



OPEN ENROLLMENT 2017

Self-Service Guide

Open Enrollment for all Foster Farms benefits will run from **September 13 through October 14, 2016**. This is your opportunity to elect the benefits that best fit you and your family's needs.

This "how-to" guide will assist you in enrolling in your benefits. Before accessing the online enrollment system from home or work, carefully review the information contained in your personalized packet and be sure you have the Social Security numbers and birth dates of the dependents you wish to cover.

HOW TO ENROLL



TWO WAYS TO ENROLL



ONLINE

Please visit www.benefitsgo.com/fosterfarms and click "Register" to register and access the online enrollment system. Create your personal login credentials and follow the prompts to make your benefit elections.



ENROLLMENT CENTER

Call 855.252.0708

7:00 a.m. - 7:00 p.m. Pacific Time

Please call during your preferred enrollment dates according to the first letter of your last name:

- A - F: Sept. 13 - 16
- G - L: Sept. 19 - 23
- M - R: Sept. 26 - 30
- S - Z: Oct. 3 - 7

WHO WILL NEED TO ENROLL

All benefit eligible employees **MUST** actively participate in Open Enrollment, whether electing, changing or waiving 2017 benefits. **Foster Farms requires a completed enrollment from ALL employees each year.**

If you are currently enrolled, your benefits **WILL NOT** automatically renew and your benefits will end 12/31/2016. **No Exceptions!**

WHAT YOU'LL NEED TO ENROLL

- **If enrolling online, you will need a valid email address and have access to it** - if you do not have a work or personal email address, please create one by visiting one of these sites:
 - login.yahoo.com/account/login
 - gmail.com
- Your Foster Farms employee identification number, home zip code, full name, birth date, and your Social Security Number.
- If you are adding new dependents, you'll need their names, birth dates, Social Security Numbers and address if different than yours. All eligibility documentation must be provided by 11/4/2016 to the Benefits Department. If this is not received, those dependents will not be enrolled in 2017.
- If you are adding or changing beneficiaries, you'll need their names and address.



STEP-BY-STEP ONLINE ENROLLING INSTRUCTIONS

STEP 1

Visit www.benefitsgo.com/fosterfarms using the Google Chrome browser and follow the prompts to register and create your personal login credentials. Provide the following to confirm your identity:

- Enter last 4 digits of your Social Security Number
- Enter your Foster Farms employee identification number (can be found on the back of your badge)
- Enter home zip code
- Click Look Up to confirm your identity

Register

Confirm Your Identity

Enter Last 4 Digits of Social Security Number

Enter Employee Identification Number

Enter Zip Code

Look Up

If your information is loaded in the system, you will receive the confirmation message shown below. If your information cannot be found this could mean incorrect information was provided. Please check with your HR Department to ensure your eligibility and personal information is correctly reflected at Foster Farms.

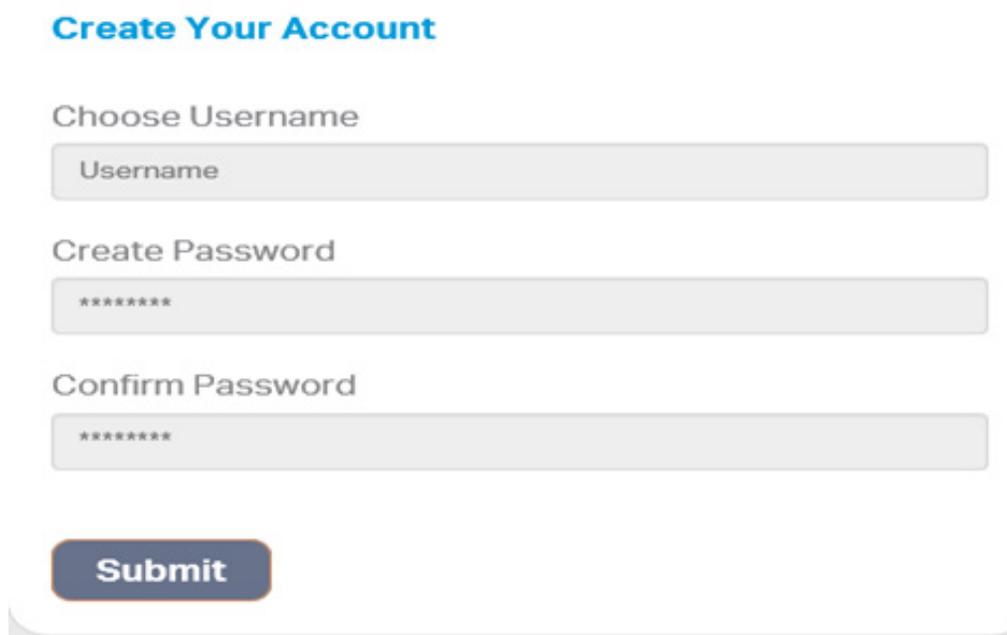
We have located your records in our system. Please create ✕
your account below.

