

Log In to ADP WorkForceNow

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

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.

User ID	 Administrator Sign In
User ID	Administrator Sign in
Remember My User	ID O
Password (case sensitiv	e)
	SIGN IN
-	your user ID/password?

- 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 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 <u>passive enrollment</u> for all employees. Your current medical, dental and vision benefit elections will rollover. <u>However, you must actively make new 2022 elections for HSA, health care</u> <u>flexible spending and dependent care.</u>	
During enrollment you can: • Add or opt out of health plan coverage	\searrow
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.

4. 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.

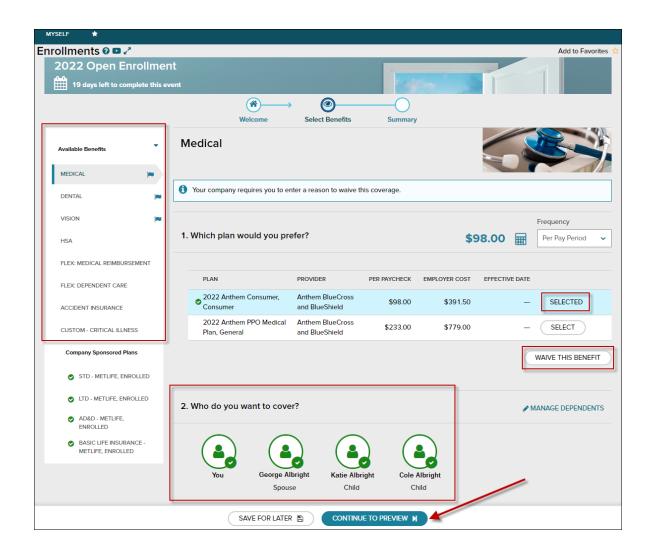
Enro	llments 🛿 🗖 🖍	
	Open Enrollment	Your Benefits
	19 days left to complete this event	Review your current benefits, your previous year's benefits, or any changes due to a life event.
		VIEW BENEFITS

5. 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**.

2022 Open Enrollment		
19 days left to complete this event		399
() Welcon	ne Select Benefits	Summary
Welcome to the benefits enrollment period! Open Enrollment enrollment begins November 8, 2021 and ends November 2.		iges to certain benefits, effective January 1, 2022. Open
This is a passive enrollment for all employees. Your current n 2022 elections for HSA, health care flexible spending and c		elections will rollover. However, you must actively make new
 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 of the saving	-	expenses with pre-tax dollars
Please review your options and costs carefully. You can make Once the enrollment period has ended your choices will be fi administrator if you have questions.		
		dditional contribution to the HSA for the wellness incentives ealth coaching and \$300 for completing an annual preventive
Are you a Tobacco User?		
No No		
○ Yes		



6. 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.



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.



			S WAIVED
Before you cor Waive Reason*	ntinue, we'll need to	know wh	you've decided not to enroll in Dental plan(s).
Do not want to	be Insured	~	
Coverage doe:	s not meet my needs		
Do not want to	be Insured		
Participating in	Domestic Partner's Pla	n	# MANAGE DEPENDEN
Participating in	Parent's Plan		
Plan to particip	ate in State Exchange I	Plan	
Participating in	Spouse's Plan		
Participating in	State Exchange Plan		e Albright
Too Expensive			Child

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.

	Image: Welcome Select Benefits Summary	
Available Benefits	Dental	
MEDICAL		
O DENTAL	Freque	псу
		ay Period 🗸
HSA	Month	
FLEX: MEDICAL REIMBURSEMENT	PLAN PROVIDER PER PAYCHECK EMPLOYER COST EFFECTIVE DATE	-
FLEX: DEPENDENT CARE	2022 Anthem Dental Plan, Anthem BlueCross \$17.39 \$32.64 January 1.2022	ENROLLED
ACCIDENT INSURANCE	WAIVE T	
CUSTOM - CRITICAL ILLNESS		
EMPLOYEE ASSISTANCE PROGRAM	2. Who do you want to cover?	DEPENDENTS
Company Sponsored Plans	\sim \sim \sim \sim	
STD - METLIFE, ENROLLED		
LTD - METLIFE, ENROLLED	You George Albright Katie Albright Cole Albright	
AD&D - METLIFE, ENROLLED	Spouse Child Child	
BASIC LIFE INSURANCE - METLIFE, ENROLLED		

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.



2. Who do you wa	ant to cover?			A MANAGE DEPENDENTS
You	George Albright Spouse	Katie Albright Child	Cole Albright Child	

Click Continue to Preview.

