

YOUR PRE-ENROLLMENT CHECKLIST FOR 2022

Before You Enroll

- ✓ Review the **What's New for 2022 Guide** that was mailed to your home to review 2022 benefits changes, including our new medical plan options. You can also access an electronic copy online at MyBeWellBenefits.com.
- ✓ Review the **2022 Open Enrollment Guide** that was mailed to your home to learn more about all your 2022 benefits. You can also access an electronic copy online at MyBeWellBenefits.com.
- ✓ Visit the **Capital One Benefits Site** (MyBeWellBenefits.com) for quick access to your benefit details, as well as additional decision support tools and resources.
 - Review the **Open Enrollment** section to learn about what's new and changing for 2022.
 - Access the **Consumer-Driven Health Plan (CDHP) + Health Savings Account (HSA)** and **Preferred Provider Organizations (PPO) + Optional Health Care Flexible Savings Account (Health Care FSA) Interactive Guides** to learn more about your new medical plan options.
- ✓ Use the **Medical Plan Selector Tool** to compare your options and figure out which medical plan is right for you and your family.
- ✓ Remember to re-enroll in **Flexible Spending Account(s)** and **Vacation/Paid Time Off Buy-Up benefits** because these benefits will NOT roll over to the new plan year.

When You Are Ready to Enroll

- ✓ Log in to the **Benefits application in Workday** (access via SSO through the Pulse home page then navigate to Resources > Benefits > Enroll In or Change Benefits > click on the link) and make your benefit elections from October 6 – 27, 2021.
- ✓ To officially submit your elections:
 - You must accept the Terms/Conditions on the **Check Out** page.
 - Do not forget to hit **"Yes, I accept"** and then **"Check Out"** before closing your browser.
- ✓ Print a **copy of your confirmation page** for your records.
- ✓ Look for a **confirmation email** once you check out. Remember, you can edit your elections until October 27, 2021, even if you have already checked out. A **confirmation statement** will also be mailed to your home.
- ✓ Your benefits will go into effect on **January 1, 2022**.

Important Reminders

- ✓ **If you are a new hire or experience a life event between October 6, 2021, and December 31, 2021**, please review the **New to Capital One** page or **Life Events** page on MyBeWellBenefits.com before enrolling. You will find another checklist specific to your situation. You will need to enroll in or update your benefits coverage for 2021 before you can enroll in 2022 benefits.

- ✓ **If you are on leave for any reason during Open Enrollment** (October 6-27, 2021), do not forget to enroll within this period. You may call the HR Benefits Center at 1-888-376-8836 for additional assistance if you do not have access to a computer.
- ✓ **If you miss the Open Enrollment deadline of October 27, 2021**, you can only make changes if you have a qualifying life event (i.e., birth, adoption, marriage, divorce). If you experience a life event, be sure to check out the **Life Events** page on [MyBeWellBenefits.com](https://mybewellbenefits.com) for more information on updating your benefits.