

New Hire Onboarding Benefits Checklist

Within the first week of your hire date, you will receive a letter from the Chemours Service Center, with information about how to enroll in or waive benefit coverage with Chemours. Benefits are effective on the first day of your employment. You have 31 days from your date of hire to enroll in benefits. If you do not enroll during this 31-day new hire enrollment period, you will be defaulted into medical (includes prescription), dental, and basic life insurance for employee coverage only. Follow this checklist to ensure you complete all benefit elections.

1. Update all information in Workday

All requirements in your Workday Inbox must be completed in order to create your benefits record (including SSN, date of birth, home address, and tax withholding elections).

2. Access Chemours Benefits Information

Visit chemoursevenefits.com and the Chemours Benefits Service Center, by phone at **(844) 215-5096**, or online at mychemoursevenefits.com

3. Enroll or waive coverage at the Chemours Benefits Service Center

Connect by phone at **(844) 215-5096** or visit mychemoursevenefits.com (company key is **chemoursevenefits**).

- If you do not enroll or waive coverage, you will default to medical (including prescription), dental, and basic life insurance for employee only coverage, and your payroll benefit deductions will begin. For all other benefits you will need to wait until next Annual Benefits Open Enrollment to make your benefit elections, unless you experience a Qualified Life Event, such as marriage or the birth of your child.
- **Dependent verification is required**—including Social Security number and documentation, such as a birth or marriage certificate.
- Be sure to enter your beneficiary information for Life Insurance.

4. Set up your Paycheck Deductions

Your benefit deductions will appear on your first paycheck after you complete and submit your benefits enrollment. If you enrolled in benefits and you do not have benefit deductions on your first paycheck, then a retroactive benefit deduction adjustment (double deductions) will be included in your next paycheck.

5. Set up your Health Savings Account

- When you enroll in a Chemours medical plan, you may be eligible for a Health Savings Account. You will receive a welcome packet from Bank of America and a Visa Debit card that you can use to pay for qualified health care expenses, such as doctors' office visits and annual physicals, deductibles, and coinsurance. An HSA is your personal savings account, the money stays with you for the rest of your life.
- Chemours contributes up to \$600 (employee only coverage) or up to \$1200 (other coverage levels) to your eligible HSA (company HSA contributions are prorated based on your hire date). If you enroll in a coverage level that is not employee only, remember, your dependent(s) must be verified before you can receive the Chemours contribution to your HSA. You will receive your HSA contribution on your next paycheck after your HSA is opened and your dependent verification is completed.
- The US Patriot Act is a federal law that requires financial institutions to verify the identity of individuals who open an account.

6. Set up your Retirement Savings Plan

Merrill Lynch will mail a retirement savings plan eligibility letter and packet to your home address, and additional information on eligibility and auto-enrollment will be sent at a later date. Once you enroll in the 401(k) plan, remember to enter your beneficiary information (you can choose more than one person). To help you save for a financially secure retirement, if you do not enroll in the Chemours 401(k) plan within 60 days after your date of hire, you are automatically enrolled in the plan at a contribution rate of 6% of your eligible pay. Remember, you can make changes to your 401(k) contribution rate at any time. Contact Merrill Lynch by phone at **(877) 854-CHEM** or online at benefits.ml.com



7. Get help when you need it most

- **Employee Assistance Program (EAP)** – The EAP benefit is administered by ComPsych and is provided at no cost to employees and their family members to handle life issues such as depression, family/marital counseling, emotional health, and more. Contact ComPsych at **(866) 974-7366** or visit guidanceresources.com (Chemours EAP access **CHEMOURSEAP**).
- **Personal Health Advocate** – If you are enrolled in a Chemours medical plan, you and your covered family members will have access to Aetna One® Advocate.* Aetna One® Advocate makes managing your health and your benefits easier. The service is confidential, and you may use it as often as you like—there is no additional cost.

When you rely on Aetna One® Advocate, you'll have a single trusted person—one advocate—who can help:

- Answer your questions about any health or benefit-related needs
- Help you get the right care
- Set health goals based on your objectives
- Create a personal care plan tailored to your needs
- Choose the right providers for your healthcare needs
- Schedule doctor appointments
- Answer your claims questions and resolving billing issues
- Provide compassionate daily living and emotional support

We encourage you to make the most of the A1A benefit and invest in your personal well-being. Call your Aetna One® Advocate team anytime, seven days a week at **(800) 417-2386** or visit aetna.com