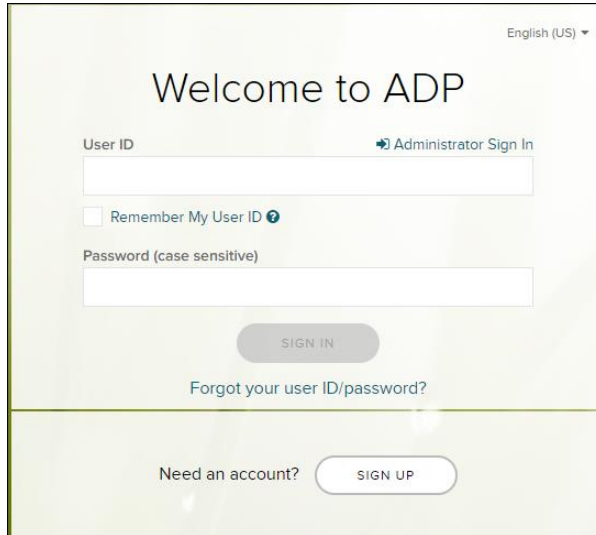


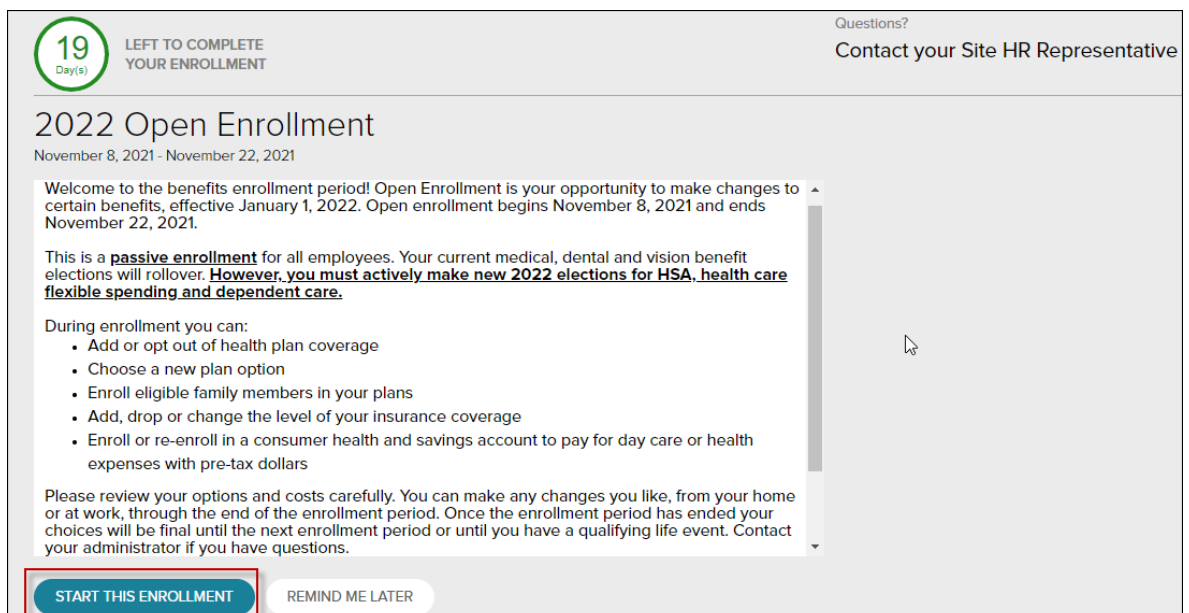
## Log In to ADP WorkForceNow

1. Access the ADP WFN website: <https://workforcenow.adp.com>.

If this is your first time logging in, select the **Sign Up** button to register. If you are unsure of the registration code, please contact your HR team.



2. Enter your **User ID** and **Password** and click **Sign In**. If you've forgotten your User ID or Password a link is available to assist.
3. Select **Start This Enrollment** and the system will guide you through the screens, or select **Remind Me Later** if you are not ready to make your elections.



19 Day(s) LEFT TO COMPLETE YOUR ENROLLMENT

Questions?  
Contact your Site HR Representative

### 2022 Open Enrollment

November 8, 2021 - November 22, 2021

Welcome to the benefits enrollment period! Open Enrollment is your opportunity to make changes to certain benefits, effective January 1, 2022. Open enrollment begins November 8, 2021 and ends November 22, 2021.

This is a **passive enrollment** for all employees. Your current medical, dental and vision benefit elections will rollover. **However, you must actively make new 2022 elections for HSA, health care flexible spending and dependent care.**

During enrollment you can:

