

NEW HIRE PRE-ENROLLMENT CHECKLIST FOR 2022

If you are hired between October 6 and December 31, 2021, you will need to enroll in 2021 benefits before enrolling in 2022 benefits.

Before You Enroll

- ✓ Review the **Capital One Benefits Site** ([MyBeWellBenefits.com](https://mybewellbenefits.com)) for quick access to your benefit details. Keep in mind that your benefits will look a little different in 2021 and 2022.
 - Start by reviewing the **Health** section to learn about the benefit options for 2021.
 - For 2021, there are three **Preferred Provider Organizations (PPO) + Health Care Flexible Savings Accounts (HCFSA)** options.
 - Then, learn more about your 2022 benefit options, including new medical plan options:
 - 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.
 - Review the **2022 Open Enrollment Guide** to learn more about all your 2022 benefits. You can access an electronic copy online at [MyBeWellBenefits.com](https://mybewellbenefits.com).
- ✓ Use the **Medical Plan Selector Tool** compare your options and figure out which medical plan is right for you and your family.

When You Are Ready to Enroll

- ✓ Log in to the **Capital One Benefits Enrollment Site** (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 within 31 days of your date of hire.
 - You will see a **button to enroll** at the top left of the home page. This will take you through the new hire benefits enrollment.
 - Once completed, you will see a message that your **2021 elections are submitted and you can enroll in 2022 benefits**.
- ✓ 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 if you are within 31 days of your date of hire, 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

- ✓ **After the enrollment window has closed, you can only make changes if you have a qualifying life event** (i.e., birth, adoption, marriage, divorce). If you experience a qualifying life event, go to the **Life Events** page on **MyBeWellBenefits.com** for more information on updating your benefits.
- ✓ Keep in mind 2022 benefit elections will go into effect on January 1, 2022, or on your date of hire, if you are hired in 2022. **This applies to both full and part-time associates (regularly scheduled to work at least 20 standard hours per week as maintained in Capital One's system of record, Workday).** You have 31 days from your hire date to enroll in benefits.