



## NEW HIRE PRE-ENROLLMENT CHECKLIST FOR 2021

If you are hired between **October 8 and December 31, 2020**, enrolling in benefits looks a little different for you because you will need to enroll 2020 benefits before enrolling in 2021 benefits.

### Before You Enroll

- ✓ Review the **Capital One Benefits Site** ([MyBeWellBenefits.com](https://mybewellbenefits.com)) for quick access to your benefit details.
- ✓ Use the **Medical Plan Selector Tool** on [MyBeWellBenefits.com](https://mybewellbenefits.com) or the **Capital One Benefits Enrollment Site** ([capitalonebenefitsite.com](https://capitalonebenefitsite.com)) to 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 [capitalonebenefitsite.com](https://capitalonebenefitsite.com) (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 8 – 29, 2020.
  - 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 **2020 elections are submitted and you can enroll in 2021 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 until October 29, 2020, 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, 2021**.

### Important Reminders

- ✓ **After you have submitted your enrollment, 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, be sure to check out the New Hire & Life Events page on [MyBeWellBenefits.com](https://mybewellbenefits.com) for more information on updating your benefits.
- ✓ Keep in mind 2021 benefit elections will go into effect on January 1, 2021 or **the following if you are hired in 2021:**
  - **As a full-time associate**, you are eligible for benefits on your date of hire.
  - **As a part-time associate** (regularly scheduled to work at least 20 standard hours per week as maintained in Capital One's system of record, Workday), you're eligible for health benefits (except Short-Term Disability) after 90 days of employment.

You have 31 days from your hire date to enroll in benefits.