Elements

Health and Welfare Enrollment & Change Guide

This user guide has been developed to assist you with registering your Elements account, resetting your Elements password, enrolling for benefits (as a New Hire and during annual Open Enrollment) and entering Qualifying Life Events.

If you need any further assistance, reach out to your local Human Resources Department or contact the Reward & Benefits Team at **610-971-3025**.

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Elements

Elements is provided to JM employees as a central place to find information about the Johnson Matthey Reward & Benefits programs as well as links to our enrollment platform and vendor websites. You have access to Elements while an active employee with JM.

Registering your Elements Account

As a JM employee, you may register an account with Elements beginning on your first pay date.

From any internet connection, go to **elements.matthey.com** and click on "**Create your account**." Set up your account by populating the fields which will validate your information. Click on "**Register**" when done. You may then follow the system driven instructions for setting up your preferences and accepting (or declining) the Multi-Factor Authentication (MFA). MFA is an added layer of protection for accessing your Elements account, however, it does require a mobile phone for your authentication.

Once you are registered, upon your next visit to Elements, you will enter the email address you provided as your username and password that you created during registration.
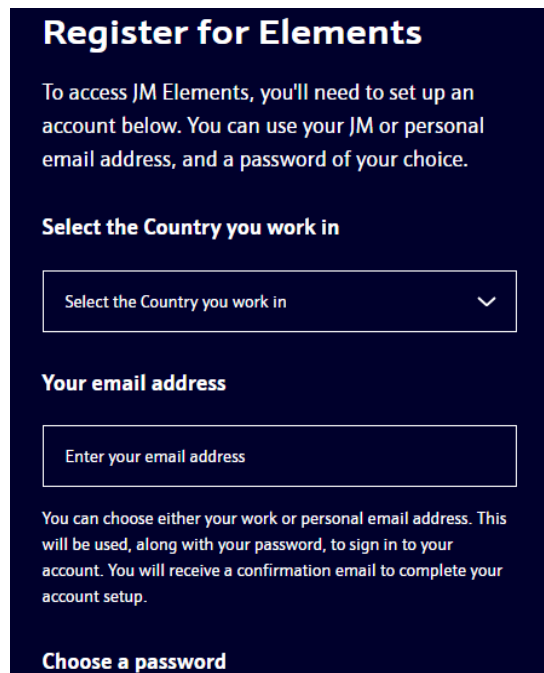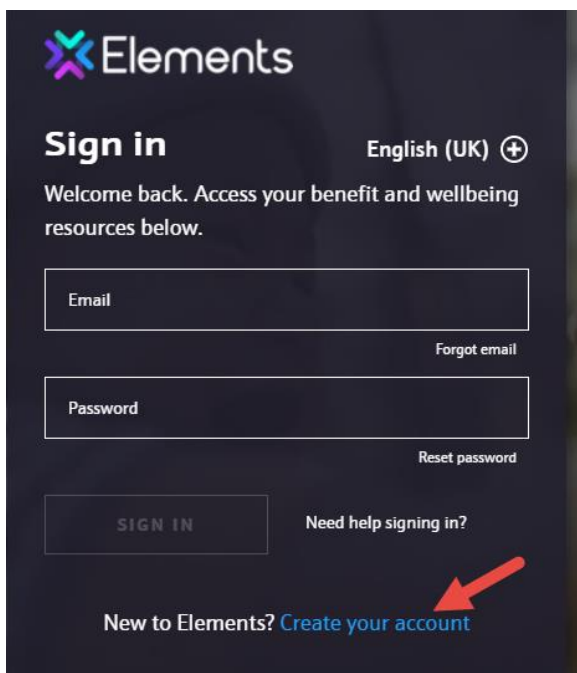
Resetting your Elements Password

If you have forgotten your password, you may reset it by clicking on **Need help signing in?** and then selecting **Reset Password**. You will need to enter the most recent email address that you assigned for your username.

Please note, passwords must follow the IT directed requirements which may include a minumum number of characters, special characters and numeric values.

Navigating Elements

Elements has been set-up to be easily navigated. However, we have highlighted a few areas for you to help get your bearings straight.

