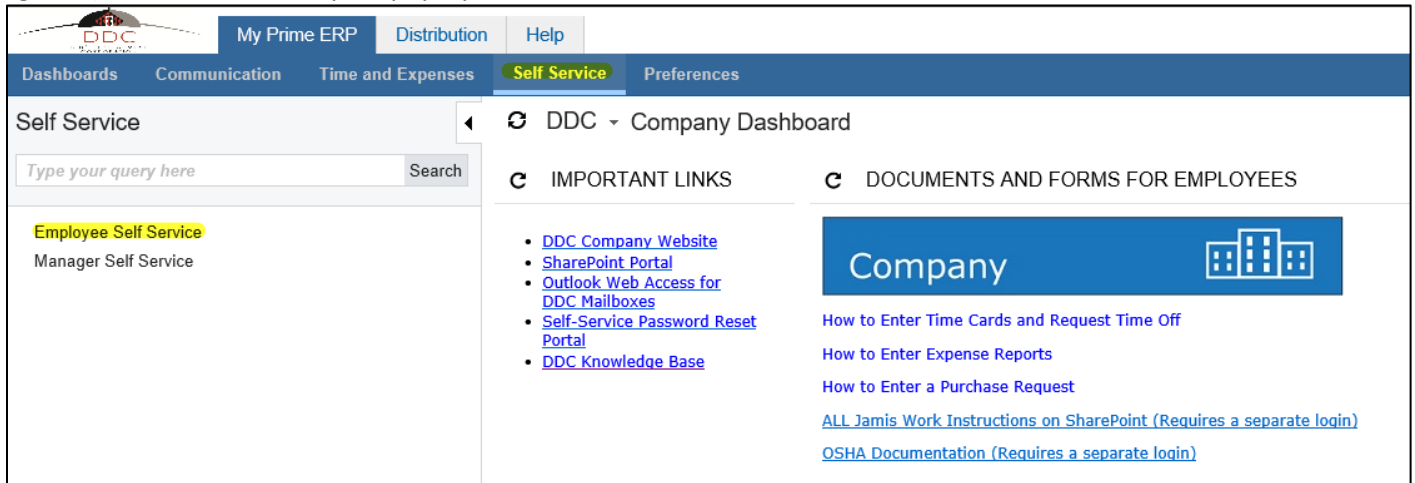


## DDC Open Enrollment Instructions

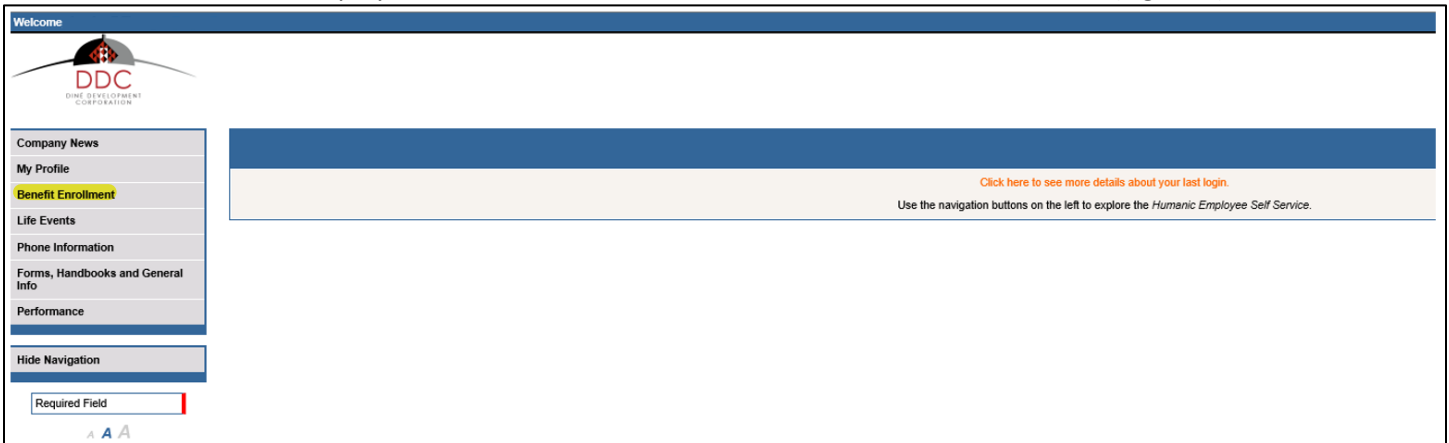
Please log in to the Jamis system. Select the Self-Service tab and then select the Employee Self-Service link on the left (Figure 1). Please make sure your pop-up blocker is turned off.