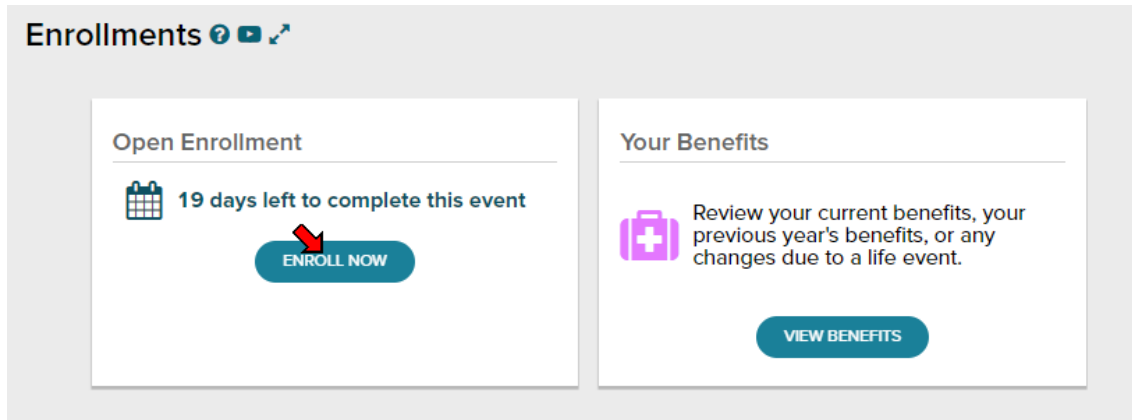
- Add or opt out of health plan coverage
- Choose a new plan option
- Enroll eligible family members in your plans
- Add, drop or change the level of your insurance coverage
- Enroll or re-enroll in a consumer health and savings account to pay for day care or health expenses with pre-tax dollars

Please review your options and costs carefully. You can make any changes you like, from your home or at work, through the end of the enrollment period. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your administrator if you have questions.

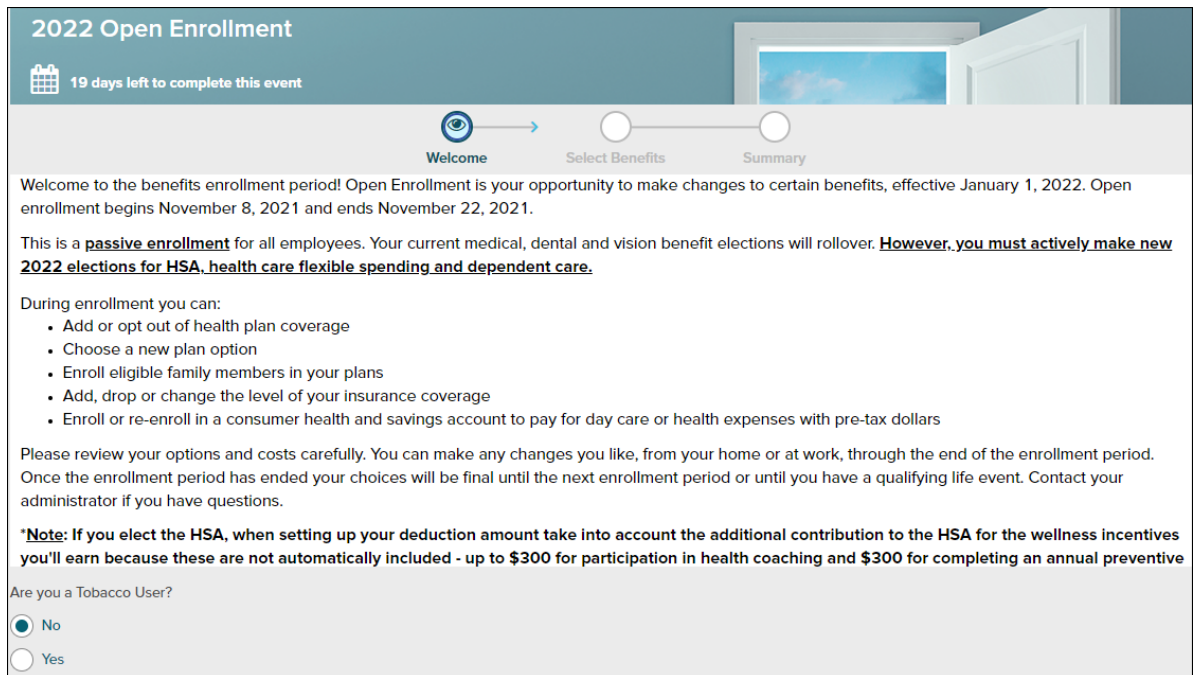
**START THIS ENROLLMENT** REMIND ME LATER

The splash page will continue to be displayed each time you log in for the duration of the Open Enrollment Period until you complete your selections.

- You will be routed to the Enrollments page, where you have the option to either start the Open Enrollment process or review your current benefits.



- To start, click **Enroll Now** in the Open Enrollment box. You will be brought back to the Welcome Note and Introduction screen. Please review all information on this screen, as there are often important references for your Open Enrollment options. Then you will make the tobacco attestation and click **Continue**.



- The left side of the screen indicates the different plan types that you are available to enroll in. When you are viewing the selected plan type, all enrollment options will be displayed on screen.

**Enrollments** 2022 Open Enrollment  
19 days left to complete this event

Welcome Select Benefits Summary

**Medical**

Your company requires you to enter a reason to waive this coverage.