SSO Links

SSO stands for Single Sign On and provides direct access to your personal accounts with our vendors without the need to enter a username and password each time. You may be required to register or follow some initial steps when connecting via SSO the first time, but once you do, the next time you enter Elements, you will be able to click on the link and get sent directly to your account. The available SSO vendors are listed under Quick Links.
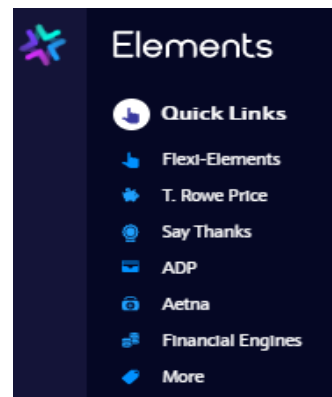
Dashboard

A personalized dashboard is available to view some personal details and manage your security. Here you can change your password and turn on the Multi Factor Authentication if you haven't done so already. The dashboard link is found on the bottom left hand side of your Elements home page. Important communications are uploaded to the Documents section of your Dashboard. You will receive an email from Elements about a specific topic and any related documents specific to you will be posted to your Dashboard.
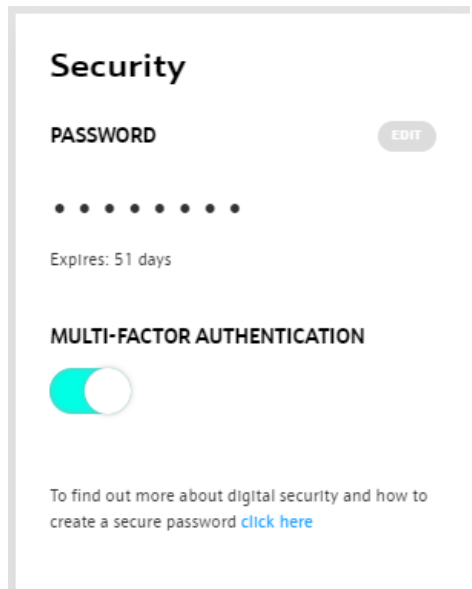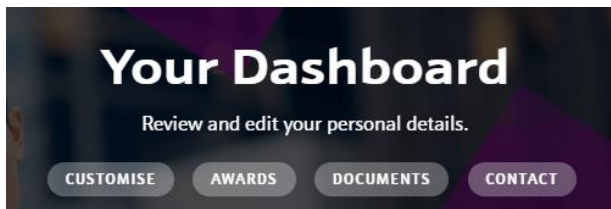
Important communications are uploaded to the Documents section of your Dashboard. You will receive an email from Elements alerting you to its whereabouts.

Vendor Contact Info

Click on Help & Support on the lower left hand menu for a listing of contact information for our vendors and Reward & Benefits Team. You can find contacts by scrolling through the page.

Benefits Content

Because Elements is your main source for Reward & Benefits information at JM, each benefit program has its own content page which provides more detailed information and any forms or summaries. By clicking on a specific benefit, it brings you to that content page. Once on that page, information is listed and you are able to click on the pdf documents with benefit summaries.
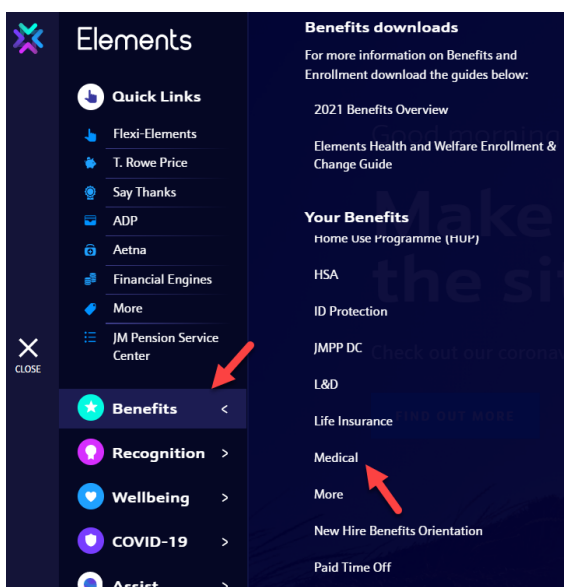
Flexi-Elements

Flexi-Elements is the online enrollment portal for electing and changing your health and welfare benefits. Flexi-Elements is managed by an outside vendor, however, your access to Flexi-Elements will always be directed through the Elements portal using our Single Sign On link.

## Benefits Enrollment – New Hire & Annual Open Enrollment

From your Flexi-Elements Welcome Screen, start the enrollment wizard by selecting the "Get Started" button.