The screenshot shows the DDC Self-Service portal. At the top, there are navigation tabs: My Prime ERP, Distribution, and Help. Below these are sub-tabs: Dashboards, Communication, Time and Expenses, Self Service (highlighted), and Preferences. The main content area is titled 'Self Service' and includes a search bar with the placeholder text 'Type your query here' and a 'Search' button. On the left side, there is a sidebar menu with 'Employee Self Service' highlighted in yellow, and 'Manager Self Service' below it. The main content area is divided into two columns. The left column is titled 'IMPORTANT LINKS' and contains a list of links: DDC Company Website, SharePoint Portal, Outlook Web Access for DDC Mailboxes, Self-Service Password Reset Portal, and DDC Knowledge Base. The right column is titled 'DOCUMENTS AND FORMS FOR EMPLOYEES' and features a blue header with the word 'Company' and a building icon. Below this header, there are several links: How to Enter Time Cards and Request Time Off, How to Enter Expense Reports, How to Enter a Purchase Request, ALL Jamis Work Instructions on SharePoint (Requires a separate login), and OSHA Documentation (Requires a separate login).

Figure 1

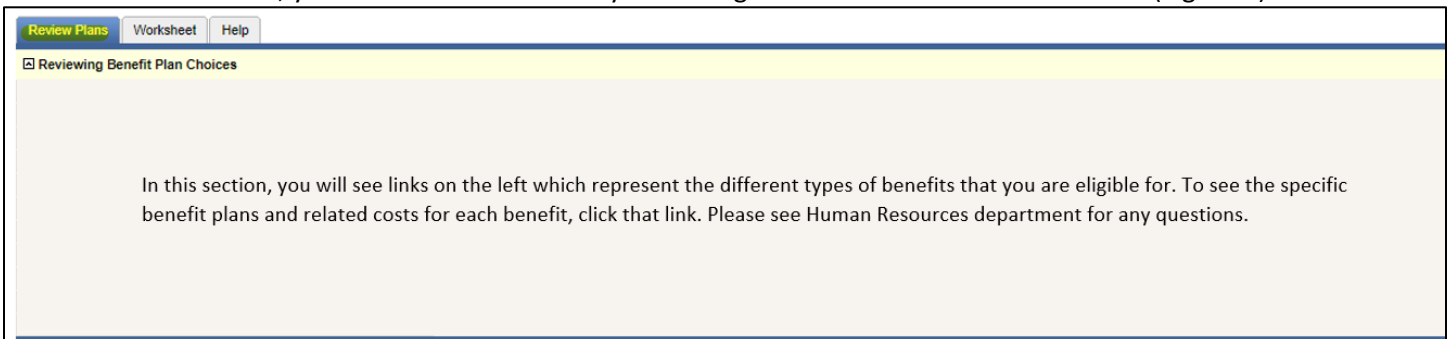
You will be redirected to Employee Self-Service. Select the Benefit Enrollment link on the left (Figure 2).



The screenshot shows the DDC Employee Self-Service portal. At the top, there is a 'Welcome' banner. Below this is the DDC logo and the text 'DINE DEVELOPMENT CORPORATION'. On the left side, there is a sidebar menu with several links: Company News, My Profile, Benefit Enrollment (highlighted in yellow), Life Events, Phone Information, Forms, Handbooks and General Info, Performance, and Hide Navigation. Below the sidebar menu, there is a 'Required Field' label and a red vertical bar. The main content area is mostly blank, with a blue header bar at the top. In the center of the main content area, there is a message: 'Click here to see more details about your last login.' and 'Use the navigation buttons on the left to explore the Humanic Employee Self Service.'