1. Which plan would you prefer? **\$98.00** Frequency: Per Pay Period

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
2022 Anthem Consumer, Consumer	Anthem BlueCross and BlueShield	\$98.00	\$391.50	---	<b>SELECTED</b>
2022 Anthem PPO Medical Plan, General	Anthem BlueCross and BlueShield	\$233.00	\$779.00	---	SELECT

Company Sponsored Plans

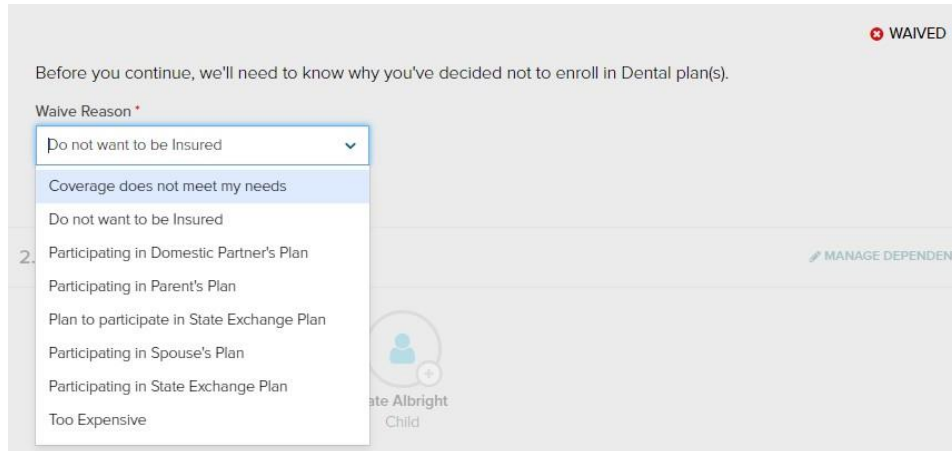
- STD - METLIFE, ENROLLED
- LTD - METLIFE, ENROLLED
- AD&D - METLIFE, ENROLLED
- BASIC LIFE INSURANCE - METLIFE, ENROLLED

2. Who do you want to cover?

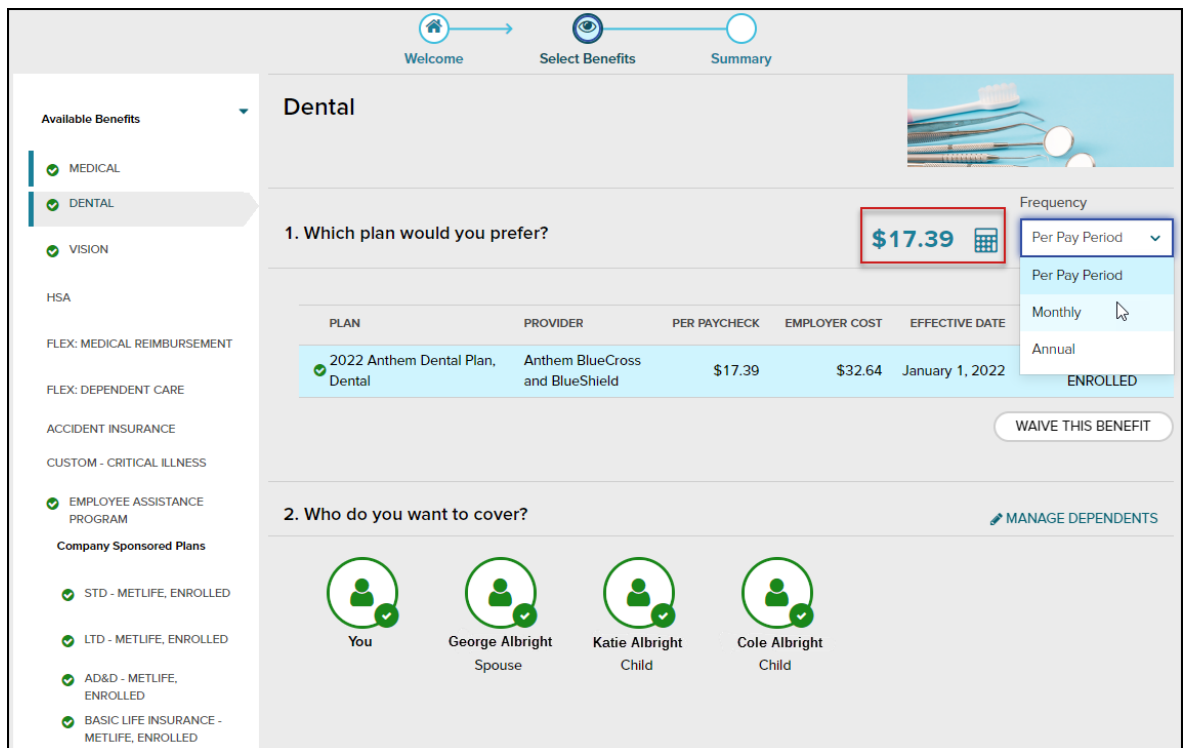
You George Albright Spouse Katie Albright Child Cole Albright Child

SAVE FOR LATER CONTINUE TO PREVIEW

You may choose to click **Select Plan** for the desired enrollment or **Waive This Benefit**. If you chose to waive a benefit, you may be required to select a waive reason.