Be sure to have the proper DOB, SSN (or ITIN), and full name for each dependent you wish to enroll in any healthcare coverage or any life insurance beneficiary before you begin your session.
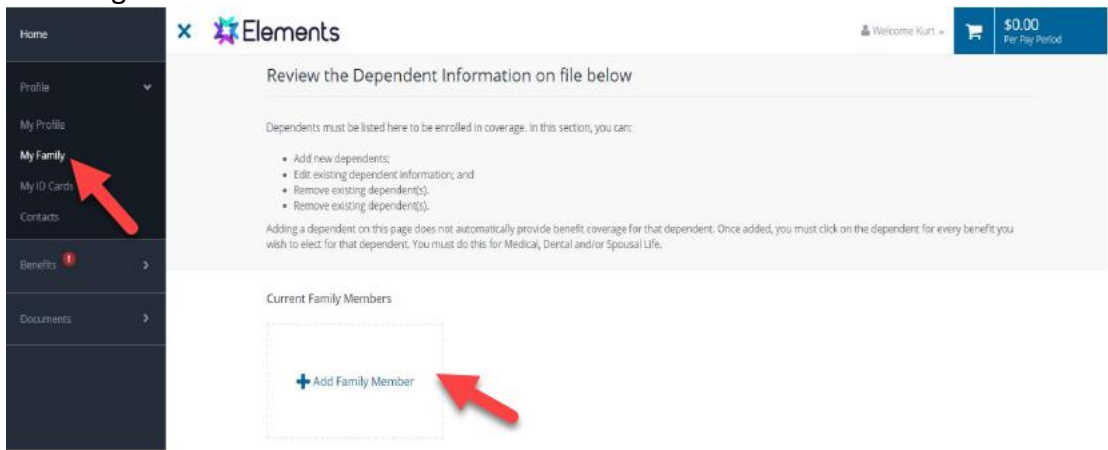

Complete the "My Profile" and "My Family" pages.

On the "My Profile" page, review your personal informaton to ensure it is correct. If any changes need to be made, please contact People Services.
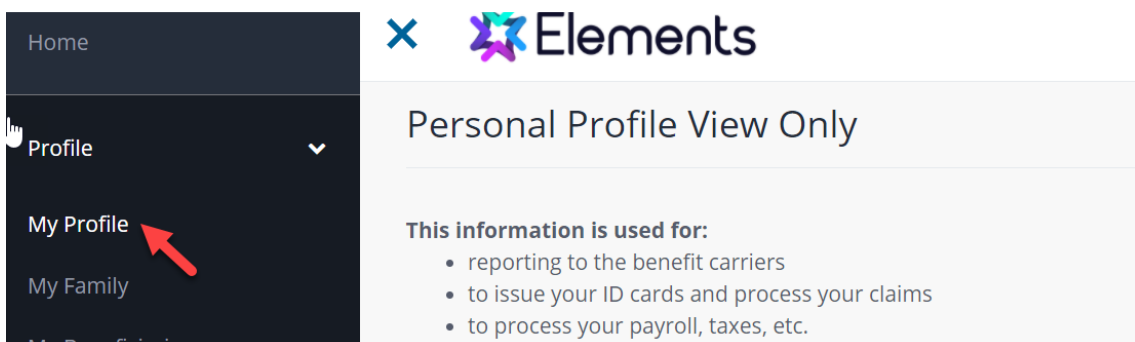
On the "My Family" page, click on "Add Family Member" to add any dependent(s) you wish to enroll in coverage.


Enter each dependent's information in the Basic Info section, click "Save" and enter another dependent, if applicable.
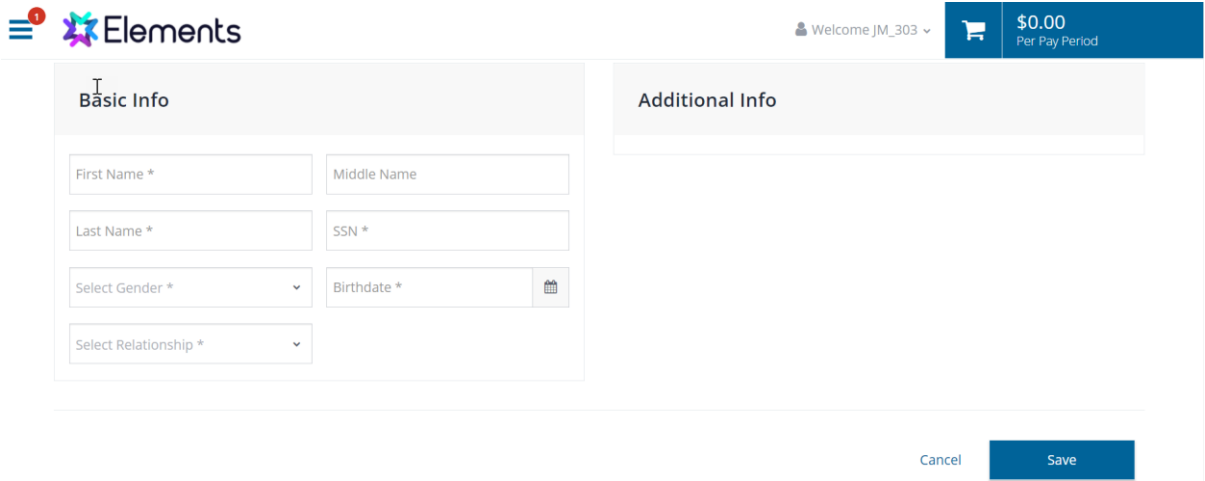

When done entering and saving all dependents, click "Next: Shop for Benefits" to begin electing your benefit plans.

