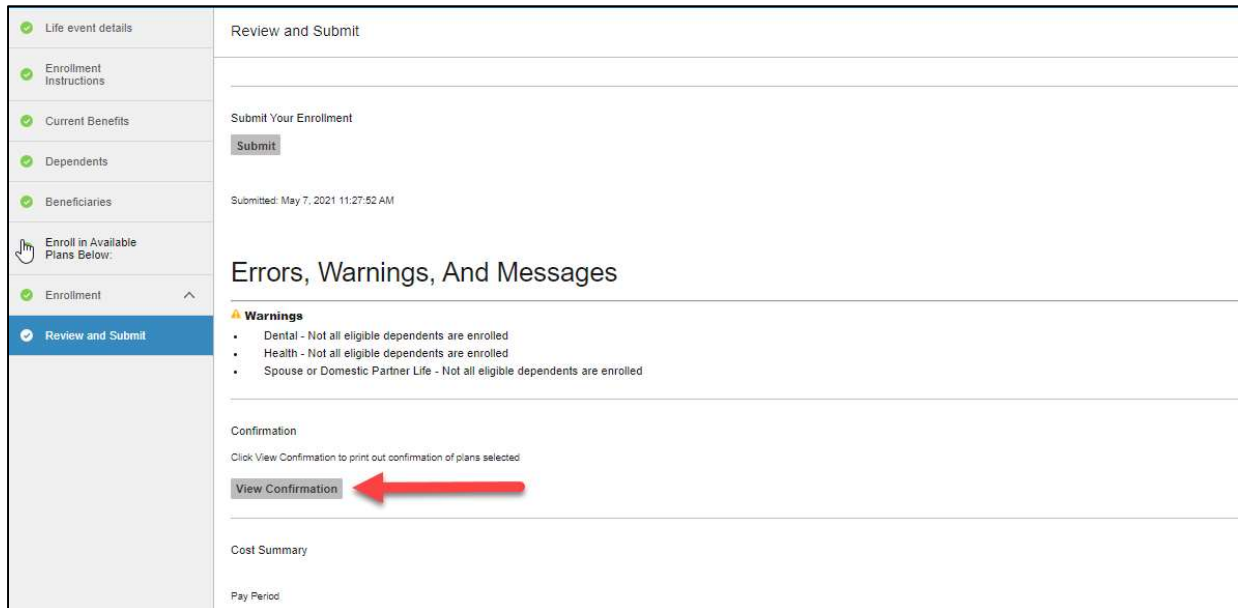
Type	Cost / Percent	
	Employee	Employer
Health Plans	286.19	1,019.53
Voluntary Plan - Accident	0.00	0.00
Voluntary Plan - Hospital Confinement Indemnity	0.00	0.00
Voluntary Plan - Critical Illness Employees	0.00	0.00
Voluntary Plan - Critical Illness Spouse or Domestic Partner	0.00	0.00
Voluntary Plan - Critical Illness Dependents	0.00	0.00
Dental Plans	25.28	30.89
Vision Plans	0.00	0.00
Healthcare Reimbursement	0.00	0.00
Dependent Care Reimbursement	0.00	0.00
Employee Life	6.10	0.00
Spouse or Domestic Partner Life	2.23	0.00
Dependent Life	1.89	0.00
Long Term Disability	0.00	8.48
Employer Paid Life	0.00	3.62
Pay Period Total	302.69	1,080.52

Benefit Enrollment

Read the box that appears and click the box next to “Agree to Enrollment Terms” then click “Submit”.



Once you have submitted, your confirmation will be available to view. Click “View Confirmation”.

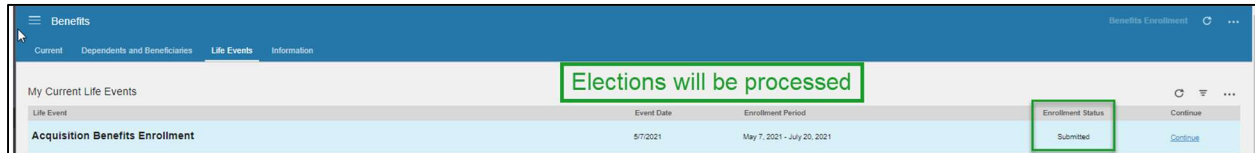


You can open the PDF and view/save/print the Confirmation Statement for your records.

