

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 Total Rewards Café, 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 the Annual Enrollment Tile. 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**.

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.