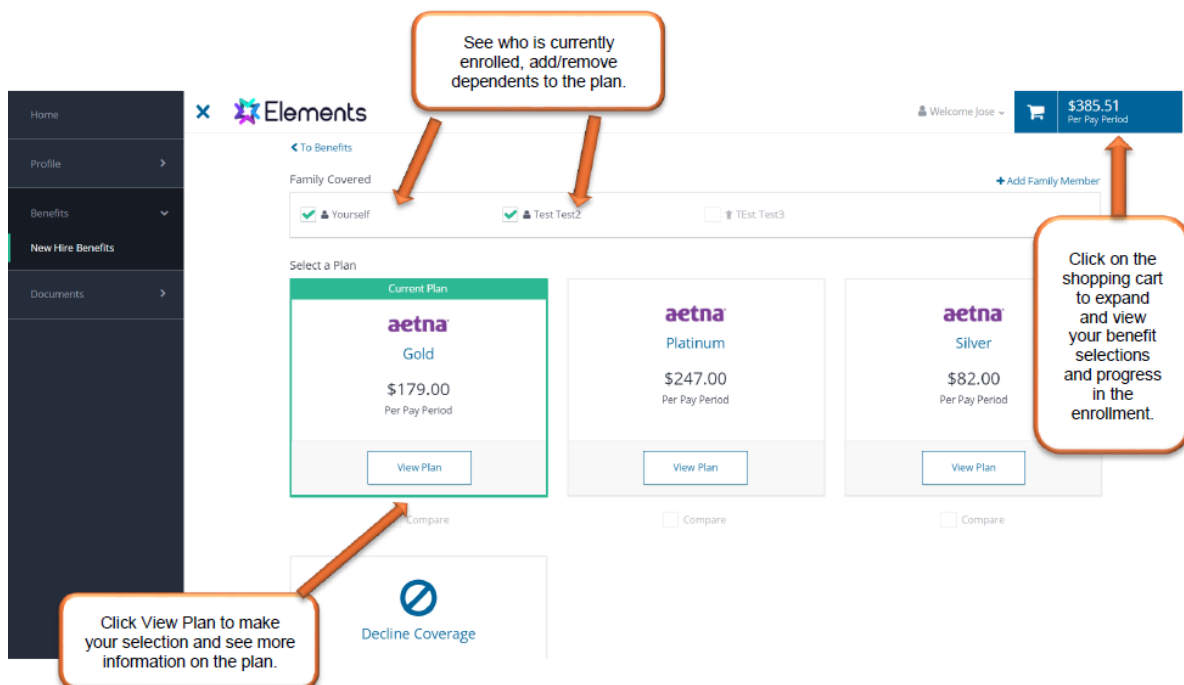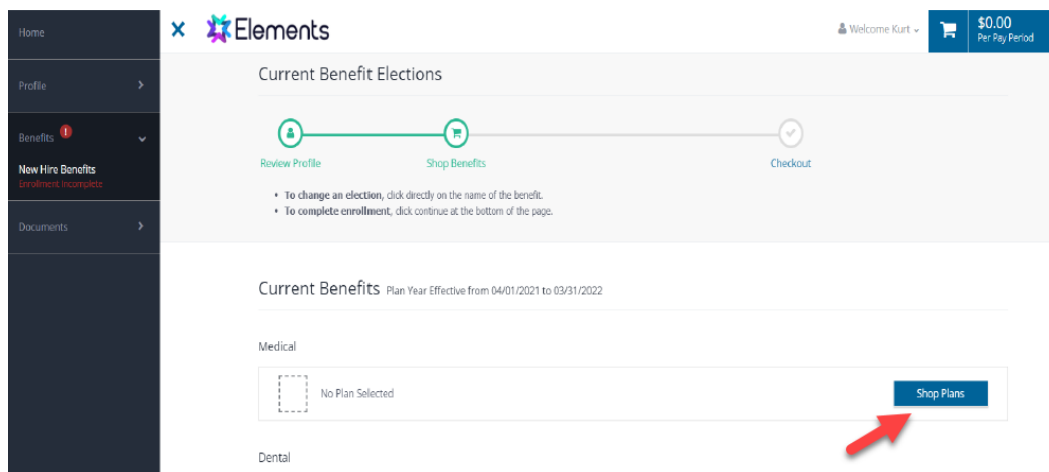## Begin your enrollment on the "Current Benefits Elections" page.