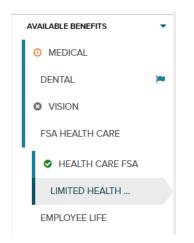
Review your enrollment, costs and covered individuals carefully. Then click **Save and Continue to Next Benefit** to continue making your benefit selections.

	Save Yo	ur Election	\times
YOU ARE ENROLLING IN			
Anthem BlueCross and B	lueShield	: 2022 Anthem Dental Plan, Denta	I
PER PAYCHECK	COSTS	COVERED INDIVIDUALS	
PLAN COST	\$17.39	HA Helen Albright You	
TOTAL PER PAYCHECK	\$17.39	GA George Albright Spouse	
		KA Katie Albright Child	
		CA Cole Albright Child	
SA	VE AND CONTIN	IVE TO NEXT BENEFIT	

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





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

Available Benefits	Critical Illness				-	
MEDICAL					1623	
O DENTAL	1. Which plan would you p	refer?				Per Pay Period
VISION						
HSA	PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
FLEX: MEDICAL REIMBURSEMENT	***Critical Illness Plan, Employee + Children	Metropolitan Life Ins Co	\$23.85	\$0.00	-	SELECT PLAN
FLEX: DEPENDENT CARE	***Critical Illness Plan, Employee + Family	Metropolitan Life Ins Co	\$38.80	\$0.00		SELECT PLAN
ACCIDENT INSURANCE	***Critical Illness Plan, Employee + Spouse	Metropo <mark>l</mark> itan Life Ins Co	\$34.65	\$0.00		SELECT PLAN
CUSTOM - CRITICAL ILLNESS	***Critical Illness Plan, Employee Only	Metropolitan Life Ins Co	\$19.70	\$0.00	-	SELECT PLAN
	2. Which coverage level we Coverage Level* \$10,000	uia you prefer?				
	510,000	*				
	3 Who do you want to co		lbright Cole	Albright		MANAGE DEPENDEN
	Spor		hild	Child		



8. 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		1	-	1
19 days left to complete this event		1347 3		
() Welcome	Select Benefits	Summary		
Please review this summary of your 2022 Open		,		DOWNLOAD
A Your benefit elections will not be processed until you click "SUBM You will still be able to make changes until November 22, 2021	IT ENROLLMENT".	SAVE FOR LATER		ENROLLMENT 🖈
				requency
nrollment Summary				Per Pay Period 🗸
Plan	Effective Date	Coverage	Employer Cost	Your Cost
안 Medical			\$679.00	\$333.00 🕻
Anthem BlueCross and BlueShield: 2022 Anthem PPO Medical Plan, General Surveys Spouse Waived Other Coverage Question: Is your spouse or domestic partner eligible for medical accurace accurace		You George Albright Katie Albright		
coverage elsewhere? Answer: Yes				
Vision			\$0.00	\$8.12
EyeMed: 2022 EyeMed Vision, Vision 🖋	January 1, 2022	You George Albright		
🖑 Short Term Disability			\$0.00	\$0.00
Metropolitan Life Ins Co: STD - MetLife, Enrolled \$2,075.39	January 1, 2022	You		
🖑 Long Term Disability			\$16.81	\$0.00
Metropolitan Life Ins Co: LTD - MetLife, Enrolled \$7,307.09	January 1, 2020	You		
🖻 AD&D			\$1.96	\$0.00
Metropolitan Life Ins Co: AD&D - MetLife, Enrolled \$135,000.00 	January 1, 2020			
Employee Life			\$14.04	\$0.00
Metropolitan Life Ins Co: Basic Life Insurance - MetLife, Enrolled \$135,000.00 	January 1, 2020	Primary Beneficiary: George Albright (100%)		
		Secondary Beneficiary: Fran Smith (100%)		
		Per Pay Period:	\$711.81	\$341.12
Vaived Benefits				
Dental Waive Reason: Participating in Spou	ıse's Plan			
			·	

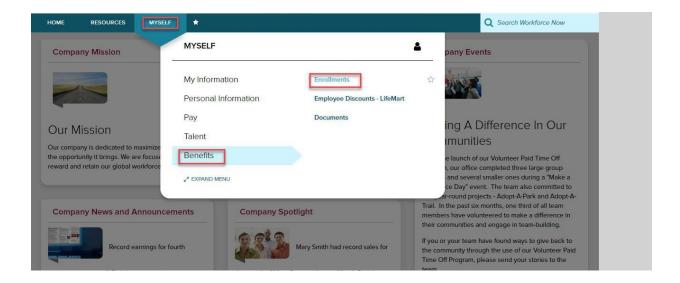
9. Please ensure you receive the confirmation note indicating your elections have been submitted.