Figure 2

In the Review Plans tab, you can view each benefit you are eligible for and their associated costs (Figure 3).



The screenshot shows the DDC Review Plans tab. At the top, there are navigation tabs: Review Plans (highlighted in yellow), Worksheet, and Help. Below these tabs, there is a yellow header bar with the text 'Reviewing Benefit Plan Choices'. The main content area is mostly blank, with a blue header bar at the top. In the center of the main content area, there is a message: 'In this section, you will see links on the left which represent the different types of benefits that you are eligible for. To see the specific benefit plans and related costs for each benefit, click that link. Please see Human Resources department for any questions.'

Figure 3

To begin the enrollment process, select the Worksheet tab (Figure 4). You can click “Select My Current Year Plans” to autoselect your current benefits. When you make a selection, you will see the related Final Per Pay Cost. At the bottom of the page you will see your total per pay period cost for your selections. Once you have made your selections, make sure you select “Save Selected Benefits As My Enrollment Selections” at the bottom of the page when you are ready to move to the next step.

**Worksheet Instructions**

**Instructions**  
 Listed below are the benefits that you are eligible for. To choose a plan, click the 'Select' check box for that plan. If you would like to select your current year benefit plans, click that button below this paragraph. When you do, the check boxes of your current year benefit plans will be checked.  
**Please note:** Clicking this button will un-check any plans you may have selected that are not one of your current year benefit plans. To this end, it is recommended that if you want to start with what you are currently enrolled in and work from there, click this button first.

[Select My Current Year Plans](#)

As you select a plan, the cost will be calculated for you in the 'Final Per Pay Cost' column. In order for 401(k)/savings plans and flexible spending plans to calculate, you must first enter a 'Contribution %' or 'Contribution Amount' respectively, and then click 'Select'. Your per pay costs will be totaled at the bottom of the screen.

When you have completed your analysis, please click the 'Save Selected Benefits As My Enrollment Selections' button at the bottom of the screen. You must click this button to save your work. If you do not, your selections will be lost and your worksheet reset to no items chosen. You will be able to correct or change your enrollment selections up until the Open Enrollment period ends.

---

**Worksheet**

Benefit Plan	Pre/Post Tax	Eligible Date	Cost or % or Coverage Amount(C/A)	Select (Select One)	Final Per Pay Cost
	PRE			<input type="checkbox"/>	\$0.00
	PRE			<input type="checkbox"/>	\$0.00
	PRE			<input type="checkbox"/>	\$0.00
	PRE			<input type="checkbox"/>	\$0.00
	PRE			<input type="checkbox"/>	\$0.00

---

Benefit Plan	Pre/Post Tax	Eligible Date	Cost or % or Coverage Amount(C/A)	Select (Select One)	Final Per Pay Cost
	PRE		\$0	<input type="checkbox"/>	\$0.00
	PRE		\$ 0.00	<input checked="" type="checkbox"/>	\$0.00

Total \$ 0.00

[Save Selected Benefits As My Enrollment Selections](#)

Figure 4

You will now see the Enroll tab (Figure 5). Here you can review your selections and their associated per pay period costs. Select “Make Changes” to change any of your selections. Select “Review Complete...Next Step” to move to the next step of the enrollment process.

**Enroll**

The benefit plans shown below are the selections we have listed for your Open Enrollment record.

If you would like to change these selections, click on the 'Make Changes' button to return to the previous screen. Please note that if you had previously assigned benefits to your dependents and decide to make changes to dependent benefit's now, you MUST re-assign those dependents on the next screen.

If these selections are correct, click on the 'Review Complete...Next Step' button. Once you click on this button, you will be taken to the next steps (enroll any dependents).

[Make Changes](#) | [Review Complete...Next Step](#)

Figure 5

If you selected employee only benefits, please go to page 5 for your next step. If you selected benefits that include dependents, you will be directed to enroll your dependents. Select “List of Dependents” to begin enrolling your dependents (Figure 6).