Make sure to Click on "Start Survey" so that you are able to certify each dependent.
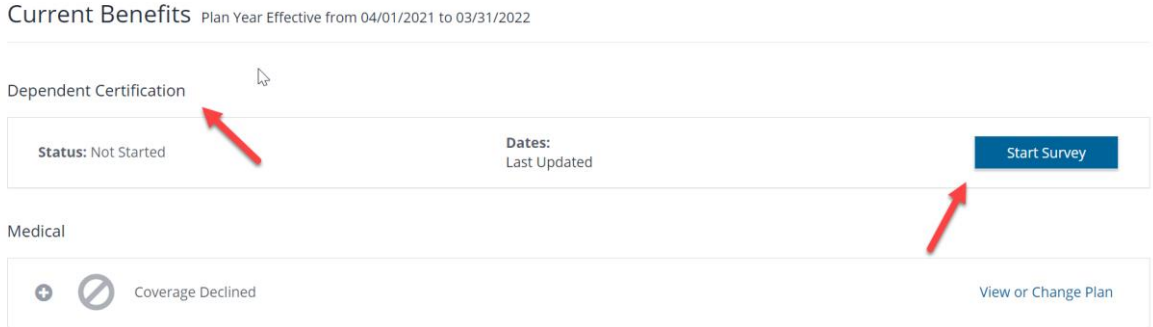
Click "I certify" to certify each dependent. If you do not certify each dependent, you will not be able to click on their name and included them in each beneft. Click on the arrow in the blue box to proceed and then click "Save" on the next screen.
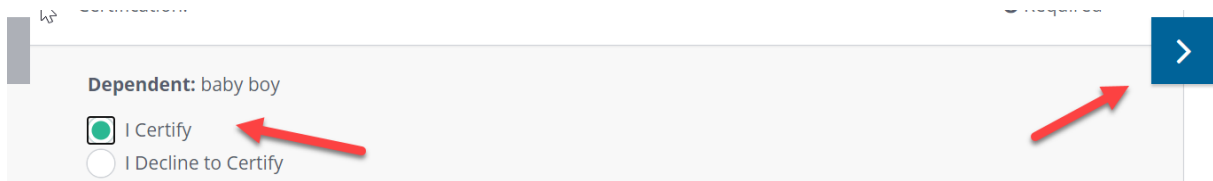
Click "Shop Plans" besides the benefit that has yet to be elected.

After clicking on "View Plan", make sure your coverage tier is correct and click on "Update Cart".

Review Enrollment Selections and Checkout.

Once you complete all of your benefit elections, you will land on the "Current Benefit Elections" page showing all of your elections. To make an additional change, select "View or Change Plan" beside the corresponding benefit. Click on "Review and Checkout" and then "Checkout" on the next screen (as shown directly below).

You must select "Review and Checkout" and then "Checkout" in order for your benefits to be saved. These buttons may read "Review and Confirm" and "Confirm Elections" during Open Enrollment. **If this is not done, your elections will be lost and you will not have benefits**.

After Checkout, you have the option to download, email, or print a copy of your confirmation statement.

If you are completing your New Hire enrollment, you will then enter your Life Insurance beneficiaries by clicking on "Next: Review Beneficiaries".

You must select or decline all coverages before moving on   **Next: Review Beneficiaries**

Enter your beneficiaries.

If you are completing your enrollment during Open Enrollment and have existing beneficiaries, you may review/edit them within the actual life insurance benefit by clicking on "Edit Beneficiaries."

You may also review/edit your beneficiaries by clicking on "My Beneficiaries" on the menu located on the left.

Make changes to your elections.

During Enrollment Window
If you exited your enrollment and want to make edits, go back to Flexi-Elements and from your "Current Benefits Elections" page, select "View or Change Plan" beside the existing benefit.

Outside of Enrollment Window
Refer to the next section on how to enter a Qualifying Life Event ("QLE").

View your Benefits at any time and/or change your life insurance beneficiaries.

Flexi-Elements is available to you year-round. You may view your benefits and add/change your life insurance beneficiaries at any time.

You may view your benefits at any time by clicking on "review your curent benefits" on your homepage or by clicking on "Benefits" on the left menu and then choosing "Current Benefits".

