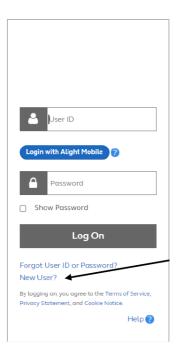
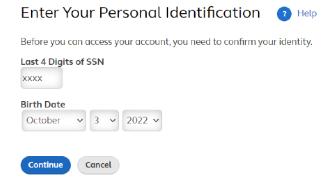
Registration

Step 1. Click on the link to begin the registration process. Next, click on the "New User?" option below the **Log On** button.

Web Enroll Link: https://digital.benefitsnow.com/SRA



Step 2. Enter the last 4 of you your SSN and your DOB and click continue.



Step 3. Enter your Zip Code, then click Continue

Provide Additional Identification To help verify your identity, you must enter the information requested below. You'll then be prompted to create a new user ID and password. Zip Code Continue Step 4. Create User ID/Username and Password. Adding a "Hint" is optional. Then, click Continue. Create Your Log On Information (2) Help You must create your own user ID for increased security and flexibility.

Protect Yourself From Website Fraud

criminals.

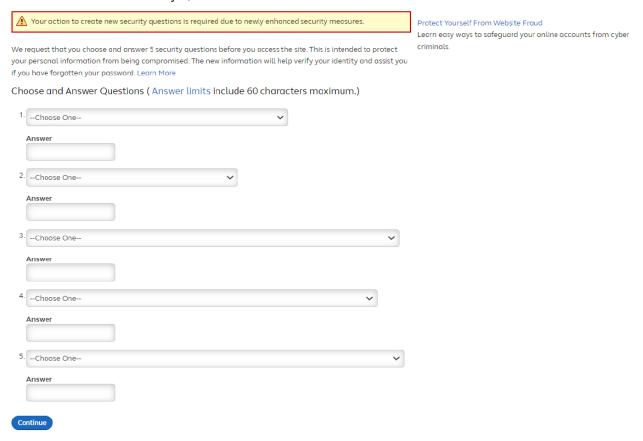
Learn easy ways to safeguard your online accounts from cyber

A user ID is an ID that uniquely identifies you on this site. Your user ID gives you access to your benefits informationwhile protecting the confidentiality of your Social Security Number. User ID Tips
• Enter 8 to 60 characters.
• Spaces aren't allowed. User IDs aren't case sensitive.
 Only the following special characters are allowed: @-_.
 Can't contain the password. New Password Password requirements: O Within 10 - 64 characters Reenter New Password O Reentry must match Show Password Password must meet 3 of 4 difficulty rules: Password Tips
• Enter 10 to 64 letters, numbers or special characters. O Upper case Use a password that's easy for you to remember but hard for others to guess.
Don't include public or known information about O Lower case O Special character Learn More ONumber Hint (optional)

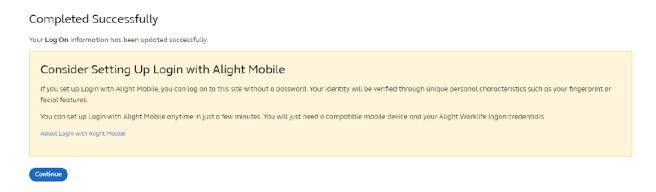
Enter up to 60 characters or numbers. Hints aren't case

Step 5. Prove answers to Security Questions, then click Continue.

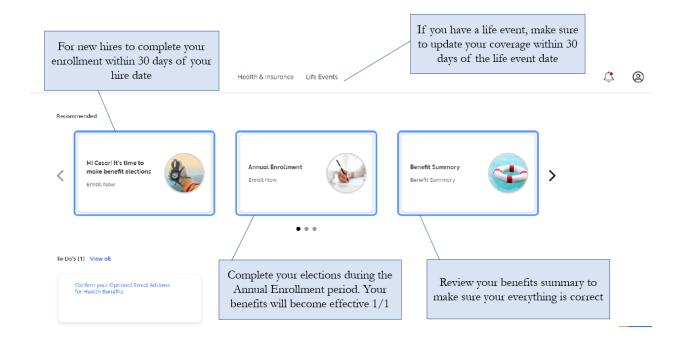
Choose and Answer Security Questions



Step 6. The "Successfully Competed" page will display, and you are all set. Click continue to go the Landing page to begin the enrollment experience.

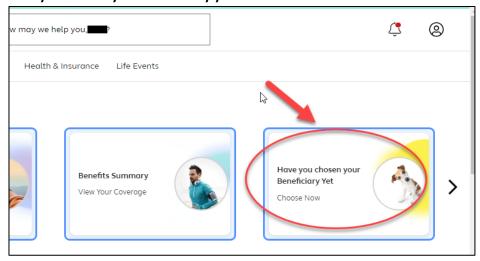


Step 7. Once you register, make sure you take action when necessary



Step 8. You may use any of the below **options to be directed to the beneficiary designation page**/section