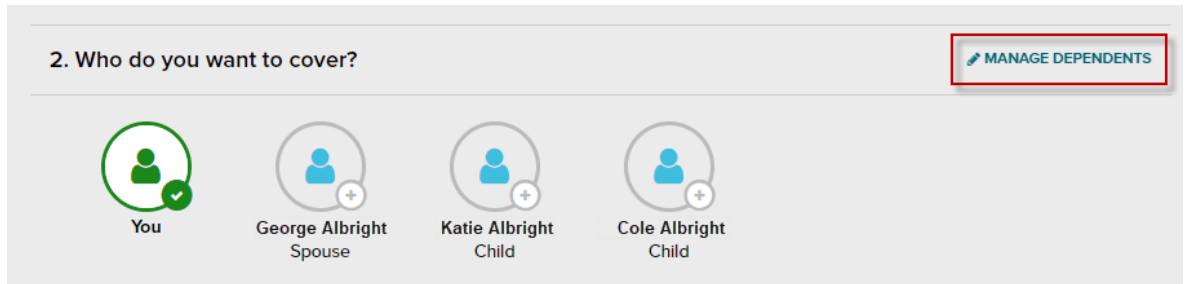


When you choose to enroll in a plan, you may review your costs on a **Per Pay Period, Monthly, or Annual** basis by selecting the desired view in the calculator drop-down. The rate displayed to the left will be updated based on your selection, and it will also be updated if dependents are added for coverage.



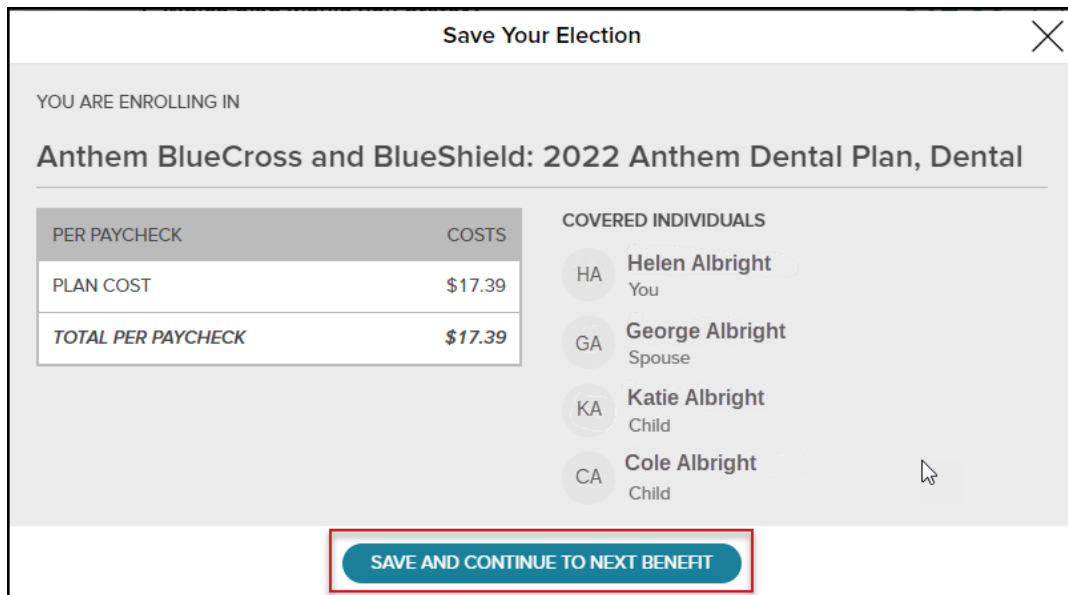
While enrolling in a plan, please be sure to indicate which dependents should be covered in Step 2, if applicable. If you need to update or add a dependent, you may click the **Manage Dependents** link in Step 2.

\*Please note: The coverage level for your enrollment (Employee, Employee + 1, Employee + Family) is driven by which dependents you select to enroll.







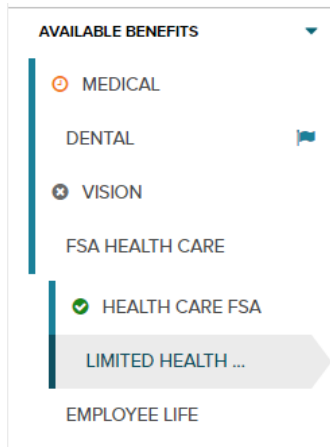
Click **Continue to Preview**.

Review your enrollment, costs and covered individuals carefully. Then click **Save and Continue to Next Benefit** to continue making your benefit selections.



In the Open Enrollment flow, the following visual indicators are displayed to show different steps taken, action items, or enrollment statuses.

-  **Flag icon** – Plans that need your attention
-  **Green check mark** – Current plans that you have enrolled in
-  **Gray X** – Plans that are waived
- **Blank** - Available benefits
-  **Orange clock** – Pending approval



- Continue through each step until all elections are complete and the **Continue to Summary** button is activated.