To update your beneficiaries for life insurance, click on "My Beneficiaries" on the left menu.
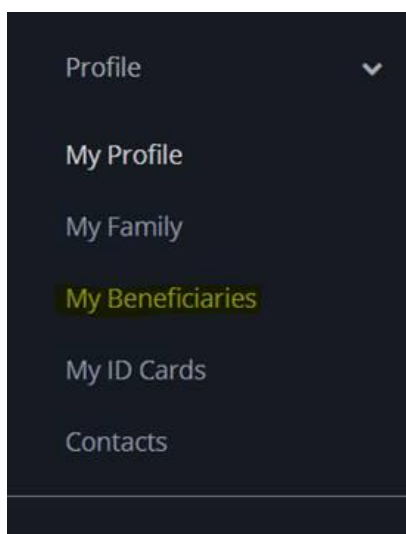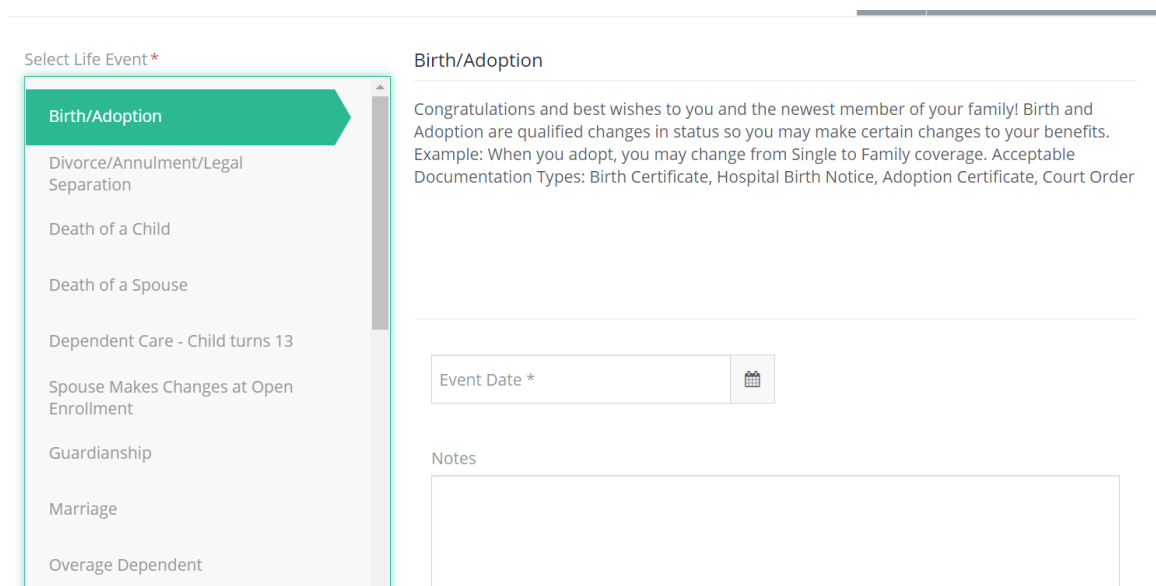
Benefits Enrollment – Qualifying Life Events

From your Flexi-Elements homepage, click on "Update My Benefits" in the blue box.

Welcome Kristen,

Do You Need to Update Your Benefits?

Click below if you've had a qualifying life event, such as getting married or an addition to the family.

Update My Benefits

Or you can review your current benefits

Choose your Life Event from the list, enter the Event Date and select "Continue".

Select Life Event *

- Birth/Adoption
- Divorce/Annulment/Legal Separation
- Death of a Child
- Death of a Spouse
- Dependent Care - Child turns 13
- Spouse Makes Changes at Open Enrollment
- Guardianship
- Marriage
- Overage Dependent

Birth/Adoption

Congratulations and best wishes to you and the newest member of your family! Birth and Adoption are qualified changes in status so you may make certain changes to your benefits. Example: When you adopt, 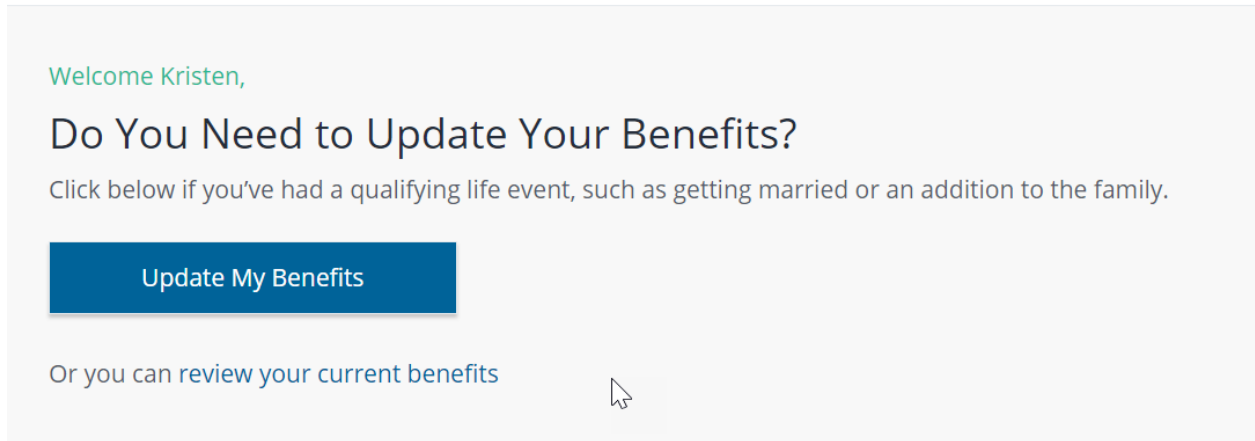you may change from Single to Family coverage. Acceptable Documentation Types: Birth Certificate, Hospital Birth Notice, Adoption Certificate, Court Order