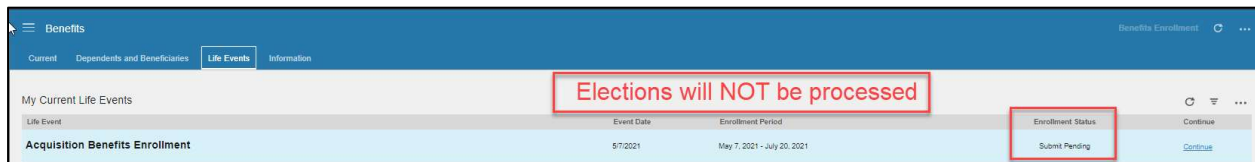
*****IMPORTANT***** You can return to the event to make changes to your elections as many times as you wish, through **June 2nd**. If you return to the event, be sure to “Submit” any updated elections and download your updated confirmation statement for your records. This will ensure your enrollment event status is **Submitted** and your updated elections will take effect as of the transition date.

Benefit Enrollment

We will not be able to process elections for any enrollment with an “Enrollment Status” besides **Submitted**. Any enrollments in a Draft, Not Started, Started, or Submit Pending status will be treated as if you have waived coverage to be effective on the transition date.

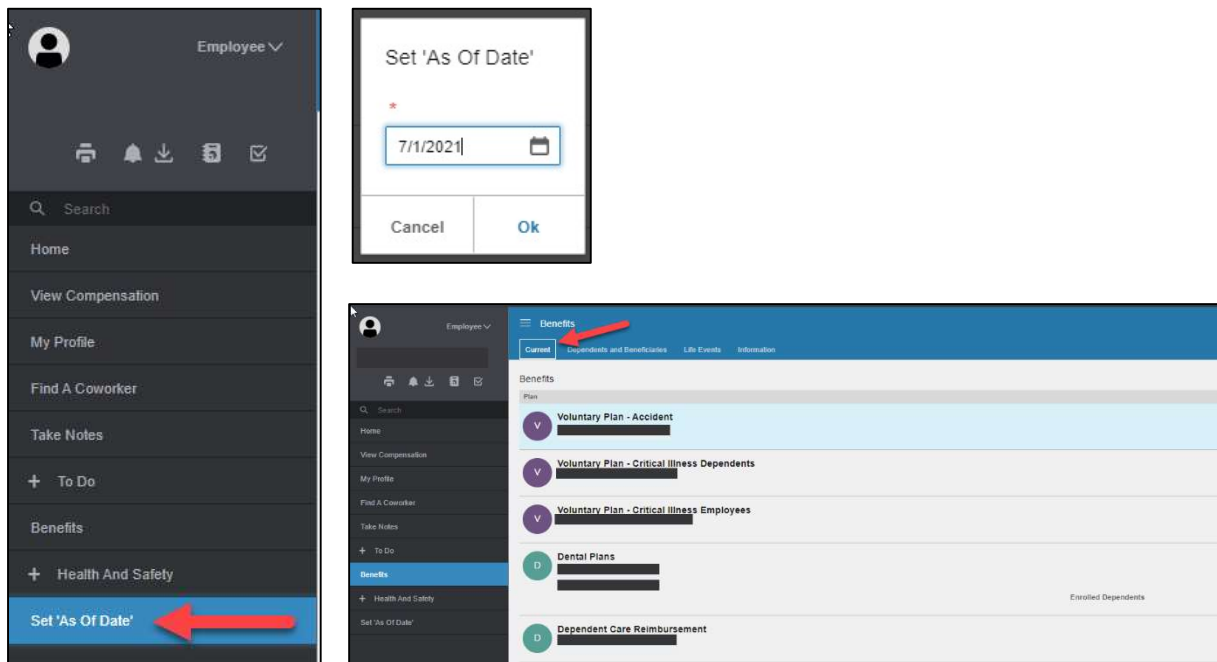


Life Event	Event Date	Enrollment Period	Enrollment Status	Continue
Acquisition Benefits Enrollment	9/7/2021	May 7, 2021 - July 20, 2021	Submitted	Continue



Life Event	Event Date	Enrollment Period	Enrollment Status	Continue
Acquisition Benefits Enrollment	9/7/2021	May 7, 2021 - July 20, 2021	Submit Pending	Continue

After June 2nd, Aspirus Total Rewards team will review and finalize your enrollment. Beginning on June 4th, you can use the Set ‘As of Date’ feature in GHR to see your future elections under Benefits > Current.



Changes can be made up to 31 days after the date benefits begin (date of close). Please watch for communication on how to make changes after the transition date.

If you have questions while completing your enrollment, please call the Welcome Line at 715-843-1180 Monday - Friday 9:00 AM - 5:00 PM CST.