

## Annual Enrollment Made Easier

This checklist of tips and reminders can help you get organized and take action.



### Step 1. Prep Work



### Step 2. Enroll



### Step 3. Confirm Coverage

Annual Enrollment for 2025 coverage is November 4 through November 15, 2024. This is your once-a-year opportunity to enroll in or change your health benefits.

## Step 1. Prep Work

### Consider any recent changes to your health or financial status

Since the last time you chose benefits, your health and financial needs may have changed. Consider each plan and some important factors:

- Do you have any new health concerns or diagnoses, which will result in additional medical care or prescription drugs?
- Do you have a tax-free savings plan, such as a Health Savings Account or flexible spending account, to cover qualified health care expenses?
- Has your dentist identified dental needs, such as orthodontia?
- Has your vision provider recommended any changes to your glasses or contact lens prescription?
- Do you rely on dependent care support to allow you to work, that you can budget for in advance?
- Do you have upcoming medical care, such as surgery, that you can budget for in advance?
- Has there been a change in the number of people who are financially dependent on your income, which may mean an increase in your life insurance needs?
- Are you adding or removing any dependents this year, which changes the type of plan you are selecting?
- Do you want to change your beneficiaries?

### Learn what's new

Go to the **Make It Yours** website at [TKCBenefitsSolution.makeityoursource.com](https://TKCBenefitsSolution.makeityoursource.com) to review your changes to your benefit options for next year.

### Decide who to cover

Have the legal name, date of birth, and Social Security number handy for eligible family members you want to enroll or anyone you want to add as a beneficiary. Additionally, you will need to upload documentation in order to enroll family members in your medical coverage.

### Gather information about alternate coverage

If you (or a family member) are eligible for other coverage options, such as your spouse's/domestic partner's employer's benefit plans, consider the enrollment period, choices, and costs to determine which plan or plans best meet your needs.

## Step 2. Enroll

### Online

- Log on to TKC Benefits Portal at [digital.alight.com/mytkcbenefits](https://digital.alight.com/mytkcbenefits).
- If you are using the website for the first time, click on New User and follow the instructions.
- If you have forgotten or misplaced your password, select Forgot User ID or Password to start the process to reset it.
- Select Enroll In Your Benefits to review your options and make any changes.

### Mobile

- Download the Alight Mobile app (available through the [Apple App Store](#) or [Google Play](#)).
- Use TKC Holdings when asked to select your company.
- Accept the terms and conditions and click Next.
- Type in your TKC Benefits Portal user ID and password to log on and enroll on the go.

## Step 3. Confirm Coverage

- Double-check your enrollment confirmation for accuracy.
- If you need to make changes, make sure to review the enrollment confirmation again.
- Your new coverage will take effect January 1, 2025.

Please review all of your benefit options to make sure you get the coverage you want next year! Not only could your needs have changed, but other things could have changed too—including your options and prices, the network of doctors, and how your prescription drugs are covered. Remember, in order to contribute to a Health Savings Account (HSA) (if eligible) or flexible spending account (FSA), you must make an active election.

### Need help?

Once logged on to the TKC Benefits Portal at [digital.alight.com/mytkcbenefits](https://digital.alight.com/mytkcbenefits), look for the “Need Help?” icon to ask Lisa, your virtual assistant, any questions you may have. Lisa can also connect you with a web chat representative and other helpful resources.

For additional support, you can schedule an appointment with a customer service representative through the TKC Benefits Portal. You can also call TKC Benefits Service Center at **1.844.360.4718** from 9:00 a.m. to 6:00 p.m. CT, Monday through Friday.

### WHAT IF YOU DON'T ENROLL?

If you don't take action, your current coverage will continue at 2025 prices next year. Once the enrollment period has closed, you will not be able to make any change to your benefits unless you experience a qualifying life event.