**Critical Illness**

1. Which plan would you prefer?

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
***Critical Illness Plan, Employee + Children	Metropolitan Life Ins Co	\$23.85	\$0.00	---	<a href="#">SELECT PLAN</a>
***Critical Illness Plan, Employee + Family	Metropolitan Life Ins Co	\$38.80	\$0.00	---	<a href="#">SELECT PLAN</a>
***Critical Illness Plan, Employee + Spouse	Metropolitan Life Ins Co	\$34.65	\$0.00	---	<a href="#">SELECT PLAN</a>
***Critical Illness Plan, Employee Only	Metropolitan Life Ins Co	\$19.70	\$0.00	---	<a href="#">SELECT PLAN</a>

2. Which coverage level would you prefer?

Coverage Level \*

\$10,000

3. Who do you want to cover?

You  
 George Albright Spouse  
 Katie Albright Child  
 Cole Albright Child

[SAVE FOR LATER](#) [CONTINUE TO SUMMARY](#)

- Review all selections. When you are ready to confirm your selections, click **Submit Enrollment**. Please note that your benefit elections will not be processed until you click **Submit Enrollment**. If **Save For Later** is selected, these enrollments will not be submitted to your Benefit Manager until you fully submit the enrollment.

**2022 Open Enrollment**  
19 days left to complete this event

Welcome → Select Benefits → Summary

Please review this summary of your 2022 Open Enrollment. DOWNLOAD

**Warning:** Your benefit elections will not be processed until you click "SUBMIT ENROLLMENT". You will still be able to make changes until November 22, 2021 11:59 PM EST. SAVE FOR LATER SUBMIT ENROLLMENT

**Enrollment Summary** Frequency: Per Pay Period

Plan	Effective Date	Coverage	Employer Cost	Your Cost
<b>Medical</b>			\$679.00	\$333.00
<ul style="list-style-type: none"> <li>✓ Anthem BlueCross and BlueShield: 2022 Anthem PPO Medical Plan, General</li> <li>Surveys</li> <li>Spouse Waived Other Coverage</li> <li>Question: Is your spouse or domestic partner eligible for medical coverage elsewhere?</li> <li>Answer: Yes</li> </ul>	January 1, 2022	You George Albright Katie Albright		
<b>Vision</b>			\$0.00	\$8.12
<ul style="list-style-type: none"> <li>✓ EyeMed: 2022 EyeMed Vision, Vision</li> </ul>	January 1, 2022	You George Albright		
<b>Short Term Disability</b>			\$0.00	\$0.00
<ul style="list-style-type: none"> <li>✓ Metropolitan Life Ins Co: STD - MetLife, Enrolled</li> </ul>	January 1, 2022	You	\$2,075.39	
<b>Long Term Disability</b>			\$16.81	\$0.00
<ul style="list-style-type: none"> <li>✓ Metropolitan Life Ins Co: LTD - MetLife, Enrolled</li> </ul>	January 1, 2020	You	\$7,307.09	
<b>AD&amp;D</b>			\$1.96	\$0.00
<ul style="list-style-type: none"> <li>✓ Metropolitan Life Ins Co: AD&amp;D - MetLife, Enrolled</li> </ul>	January 1, 2020		\$135,000.00	
<b>Employee Life</b>			\$14.04	\$0.00
<ul style="list-style-type: none"> <li>✓ Metropolitan Life Ins Co: Basic Life Insurance - MetLife, Enrolled</li> </ul>	January 1, 2020	<b>Primary Beneficiary:</b> George Albright (100%) <b>Secondary Beneficiary:</b> Fran Smith (100%)	\$135,000.00	
<b>Per Pay Period:</b>			\$711.81	\$341.12

**Waived Benefits**

Dental *Waive Reason: Participating in Spouse's Plan*

SAVE FOR LATER SUBMIT ENROLLMENT

- Please ensure you receive the confirmation note indicating your elections have been submitted.

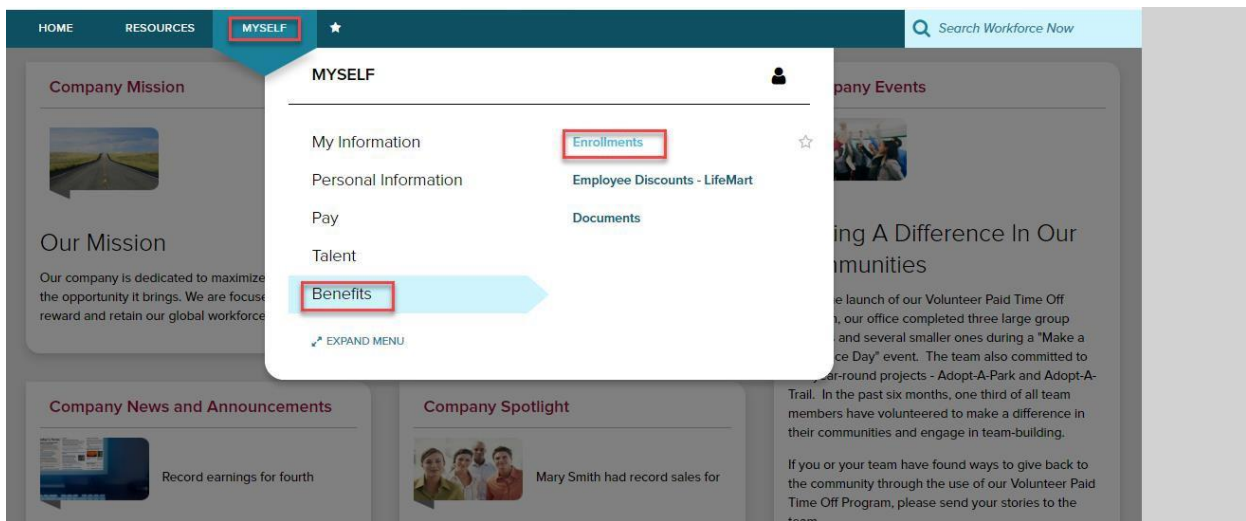
✓ You have completed your enrollment.