Event Date *

Notes

Proceed through the enrollment wizard to make your intended changes.

The enrollment wizard has the same look and functionality as the New Hire and Annual Enrollment processes.

Review your personal information to ensure it is correct. If any changes need to be made, please contact People Services.

Enter dependent information, if necessary. A Social Security Number is required for any new dependent. If you are entering a birth life event, you may enter a dummy number for your newborn and later edit the dependent information once you receive the actual number.

Make sure to certify the new dependent, if necessary by clicking on "View Summary".

Dependent Certification

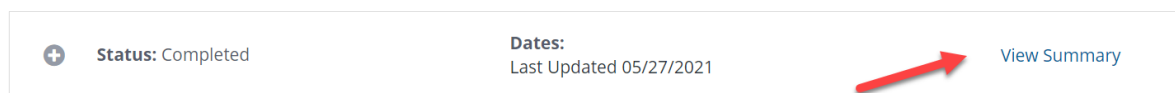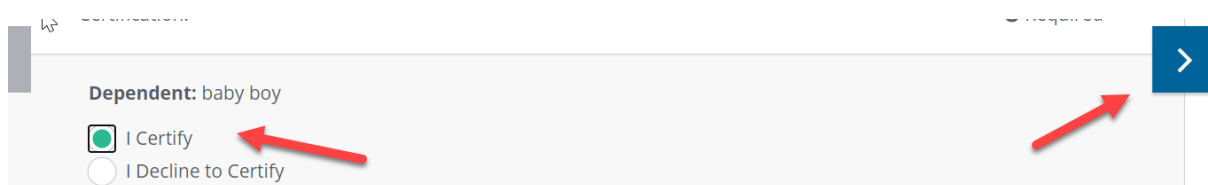|			
⊕	**Status:** Completed	**Dates:** Last Updated 05/27/2021	View Summary

Click "I certify" to certify each dependent. If you do not certify each dependent, you will not be able to click on their name and include them in each beneft. Click on the arrow in the blue box to proceed and then click "Save" on the next screen.

Dependent: baby boy
○ I Certify
○ I Decline to Certify

〉

You will see "View or Change Plan" next to the benefits you are eligible to change per the Plan rules for your chosen Qualifying Life Event. Scroll down and continue to click on "View or Change Plan" for each benefit you want to add/change.

Dental

⊕ ⊘	Coverage Declined		View or Change Plan

When on the actual benefit screen, make sure to check each dependent's box to add the dependent to that plan. Select a plan by clicking on "View Plan".
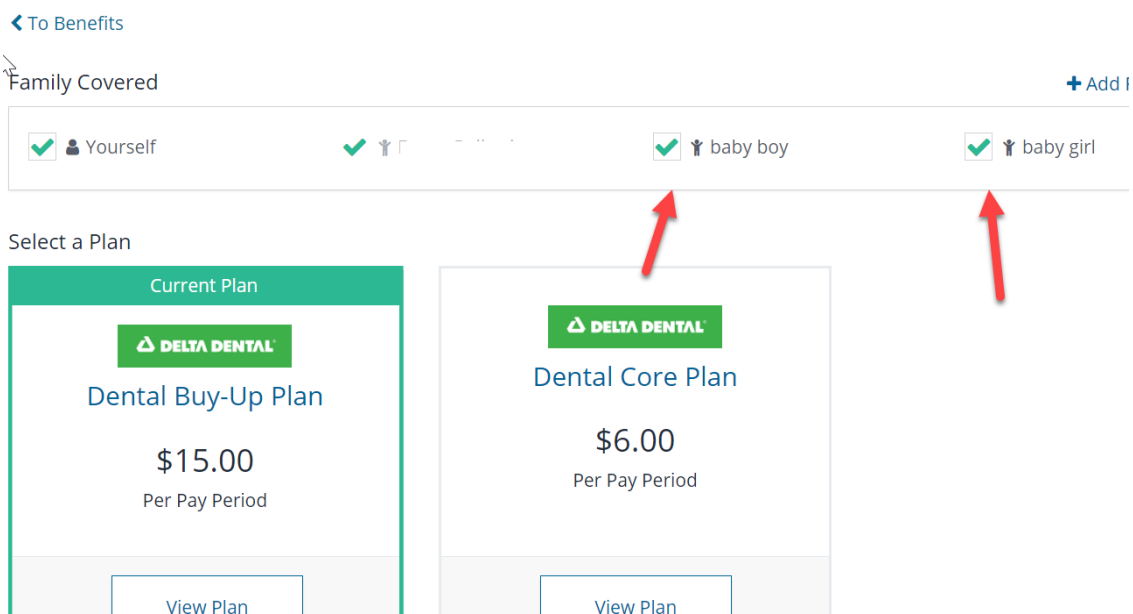
❮ To Benefits

