

Sysco Benefits



2021 ENROLLMENT How-to Helper

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How to Log on to the Total Rewards Café

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.

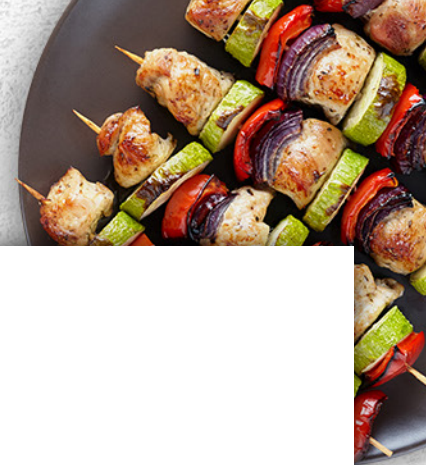
*If this is your first time accessing the enrollment system, click on **Are You a New User?** and create a unique username and password. You will also need to provide your date of birth, the last four digits of your Social Security number and your home address ZIP code.*

STEP 3 You will see your Message Box. Click on **Make Your Annual Enrollment Choices**.

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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 **Make Your Annual Enrollment Choices** or if you are a new user, click on the arrow to the right of **Enroll in Your Benefits**.

STEP 4 Review what's new and compare plan details. Then, click on **Continue**.

STEP 5 Under "Let's review a few key benefits first...", click **Continue**.

STEP 6 Read the definition of a tobacco user and select **yes** or **no**. Then, click **Continue**.

STEP 7 To estimate your future medical expenses, select **Personalize Estimates** or if you'd prefer to skip this step, click **No thanks**.

*If you select **Personalize Estimates**, you'll answer a series of questions and receive a recommended plan based on your answers. If you select **No thanks**, you'll still receive a recommendation but it will be more accurate if you answer the questions.*

STEP 8 Once you've received your medical plan recommendation, click **Choose this Plan** to elect it "or **Review All Plans** to see all of your options. Note that there is a content card at the bottom the page called **Change Who's Covered**. This is where you can add new dependents and/or remove dependents.

STEP 9 Continue following the prompts to make your Health Savings Account, Health Care FSA, Dependent Day Care FSA and Dental elections. After that, you'll be directed to the Benefit Summary page to make changes to your other plans.

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NEXT: How to Add your Dependents >

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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 **Make Your Annual Enrollment Choices** or if you are a new user, click on the arrow to the right of **Enroll in Your Benefits**.

STEP 4 Review what's new and compare plan details. Then, click **Continue**.

STEP 5 Under "Let's review a few key benefits first...", click **Continue**.

STEP 6 Read the definition of a tobacco user and select **yes** or **no**. Then, click **Continue**.

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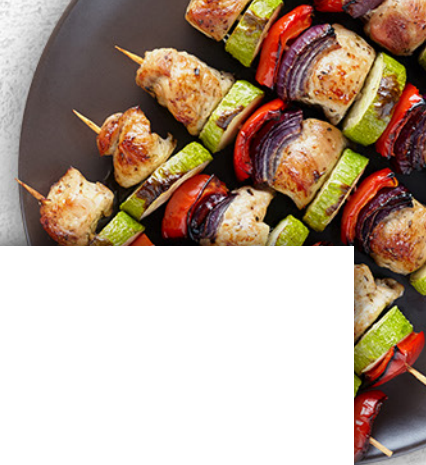
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How to Add or Remove a Tobacco Surcharge

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 **Make Your Annual Enrollment Choices** or if you are a new user, click on the arrow to the right of **Enroll in Your Benefits**.

STEP 4 Review what's new and compare plan details. Then, click **Continue**.

STEP 5 Under "Let's review a few key benefits first...", click **Continue**.

STEP 6 Read the definition of a tobacco user and select **yes** or **no**. Then, click **Continue**.

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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 **Make Your Annual Enrollment Choices** or if you are a new user, click on the arrow to the right of **Enroll in Your Benefits**.
- STEP 4** Review what's new and compare plan details. Then, click **Continue**.
- STEP 5** Follow the prompts to estimate your medical expenses, and choose your benefits.
- STEP 6** Continue following the prompts to make your Health Savings Account, Health Care FSA, Dependent Day Care FSA and Dental elections. After that, you'll be directed to the Benefit Summary page. For all life insurance plans, there is a link that says **Choose Your Beneficiaries**.
- STEP 7** On the Verify Your Beneficiaries page, click on **Change Beneficiaries**.
- STEP 8** On the Choose Your Beneficiary page, click on each beneficiary's name to edit their information, or click **Add Beneficiary** to add a new beneficiary. Then, click **Continue**.
- STEP 9** Continue following the prompts to elect Beneficiaries for Supplemental Life and Basic and Voluntary AD&D coverage. Note: To update beneficiaries, you will need to click on **Choose Your Beneficiaries** for each plan on the Benefits Summary page.

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NEXT: How to Print a Confirmation Statement >

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How to Save or Print a Confirmation Statement

After you change or enroll in your benefits, you will come to the Benefits Summary page, where you can check all of your elections and click **Confirm**.

If you choose to save your Confirmation Statement as a PDF, you can locate this option under your confirmation number. The confirmation of enrollment will automatically download, and once complete, you can open and save it.

If you choose to print your Confirmation Statement, click on the **Print** link under your confirmation number. Once your statement appears, click **Print** in the top right corner.

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