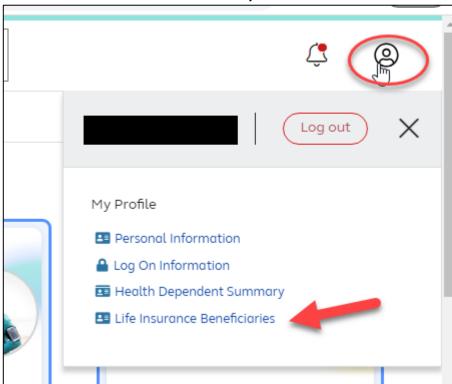
a) "Have you chosen your beneficiary yet" tile under the 'Recommended' section on Homepage



b) Designate your Life Insurance Beneficiaries link under "To-Dos" section on Homepage (this TO Do item would appear **only when there are no beneficiaries designated** yet)

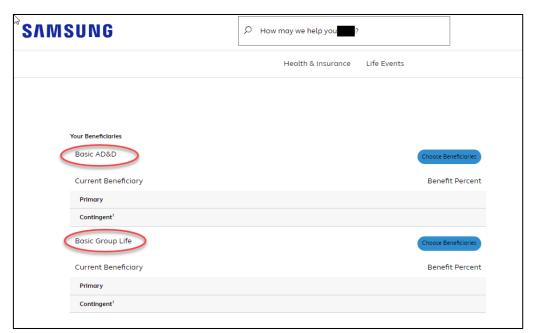


c) Life Insurance Beneficiaries link under "My Profile" section

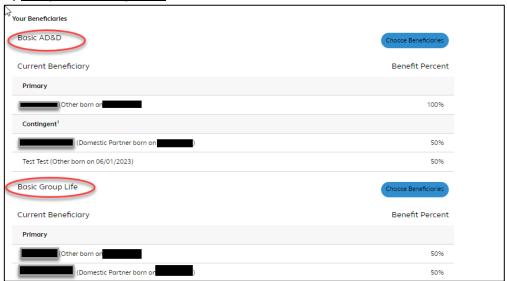


Step 9. You will be **directed to** the below **beneficiary designation section**/page where the **plans** with beneficiary designation requirement **are listed**

Depending on the status of designation, you would see either of the below screens a) No beneficiary designated yet



b) Beneficiaries designated

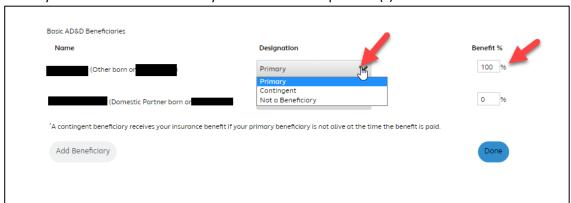


Step 10. You may click on 'Choose Beneficiary' to designate a beneficiary or modify the current designation

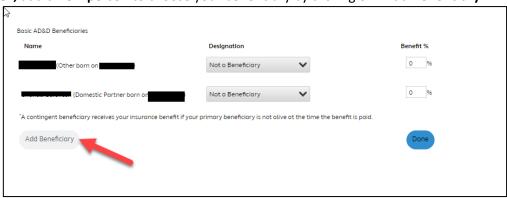


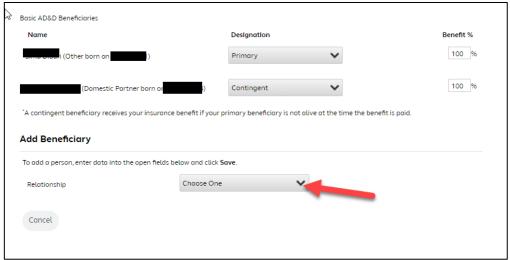
Step 11. On the next screen, system will display the dependent data (if any listed in the account)

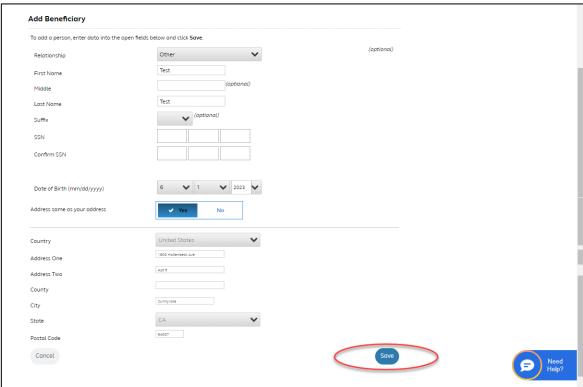
You may either choose a beneficiary from the listed dependent(s)



Or, add a new person to choose your beneficiary by clicking on "Add Beneficiary"







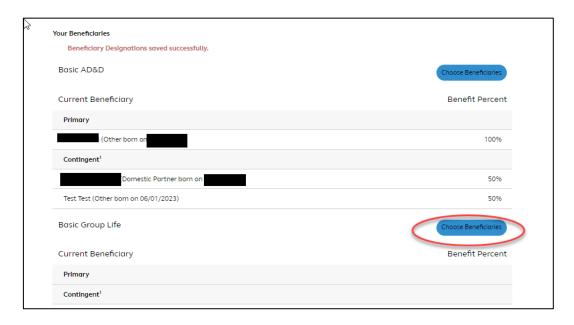
Step 12. Click on "Done" after choosing the beneficiaries to save your selection



Step 13. You will be **directed back to the Beneficiary Designation page with a confirmation** that beneficiary designations are saved successfully



Step 14. You may choose beneficiary for other listed plan(s) by following steps 3 – 6.



Step 15. Once beneficiaries are designated for all plans, you may **click on** employer **Logo to be directed back to the Homepage**