Family Covered   ✚ Add

✔ 👤 Yourself	✔ 👤	✔ 👤 baby boy	✔ 👤 baby girl

Select a Plan

Current Plan	
△ DELTA DENTAL	△ DELTA DENTAL
Dental Buy-Up Plan	Dental Core Plan
$15.00	$6.00
Per Pay Period	Per Pay Period
View Plan	View Plan

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Make sure your coverage tier is correct and click on "Update Cart".

Depending on which Life Event you entered, you may have to add/update your life insurance beneficiaries by clicking on "Next: Review Beneficiaries".

Select "Review and Checkout". On the "Confirm your Benefit Elections" page, scroll down and review your changes. If satisfied, select "Checkout" at the bottom right to complete your Life Event.

After selecting "Checkout", scroll up on the next screen to see that your changes are complete.

Life Event Changes Complete!

You have completed the life event changes to your benefits.

Need a copy of your benefits confirmation statement? ✉ Send by Email

👤 ——————————— 🛒 ——————————— ✓

Review Profile   Shop Benefits   Checkout

The coverage details listed below are the current active elections on file for you and your dependents.

- If you believe there is an error in your statement, please contact your HR Shared Services.
- If you need to make changes due to a qualifying life event, please click on the Life Event link.

Click on the icons below to print your confirmation statement or generate a pdf file.

Upload your supporting documentation.

Click on "Open" next to the applicable document.

Your To-Do List ²   0 of 2 Complete

☐ Provide Adoption Certificate/Court Order for baby boy	Open	›
☐ Provide Adoption Certificate/Court Order for baby girl	Open	›

Select the document type and upload the document.

Required Documents

Select Document Type: ⓘ	Select Document Type: ⓘ
Adoption Certificate/Court Order ˅	Adoption Certificate/Court Order ˅
baby boy	baby girl
☁ Drag document here or click to browse	☁ Drag document here or click to browse
The document(s) requested in this section must be submitted by 12 AM EST on **07/26/2021** or else the following elected benefit(s) will be subject to	The document(s) requested in this section must be submitted by 12 AM EST on **07/26/2021** or else the following elected benefit(s) will be subject to

Your life event won't be approved until the necessary supporting documentation is submitted by you.

If there are any issues, a member of the Reward & Benefits team will contact you.

For a list of acceptable documents, please refer to Appendix A.

You may check your Flexi-Elements account to verify that the change went through and to view your Benefits Summary.

Appendix A – Acceptable Documents to Submit as Qualifying Life Event Proof

You need to only provide one document as proof. For those QLEs that have more than one document listed, you may choose one from the list.

Qualifying Life Event	Documentation
Birth / Adoption	Birth Certificate, Hospital Birth Notice, Adoption Certificate, Court Order
Divorce / Annulment/Legal Separation	Divorce Decree, Court Document/Order
Death of a Child	Death Certificate
Death of a Spouse	Death Certificate
Spouse Makes Changes at their own Open Enrollment	Enrollment Document, Summary of Benefit Elections
Guardianship	Court Document/Order
Marriage	Marriage Certificate/License, Federal or State Tax Return
Gain Eligibility Medicare/CHIP	Enrollment Document, Award Letter
Lose Eligibility Medicare/CHIP	Benefit Termination Document, Benefit Cancellation Letter
Change in Cost or Provider of Daycare	Letter from daycare about tuition increase, Tuition Bill, Letter/Document pertaining to reason behind change in provider
Dependent Gains Coverage	Enrollment Document, Summary of Benefit Elections
Dependent Loses Coverage	Certificate of Creditable Coverage, Summary of Benefit Cancellation
Loss of Other Coverage	Benefit Termination Document, Benefit Cancellation Letter
Dependent Care - Child turns 13 HSA Contribution Change Tobacco Status/Spousal Surcharge Change Voluntary Benefit Cancellation	No Documentation Necessary