**Enroll Dependents**

**INSTRUCTIONS:**  
**Add/Update Dependent Information**  
 Please note that if you had previously assigned benefits to your dependents and decide to make changes to dependent benefit's now, you MUST re-assign those dependents on the next screen.  
 Add/Update your dependent information by selecting 'List of Dependents'.  
 After you add/update your dependents, you will be taken to a 'Dependent Worksheet' where you must match or assign dependent benefit plans you have chosen to each dependent.  
 You will then be taken to a 'Dependent Enrollment' page where you will be asked to confirm the dependent benefit plans matches or assignments.  
 Afterwards, you will be brought back to this page where you will see a 'Complete' button.

---

Start By Adding/Updating Dependents | Then Match Dependents with benefit plans chosen | Finish by Confirming Dependent benefit plans matches

[List of Dependents](#)  
Records Available: 0

---

**Complete Instructions**

\*Complete\* button will only be displayed below upon completion of the prior tasks (Dependents and Beneficiaries).

Figure 6

Select "Add" to begin enrolling your dependents (Figure 7).

Review Plans | **Enroll** | Help

Dependent Instructions

INSTRUCTIONS:  
Add/Update Dependent Information  
Make any changes to your Dependent's information. After you are done here, click on 'Next Step ... Dependents Worksheet'

Your Dependents

Dependent Name	Relation	Birth Date	Age	Sex	Dependent's SSN	Update
----------------	----------	------------	-----	-----	-----------------	--------

Add

Next Step ... Dependents Worksheet

Figure 7

Enter your dependent(s) information and click "Submit" when finished (Figure 8).

Review Plans | **Enroll** | Help

New Dependent

Last Name

First Name

Middle Initial

Dependent's SSN

Relation

Birth Date

Sex

Street

Address 2

Address 3

City

County

State

Postal Code

Country

Telephone

Submit Cancel

Figure 8

Once you select "Submit", you will see your dependents listed. If you are finished adding your dependents, select "Next Step...Dependents Worksheet" or select "Update" to make any changes to that corresponding dependent (Figure 9).

Review Plans | **Enroll** | Help

Dependent Instructions

INSTRUCTIONS:  
Add/Update Dependent Information  
Make any changes to your Dependent's information. After you are done here, click on 'Next Step ... Dependents Worksheet'

Your Dependents

Dependent Name	Relation	Birth Date	Age	Sex	Dependent's SSN	Update
						Update

Add

Next Step ... Dependents Worksheet

Figure 9

Select “Dependents Worksheet” to enroll your dependents into their benefits (Figure 10).

**Review Plans** | **Enroll** | **Help**

**Dependent Instructions**

**INSTRUCTIONS:**  
**Add/Update Dependent Information**  
 Please note that if you had previously assigned benefits to your dependents and decide to make changes to dependent benefit's now, you MUST re-assign those dependents on the next screen.  
 Add/Update your dependent information by selecting 'List of Dependents'  
 After you add/update your dependents, you will be taken to a 'Dependent Worksheet' where you must match or assign dependent benefit plans you have chosen to each dependent.  
 You will then be taken to a 'Dependent Enrollment' page where you will be asked to confirm the dependent benefit plans matches or assignments.  
 Afterwards, you will be brought back to this page where you will see a 'Complete' button.

---

**Enroll Dependents**

Start By Adding/Updating Dependents | Then Match Dependents with benefit plans chosen | Finish by Confirming Dependent benefit plans matches

[List of Dependents](#) | **Dependents Worksheet** | [Complete](#)

Records Available: 1

---

**Complete Instructions**

'Complete' button will only be displayed below upon completion of the prior tasks (Dependents and Beneficiaries).

Figure 10

Select “My Dependents’ Current Benefit Plan” to enroll your dependents in their current benefits or select each benefit you wish to enroll them in (Figure 11). Select “Save Selections” once you have made your selections.