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



<u>REMEMBER</u>: 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 <u>will not rollover</u> 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 again 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.



19 days left to complete this	s event	Select Benefits	Summary			
Available Benefits	Medical	Jerett Berleins	Juminary			
MEDICAL	Your company requires you to e	enter a reason to waive t	his coverage.			- 10
VISION	-					Frequency
HSA	1. Which plan would you p	refer?			Ħ	Per Pay Period
FLEX: MEDICAL REIMBURSEMENT						
FLEX: DEPENDENT CARE	PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
ACCIDENT INSURANCE	2022 Anthem Consumer, Consumer	Anthem BlueCross and BlueShield	\$30.50	\$160.00		SELECT
CUSTOM - CRITICAL ILLNESS	2022 ANTHEM PPO MEDICAL PLAN, GENERAL	Anthem BlueCross and BlueShield	\$71.00	\$324.00	-	SELECT
Company Sponsored Plans						WAIVE THIS BENEF
ACK		2022 Anti	hem PPO N	ledical Plan,	General	

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 <u>Spousal Surcharge</u> 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.



18 days let	ft to complete this event		100	2		
		Welcome	→ Select Benefits Summary			
Available Benefits	Medic	al et submitted	Spousal Surcharge attestation needs to be completed if spouse			
MEDICAL			will be covered under the PPO plan			
OENTAL	1. Which	1. Which plan would you prefer? \$233.00				
O HSA	Currer	ntly Enrolled In	×			
FLEX: MEDICAL			Surveys	×		
REIMBURSEMENT	Spouse/domestic partr	er has waived medical o	coverage offered by their employer. *		SELECT PLAN	
FLEX: DEPENDENT CARE	○ No					
ACCIDENT INSURANCE	• Yes					
CRITICAL ILLNESS			SAVE		SELECTED	
METLIFE CRITICAL ILLNI EMPLOYEE + SPOUSE	ESS.				WAIVE THIS BENEFIT	

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 (1) 0 Welcome Select Benefits Summary **Health Savings Account** . Available Benefits MEDICAL DENTAL) 1. Which plan would you prefer? VISION ie. HSA PLAN. PROVIDER PER PAYCHECK EMPLOYER COST EFFECTIVE DATE Anthem BlueCross ENROLLMENT FLEX: MEDICAL REIMBURSEMENT 2022 HEALTH SAVINGS ACCOUNT and BlueShield FLEX: DEPENDENT CARE 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 set/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			
Your contribution	\$0.00		
Employer Cost	\$500.00		
TOTAL HEALTH SAVINGS ACCOUNT CONTRIBUTION	\$500.00		

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.

HOME RESOURCES MYSEL					Q Search Workforce Now
Company Mission	npany Mission MYSELF		4		pany Events
	My Inform Personal I	ation nformation	Enrollments Employee Discounts - LifeMart	슙	
Our Mission Our company is dedicated to maximize the opportunity it brings. We are focus reward and retain our global workforce	Pay Talent Benefits		Documents	1	ing A Difference In Our Imunities e launch of our Volunteer Pald Time Off 1, our office completed three large group
A EXPAND MENU			y Spotlight		and several smaller ones during a "Make a ce Day" event. The team also committed to er-round projects - Adopt-A-Park and Adopt-A- Trail. In the past six months, one third of all team members have volunteered to make a difference in
Record earnings for fourth		Mary Smith had record sales for		If you o the cor	ommunities and engage in team-building. or your team have found ways to give back to mmunity through the use of our Volunteer Paid Off Program, please send your stories to the

Enrollments 🛛 🗖 🖍		
Open Enrollment		Your Benefits
19 days left to co	omplete this event	Review your current benefits, your previous year's benefits, or any changes due to a life event.
		VIEW BENEFITS

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

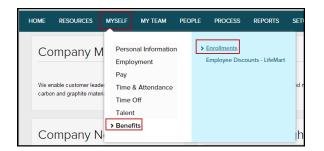
Note: If you receive an error message when trying to remove the Consumer plan enrollment, first remove the HSA plan election then go back to the Consumer plan and remove it.

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



MYSELF *

Enrollments ? • *

Open Enrollment

B days left to complete this event

ENROLL NOW

VEW BENEFITS

VEW BENEFITS

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, <u>kristen.alexa-kneisel@graftech.com</u> or Dennis Robinson, <u>dennis.robinson@graftech.com</u>. Pending changes can only be corrected by your company's administrator.