You have successfully completed your D Test enrollment. Contact your administrator if you have questions.

CLOSE

**REMEMBER:** This is a **PASSIVE** enrollment which means your current benefit elections will rollover. However, you must actively make new elections for HSA and FSA coverages for the 2022 calendar year in ADP. ***HSA and FSA benefit elections will not rollover from the 2021 calendar year to the 2022 calendar year.***

If you would like to make additional changes or modifications during the Open Enrollment Period, you may log in and navigate to **Myself > Benefits > Enrollments** and click the **Enroll Now** option in the Open Enrollment box which will bring you back to the beginning of the profile to make any desired election changes.



**Tip:** For additional information on a specific plan, click the hyperlink in the plan name and a page will open to display a plan note.



Enrollments Add to Favorites

**2022 Open Enrollment**  
 19 days left to complete this event

Welcome → **Select Benefits** → Summary

**Medical**

Your company requires you to enter a reason to waive this coverage.

Frequency: Per Pay Period

1. Which plan would you prefer?

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
2022 Anthem Consumer, Consumer	Anthem BlueCross and BlueShield	\$30.50	\$160.00	—	<input type="button" value="SELECT"/>
<b>2022 ANTHEM PPO MEDICAL PLAN, GENERAL</b>	Anthem BlueCross and BlueShield	\$71.00	\$324.00	—	<input type="button" value="SELECT"/>

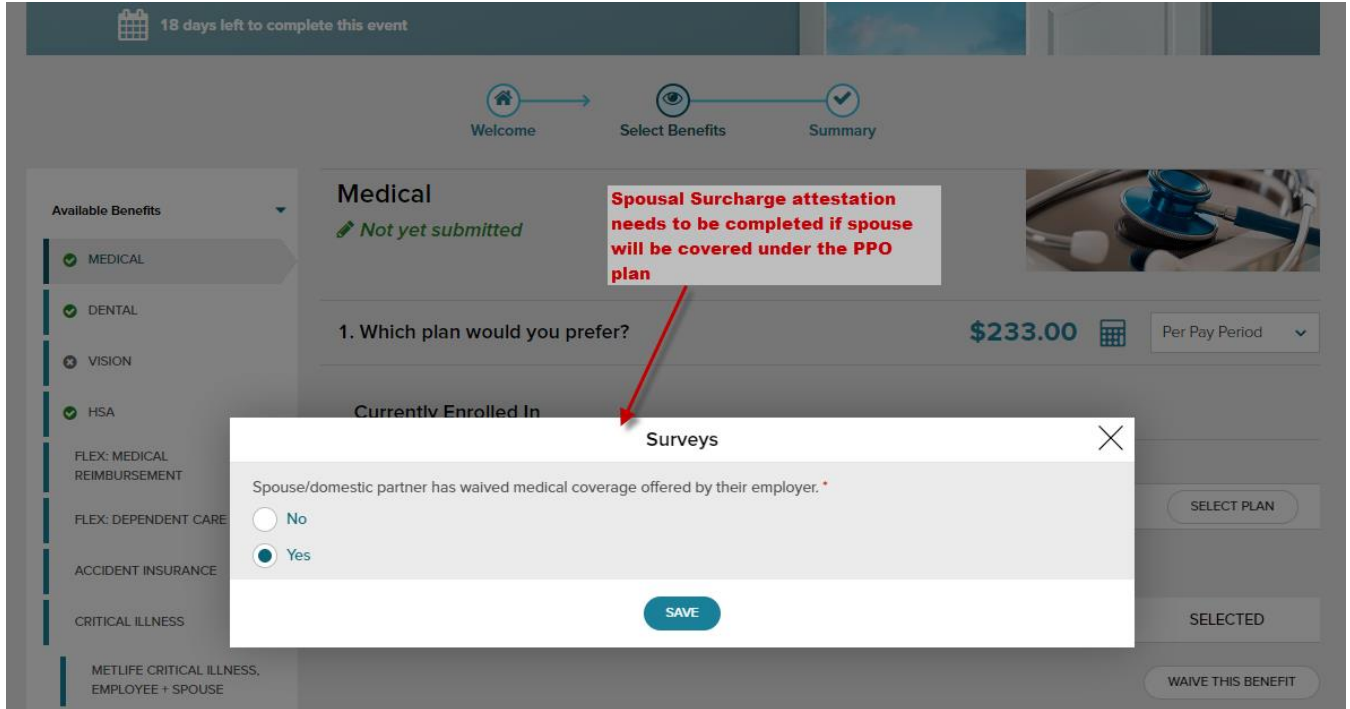
**2022 Anthem PPO Medical Plan, General**

PPO premiums will be reduced by \$25 per month if you qualify for the preventive care wellness incentive. Premium reductions will be reflected in your payroll deduction.  
Spousal Premium applies to the PPO plan ONLY. Subject to audit. If the PPO plan is elected then the attestation should be completed.  
Spousal Premium is waived if enrolled in the Consumer plan.