**Review Plans** | **Enroll** | **Help**

**Dependent Instructions**

**INSTRUCTIONS:**  
**Dependent Worksheet Information**  
 Make any changes to your Dependent's Worksheet information. After you are done here, click on 'Save Selections'

---

**Your Dependents**

**Select My Dependents' Current Benefit Plans**

Benefit Plan	Last Name	First Name	Initial	Pre/Post Tax	Eligible Date	Select
			-	PRE		<input checked="" type="checkbox"/>
			-	PRE		<input type="checkbox"/>

**Save Selections**

Figure 11

Once you have saved your selections, you will be able to review your selections, “Make Changes”, and / or select “Confirm and go to Next Step...Finish” to complete your benefit enrollment process (Figure 12).

**Review Plans** | **Enroll** | **Help**

**Dependent Instructions**

**INSTRUCTIONS:**  
**You have made the following Dependent Benefit selections:**  
 You can make changes by selecting the 'Make Changes' button. After you are done here, click on 'Confirm and go to Next Step ... Finish'

---

**Your Dependents**

Benefit Plan	Last Name	First Name	Initial	Pre/Post Tax	Eligible Date
				PRE	
				PRE	

**Make changes** | **Confirm and go to Next Step ... Finish**

Figure 12

If you selected Voluntary Life and ADD, you will be prompted to add your beneficiaries. Select “List of Beneficiaries” to begin adding your beneficiaries (Figure 13). If you did not enroll in Voluntary Life and ADD, please go to page 7 for your next step.

Review Plans | **Enroll** | Help

**Beneficiary Instructions**

**INSTRUCTIONS:**  
**Add/Update Beneficiary Information**  
 Add/update your beneficiary information by selecting 'List of Beneficiaries'.  
 After you add/update your beneficiaries, you will be taken to a 'Beneficiary Worksheet' where you must match or assign insurance plans you have chosen to each beneficiary.  
 You will then be taken to a 'Beneficiary Enrollment' page where you will be asked to confirm the beneficiary assignments.  
 Afterwards, you will be brought back to this page where you will see a 'Complete' button.

---

**Enroll Beneficiaries**

Start By Adding/Updating Beneficiaries | Then Assign Beneficiaries to Plans | Finish by Confirming Beneficiary Assignments

List of Beneficiaries | Records Available: 2

---

**Complete Instructions**

\*Complete\* button will only be displayed below upon completion of the prior tasks (Dependents).

Figure 13

Select “Add” to begin listing your beneficiaries (Figure 14).

Review Plans | **Enroll** | Help

**Beneficiary Instructions**

**INSTRUCTIONS:**  
**Add/Update Beneficiary Information**  
 Make any changes to your Beneficiary's information. After you are done here, click on 'Next Step ... Enroll Beneficiaries'

---

**Your Beneficiaries**

Last Name	First Name	Middle Initial	Beneficiary SSN	Relation
Add				

Next Step ... Enroll Beneficiaries

Figure 14

Enter your beneficiaries' information and click “Submit” when finished (Figure 15).

Review Plans | **Enroll** | Help

**New Beneficiary**

Last Name

First Name

Middle Initial

Beneficiary SSN

Relation

Submit Cancel

Figure 15

Once you select “Submit”, you will see your beneficiaries listed. If you are finished adding your beneficiaries, select “Next Step...Enroll Beneficiaries” or select “Update” to make any changes to that corresponding beneficiary (Figure 16).

Beneficiary Instructions

INSTRUCTIONS:  
Add/Update Beneficiary Information  
Make any changes to your Beneficiary's information. After you are done here, click on 'Next Step ... Enroll Beneficiaries'

Last Name	First Name	Middle Initial	Beneficiary SSN	Relation

Buttons: Add, Update, Next Step... Enroll Beneficiaries

Figure 16

Select “My Beneficiaries’ Current Benefit Plans” to enroll your beneficiaries in their current benefits or select each benefit you wish to enroll them in (Figure 17). Select “Save Selections” once you have made your selections.

