

AUTONATION BENEFITS ENROLLMENT CHECKLIST

Please ensure you complete all the steps listed below by the deadline. If you do not complete all the steps by the deadlines you may not be enrolled in the AutoNation coverage that you want nor will you have the opportunity to earn healthy incentives, which could save you thousands of dollars annually off of your expected health insurance premiums.

EMPLOYEE ONLY:

- Enroll in your benefits.** If enrolling for YOU ONLY coverage, go to www.KnowYourBenefits.org and click “Benefits Enrollment and Changes” to start your enrollment. Your deadline is listed on the enrollment website.
- Answer the online tobacco use question to be eligible to earn up to a \$1,000 Non-Tobacco credit off your expected medical premium.** This question will be part of your benefit enrollment online and has the same deadline as your benefit enrollment deadline.
- Schedule your MSRP Biometric Screening to earn up to an additional \$1,000 credit off your expected medical premium by earning the MSRP Biometric Screening credit.** Schedule your MSRP Biometric Screening by going to www.KnowYourBenefits.org and clicking on “MSRP”.

Do NOT wait to complete your enrollment in order to get screened or it may be too late.

You should schedule your MSRP screening and complete your enrollment as soon as possible.

- Deadline to be screened for MSRP:** End of the month in which your benefits become effective.
If You Did Not Pass the MSRP Screening. If you were screened, but did not pass the MSRP Screening, you can still earn the MSRP Biometric Screening Credit by calling the MSRP Health Advisor at 1-888-979-7677 to discuss your results.
- Deadline to call the MSRP Health Advisor:** End of the month in which your benefits become effective.
If You Are a Tobacco User. If you are tobacco user, you can still earn the Non-Tobacco Credit by completing an online tobacco cessation course and submitting the course completion certificate along with the Tobacco Cessation Affidavit. This form can be found on www.KnowYourBenefits.org by clicking “MSRP,” then “Earn the Non-Tobacco Credit,” then “Learn More.”
Deadline to submit the Tobacco Cessation Affidavit: End of the month in which your benefits become effective.

EMPLOYEE + SPOUSE:

- If You are Adding Your Spouse to Coverage.** If you are adding your spouse to your medical, dental and/or vision coverage, follow the steps under “EMPLOYEE” for yourself and then follow these additional steps for your spouse.
 - Add your spouse as a dependent by going to www.KnowYourBenefits.org and clicking on “Benefits Enrollment and Changes.”
 - Ensure you click the box next to their name to add them to each benefit coverage you want.
- Dependent Verification and Working Spouse Surcharge.** You will need to provide dependent verification documents in order to add your spouse to your coverage.
 - **Dependent Certification** — The Benefit Connection must receive your dependent certification documentation no later than the end of the month in which your benefits become effective.
 - Provide a copy of your marriage license.
 - A Dependent Verification tile will appear on your online enrollment account. You can click on this tile to upload your dependent documentation.
 - **Working Spouse Surcharge** — Answer the questions online during your benefit enrollment. Submit the Working Spouse Surcharge form, if applicable, by the deadline listed on the website. This is the same as your enrollment deadline.

EMPLOYEE + SPOUSE: (CONTINUED)

- Schedule your Spouse's MSRP Screening** to be eligible to earn up to a \$750 MSRP credit off the expected medical cost of the spouse premium, and up to an additional \$750 off if your Spouse earns the Non-Tobacco credit.
 - Wait two weeks from the date you added your spouse as a dependent on The Benefit Connection website for their information to go to Quest. Once Quest has their information, your spouse can schedule the screening.
 - Your spouse will need to go to www.KnowYourBenefits.org to schedule their screening. The spouse screening includes testing for nicotine.
 - Same deadlines for you apply to your spouse.
- If Your Spouse Did Not Pass the MSRP Screening.** If your spouse was screened, but did not pass the MSRP Screening they can still earn the MSRP Biometric Screening Credit by following the same process listed under the EMPLOYEE section. Same deadlines for you apply to your spouse.
- If Your Spouse is a Tobacco User.** If your spouse is a tobacco user, based on their screening result, they can still earn the Non-Tobacco Credit by following the same process listed under the EMPLOYEE section. Same deadlines for you apply to your spouse.

EMPLOYEE + CHILD(REN)

- If You are Adding a Dependent Child or Children to Your Coverage.** If you are adding a child(ren) to your medical, dental and/or vision coverage, follow the steps under "EMPLOYEE" for yourself and then take these additional steps for your child(ren).
 - Add your child(ren) as a dependent(s) by going to www.KnowYourBenefits.org and clicking "Benefits Enrollment and Changes."
 - Ensure you click the box next to their name to add them to each coverage you want.
- Dependent Verification.** You will need to provide dependent verification documents in order to add them to your coverage.
 - **Dependent Certification** — The Benefit Connection must receive your dependent certification documentation no later than the end of the month in which your benefits become effective.
 - Provide a copy of the birth certificate for each child you are covering.
 - A Dependent Verification tile will appear on your online enrollment account. You can click on this tile to upload your dependent documentation.

EMPLOYEE + SPOUSE + CHILDREN

If You are Adding Your Spouse and a Dependent Child or Children to Your Coverage. Follow the steps outlined above to add your spouse and child(ren).