*Click on the hyperlink in the plan name to display benefit plan information.*

**Important note for employees enrolling in the PPO plan:**

**If you select the PPO plan and cover your spouse then you will need to complete the Spousal Surcharge attestation. If your spouse has other employer provided coverage available and you choose to cover your spouse on GrafTech's PPO plan then the premium of \$200 per month will apply.**



If you elect to contribute money to a **Health Savings Account** select the plan and enter the per pay contribution.

**\*\*\* If you elect to contribute to a HSA account, when setting up your contribution amount take into account the additional contribution for the wellness incentives you'll earn because these are not automatically included – up to \$300 for participation in health coaching and \$300 for an annual preventive care visit with your physician. \*\*\***

**Enrollments** Add to Favorites

**2022 Open Enrollment**  
 19 days left to complete this event.

Welcome Select Benefits Summary

**Available Benefits**

- MEDICAL
- DENTAL
- VISION
- HSA
- FLEX: MEDICAL REIMBURSEMENT
- FLEX: DEPENDENT CARE

### Health Savings Account

1. Which plan would you prefer?

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE
2022 HEALTH SAVINGS ACCOUNT	Anthem BlueCross and BlueShield	--	--	--

ENROLLMENT DEPENDENCY

[BACK](#) **2022 Health Savings Account**

When setting your HSA amount, take into account the additional contribution to the HSA for the wellness incentives you'll earn because they are not automatically included – \$300 contribution for an annual preventive care visit and \$75 for participation in health coaching per quarter. The health coaching incentive will be contributed to HSA accounts in December 2022.

The employer contribution and incentives will be deposited to your HSA account in quarterly installments.

IRS regulations allow a Catch Up contribution of an additional \$1,000 yearly for employees age 55 or older. This system will recognize when you are eligible for the Catch up contribution and will allow you to elect through self service.

**2. How much would you like to contribute?**

Your estimated annual contribution can be any amount from **\$0.00** up to **\$3,150.00**.

Your employer will contribute an annual total of **\$500.00**, distributed as Quarterly payment(s) to your account.

For the ENTIRE YEAR, I want to contribute:

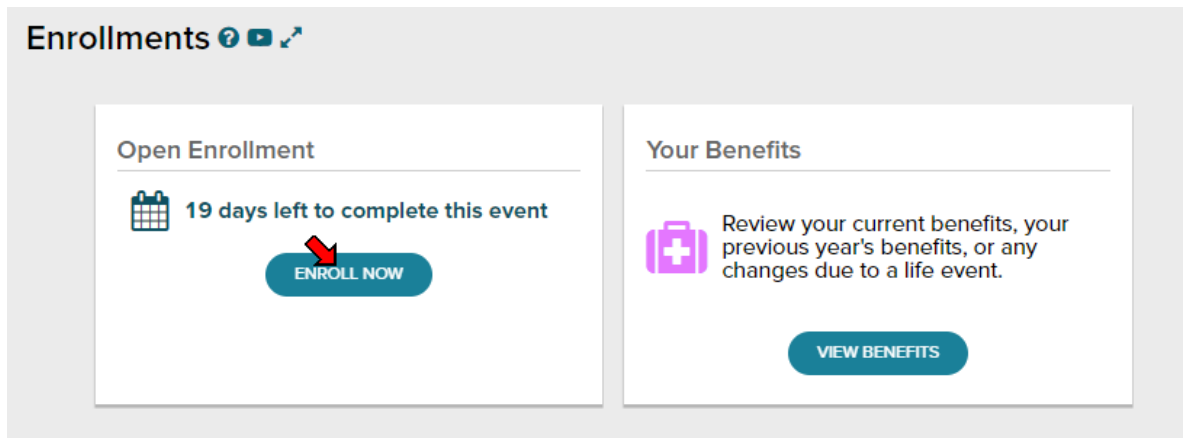
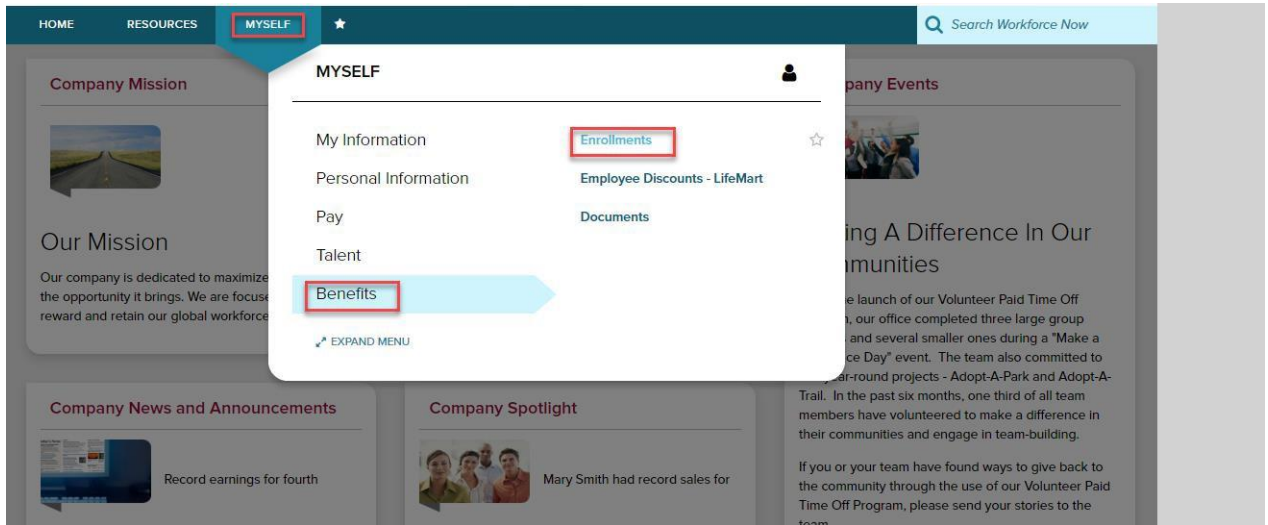
Maximum yearly goal

