Sysco Benefits

2018 Enrollment
How-to Helper

Sysco Benefits

How to Log on to the Benefits Enrollment System

Step 1 Go to **SyscoBenefits.com** and click on the **Total Rewards Café** link to access the enrollment system.

Step 2 Enter verification information—your User ID and Password

> *If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*

Step 3 You will see your Message Box. Click on the arrow to the right of **Make Your Annual Enrollment Choices**

Step 4 On the **Welcome to Enrollment** screen click on **Research and Enroll**

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How to Enroll in Benefits

Step 1   Go to **SyscoBenefits.com** and click on the **Total Rewards Café** link to access the enrollment system.

Step 2   Enter verification Information—your User ID and Password

> *If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*

Step 3   You will see your Message Box. Click on the arrow to the right of **Make Your Annual Enrollment Choices**

Step 4   On the **Welcome to Enrollment** screen click on **Research and Enroll**

Step 5   On the Benefits Summary screen, click the **View/Change** button next to Medical

Step 6   Select dependents from **Choose Who's Covered**, if applicable

Step 7   Click **Continue to Step 2**

Step 8   Select **yes** if you are a tobacco user

Step 9   Click **Continue to Step 3**

Step 10   Select a medical plan and click the **Choose** button. To keep your current plan, click on **Keep**

Step 11   Return to the **Benefits Summary** screen and click **View/Change** next to each of the benefits you would like to elect or change.

Step 12   Once you have made all of your benefits elections, click the **Confirm Choices** button at the bottom of the **Benefits Summary** screen.

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How to Add your Dependents

Step 1   Go to **SyscoBenefits.com** and click on the **Total Rewards Café** link to access the enrollment system.

Step 2   Enter verification Information—your User ID and Password

> *If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*

Step 3   You will see your Message Box. Click on the arrow to the right of **Make your Annual Enrollment Choices**

Step 4   On the **Welcome to Enrollment** screen click on **Research and Enroll**

Step 5   On the Benefits Summary screen, click the **View/Change** button next to Medical

Step 6   Under **Choose Who's Covered** you can select an existing dependent or **Add a Dependent**

Step 7   If you click **Add a Dependent**, you will enter the following information: Social Security number, first name, last name, suffix (if applicable), birth date, gender and relationship

Step 8   Verify that he/she has the same address as you. If he/she does not, you will need to add his/her address

Step 9   Click **Continue to Step 2** and complete step 2 and 3

Step 10   You must select your dependents for each benefit

For more information please see the troubleshooting videos on SyscoBenefits.com or contact the Sysco Benefits Center at 1–800–55-SYSCO Monday–Friday 7 a.m.–7 p.m. Central Time.

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How to Add or Remove a Tobacco Surcharge

Step 1   Go to **SyscoBenefits.com** and click on the **Total Rewards Café** link to access the enrollment system.

Step 2   Enter verification Information—your User ID and Password

> *If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*

Step 3   You will see your Message Box. Click on the arrow to the right of **Make your Annual Enrollment Choices**

Step 4   On the **Welcome to Enrollment** screen click on **Research and Enroll**

Step 5   On the Benefits Summary screen, click the **View/Change** button next to Medical

Step 6   Select your dependents, if applicable

Step 7   Click **Continue to Step 2**

Step 8   Read the definition of a tobacco user and select **yes** or **no**

Step 9   Click **Continue to Step 3**

Step 10   You can now continue your enrollment

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How to Designate a Beneficiary

Step 1 Go to **SyscoBenefits.com** and click on the **Total Rewards Café** link to access the enrollment system.

Step 2 Enter verification Information—your User ID and Password

> *If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address zip code.*

Step 3 You will see your Message Box. Click on the arrow to the right of **Make your Annual Enrollment Choices**

Step 4 On the Welcome to Enrollment screen click o**n Research and Enroll**

Step 5 On the **Benefits Summary** screen and click on the **Choose Your Beneficiaries** button

Step 6 Verify your Beneficiaries. To change a beneficiary, click the **Change Beneficiaries** button

Step 7 **Select an Existing Beneficiary** or **Add a Beneficiary**

Step 8 Click **Continue**

Step 9 If you click **Add Beneficiary** you will enter the following information: Social Security number, first name, last name, suffix (if applicable), birth date, gender and relationship.

Step 10 Verify that he/she has the same address as you. If he/she does not, you will need to add his/her address

Step 11 Click **Continue**; you will be returned to the Choose Your Beneficiaries page

Step 12 Select **Primary**, **Contingent**, or **Not a Beneficiary** for your beneficiaries

Step 13 Click **Continue**

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How to Print a
Confirmation Statement

Step 1   After you change or enroll in your benefits you will see a page that says
Completed Sucessfully

Step 2   On this page, click on **Print this page**