Beneficiary Instructions

Primary beneficiary - This person has first rights to receive life insurance proceeds if the benefits of this policy become payable. You may also designate more than one primary beneficiary and all percentages of primary beneficiaries must add up to 100%.  
Secondary beneficiary - This person receives policy benefits if the primary beneficiary (or beneficiaries) should die before you. You may also designate more than one secondary beneficiary, and all percentages of secondary beneficiaries must add up to 100%.

Select My Beneficiaries' Current Benefit Plans

Please Select a Primary Beneficiary for plan Voluntary Life and ADD Employee

Benefit Plan: Voluntary Life and ADD Employee						
Last Name	First Name	Middle Initial	Eligible Date	Beneficiary Type	Plan %	Select
				Not Indicated	0	

Buttons: Save Selections

Figure 17

Once you have saved your selections, you will be able to review your selections, “Make Changes”, and / or select “Click here to Confirm” to complete your benefit enrollment process (Figure 18).

Beneficiary Instructions

Primary beneficiary - This person has first rights to receive life insurance proceeds if the benefits of this policy become payable. You may also designate more than one primary beneficiary and all percentages of primary beneficiaries must add up to 100%.  
Secondary beneficiary - This person receives policy benefits if the primary beneficiary (or beneficiaries) should die before you. You may also designate more than one secondary beneficiary, and all percentages of secondary beneficiaries must add up to 100%.

Benefit Plan: Voluntary Life and ADD Employee					
Last Name	First Name	Middle Initial	Eligible Date	Beneficiary Type	Plan %

Buttons: Click here to Confirm, Make changes

Figure 18

Once you have saved your benefit selections and added any dependents or beneficiaries, you will be redirected to the review screen where you can make changes during the open enrollment period. Please review this screen to make sure your selections are correct (Figure 19). Select “Complete your Enrollment”.

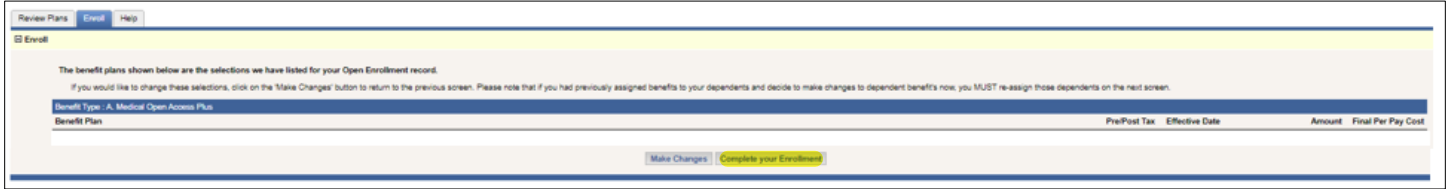


Figure 19

You will now see the “Click here to Complete” button. You MUST select “Click here to Complete” in order to finish the enrollment process. You can make changes up until November 20<sup>th</sup>. After open enrollment closes, you will be able to see your enrollment in Employee Self Service (ESS) > My Profile > Personal Documents.

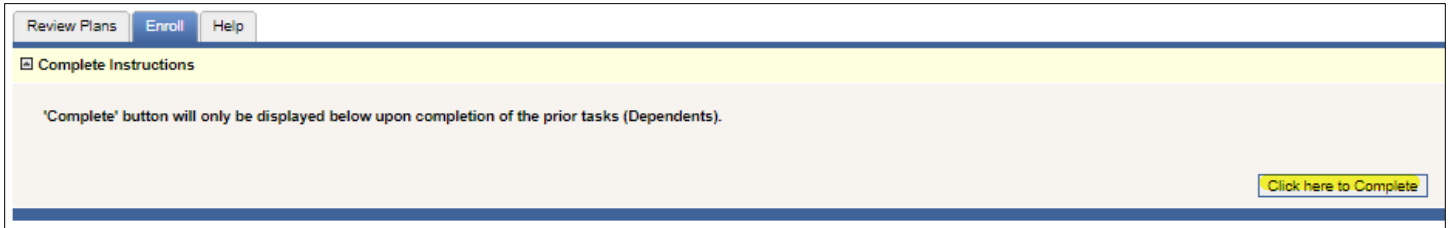


Figure 20