Enter a different amount

<b>Your contribution</b>	<b>\$0.00</b>
<b>Employer Cost</b>	<b>\$500.00</b>
<b>TOTAL HEALTH SAVINGS ACCOUNT CONTRIBUTION</b>	<b>\$500.00</b>

You can make changes to your elections through the end of the enrollment period. Any new changes you submit will overwrite the previous submission.

Navigate to **Myself > Benefits > Enrollments** and click the **Enroll Now** option again in the Open Enrollment box, which will bring you back to the beginning of the profile to make election changes.



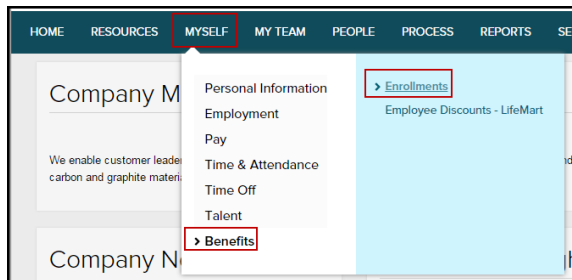
\* Remember to electronically submit your new selections to the administrator for approval.

**Note:** If you receive an error message when trying to remove the Consumer plan enrollment, first remove the HSA plan election then go back to the Consumer plan and remove it.

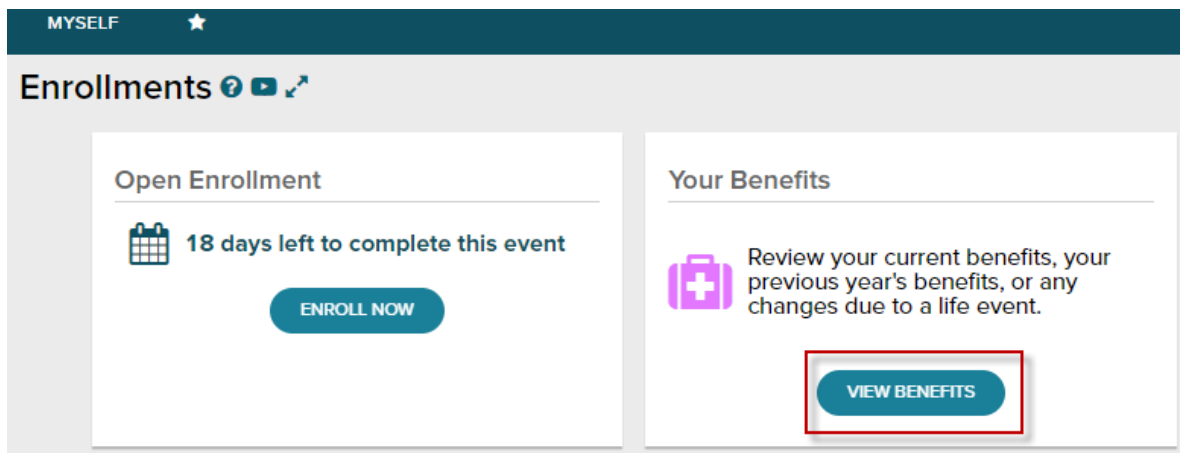
**Your original election needs to be approved by the system administrator before you can re-submit new elections. If the previous election has not yet been approved you will receive an error message.**

**IMPORTANT:** Remember to review your elections and click **Submit Enrollment** to finalize your benefit elections for 2022.

## To View Your Current Enrollment Details



**Starting Point: Myself > Benefits > Enrollments > View Benefits**



If you have any questions using the ADP WFN web site, or if you make an enrollment error, please contact Kristen Alexa-Kneisel, [kristen.alex-kneisel@graftech.com](mailto:kristen.alex-kneisel@graftech.com) or Dennis Robinson, [dennis.robinson@graftech.com](mailto:dennis.robinson@graftech.com). Pending changes can only be corrected by your company's administrator.