NEED ASSISTANCE? CALL 855.252.0708

STEP 2

Create your account

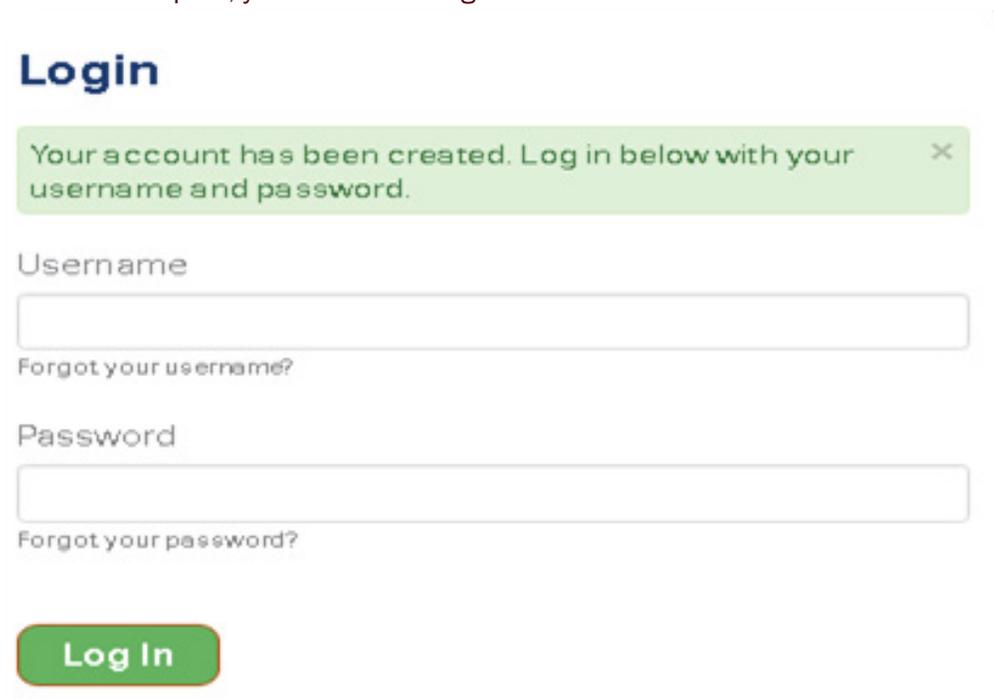
- Choose and enter your username
- Create password (your password MUST contain at least 8 characters, 1 lowercase letter, 1 uppercase letter, 1 number and 1 special character)
- Confirm password
- Click submit



The screenshot shows a 'Create Your Account' form with the following fields and elements:

- Create Your Account** (Section Header)
- Choose Username** (Label) with a text input field containing 'Username'.
- Create Password** (Label) with a password input field containing '*****'.
- Confirm Password** (Label) with a password input field containing '*****'.
- Submit** (Button)

If your information is accepted, you will see the login screen below



The screenshot shows a 'Login' screen with the following elements:

- Login** (Section Header)
- Success message: "Your account has been created. Log in below with your username and password." (with a close 'x' icon)
- Username** (Label) with a text input field.
- [Forgot your username?](#) (Link)
- Password** (Label) with a password input field.
- [Forgot your password?](#) (Link)
- Log In** (Button)

If you forget your password, click 'Forgot Password' and follow the prompts. If you experience issues, please contact the Enrollment Center at 855-252-0708.

NEED ASSISTANCE? CALL 855.252.0708

STEP 3

Login using your username and password. If you do not have an email address currently on file, you will receive the “Information Request” box seen below. You must enter your email address to receive your confirmation statement. Once you enter your email address, you will be automatically taken to the home page.

Information Request

Our system shows that you do not have a Personal Email on file. If you would like to add one at this time, please enter it below and click Submit.

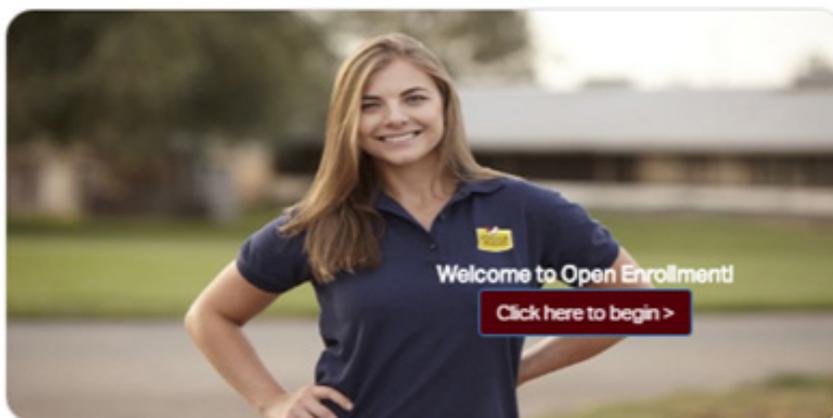
Personal Email

Submit
Skip

STEP 4

Select “Click here to begin” – this will start your benefit enrollment session.

1. Once in the system you will need to confirm the following information*:
 - Personal information is correct on Personal page
 - Contact information is correct on Contact page
 - Verify dependent information if applicable
2. Learn about your current benefits as you navigate through the enrollment pages and make your enrollment selections.



Current Benefits

▼ **Medical**

None
Covered: None

> **Dental**

> **Vision**

See All Benefit Plans >

3. Once you have reviewed all plans and made selections, continue through the enrollment until you see confirmation number – YOUR ENROLLMENT IS NOT COMPLETED UNTIL YOU SEE THE CONFIRMATION NUMBER.
4. If you complete your enrollment and do not get a confirmation number, please call the Enrollment Center at the number below.

*If any information is incorrect, please contact your local HR Representative with the correct information.

NEED ASSISTANCE? CALL 855.252.0708