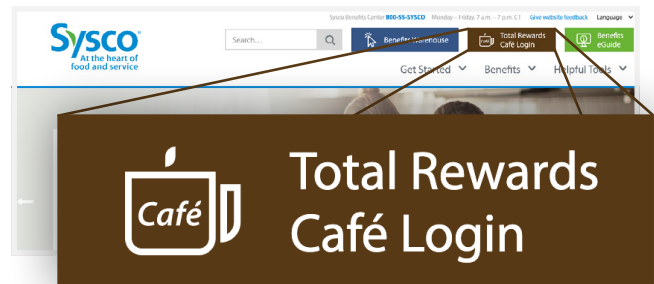# TOTAL REWARDS CAFÉ
Instructions

Total Rewards Café
First Time Login Instructions

If you are a new hire, or logging in to the Total Rewards Café for the first time on or after September 1, 2023, follow these instructions.

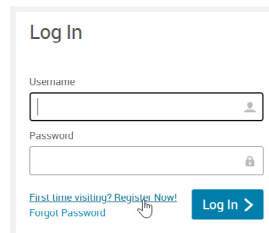**① Step 1: Access the *Total Rewards Café*.**

Go to **_SyscoBenefits.com_** and click the **_Total Rewards Café Login_** button in the top right corner.

② Step 2: Click *First time visiting? Register Now!*

On the **_Log In_** page, click **_First time visiting? Register Now!_** below the **_Password_** field.
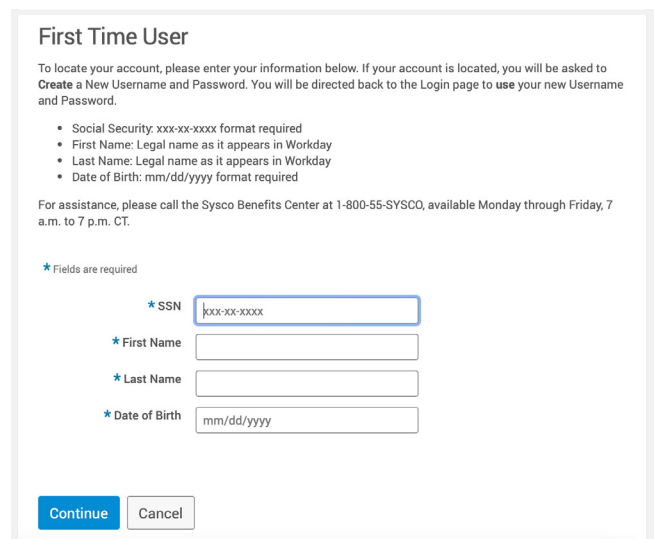
③ Step 3: Validate your identity.

On the **_First Time User_** page, validate your identity by entering the following demographic information:
- Social Security Number
- First Name
- Last Name
- Date of Birth

Click **_Continue_**.

(continued on next page)

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CONTINUE: First Time Login Instructions ›

For more information, go to SyscoBenefits.com or contact the Sysco Benefits Center at 1-800-55-SYSCO from Monday–Friday. 7 a.m.–7 p.m. CST.

④ Step 4: Create a username and password.

After creating your username and password, click *Continue*. You will be directed to the *Log In* page.

* Username	testersmith01	
* Password	••••••••	
* Verify Password	••••••••	

Passwords must be 8 characters minimum and contain both alpha and numeric characters, no spaces

First Time User

✓ Login information was saved successfully.

Click Continue to log in.

Continue

⑤ Step 5: Enter your username and password.

Log in using the username and password you just created.

Log In

Username

testersmith01

Password

••••••••

First time visiting? Register Now!
Forgot Password

Log In ➤

⑥ Step 6: Establish two security questions.

After logging in, you will have to choose and answer two security questions. Then click *Save* and you will be taken to the Total Rewards Café home page.

Security Question

In the event you lock yourself out, you can establish a security question and answer. This will allow a system generated password reset to occur without needing to contact the Sysco Benefits Center at 1-800-55-SYSCO for assistance.

Security Questions

* Fields are required

-Select- ▾ *
☐ Show answer

-Select- ▾ *
☐ Show answer

Save

NEXT: How to Enroll in Benefits ❯

How to Enroll in Benefits

① **Step 1: Go to _SyscoBenefits.com_ and click the _Total Rewards Café Login_ button.**

② **Step 2: Enter your username and password.**

If this is your first time logging in, refer to the **_First Time Login Instructions_**.

③ **Step 3: Click _Enrollment Center_ at the top of the page.**

Then, click _Enroll Now_ in the banner.

④ **Step 4: Complete the _Employee Information_ page.**

- In the _Demographics_ section, complete the _* Tobacco User_ field.
- _Optional:_ Add an alternate email.
- In the _Custom Demographic Information_ section, complete the _Electronic Consent_ field.
- NOTE: If any of your _Demographics_ or _Address_ information needs to be changed, you will need to access Workday to make those changes.
- Check the _I agree_ box and click _Continue_.

⑤ **Step 5: Add your dependents on the _Family Information_ page.**

Refer to the **_How to Add Coverage for a Dependent(s)_** instructions.

When ready, click the _I agree_ box and click _Continue_.

⑥ **Step 6: On the _New Hire Enrollment_ page, click _Continue_.**

On the _New Hire Enrollment_ page, click _Continue_.

⑦ **Step 7: Choose your benefits.**

In the section for each benefit, click _View Plan Options_. Select any applicable dependents, review the plan options and information, and click _Select_ on the plan you'd like to choose. Complete any additional fields or questions that may be required.

Then, click _Continue_ to move to the next step.

(continued on next page)

⑧   ### Step 8: Add your beneficiaries.

Add or verify your primary and secondary beneficiaries for each benefit. Then, click *Continue*.

⑨   ### Step 9: Review your selections and upload dependent verification documents.

Review the benefits selections you've made ensuring the plan, dependent(s), and coverages are correct.

When finished, click *Complete Enrollment*.

⑩   ### Step 10: View, print, or email your confirmation statement.

On the *Your enrollment is complete!* page, view, email, or print your confirmation statement.

⑪   ### Step 11: Upload dependent verification documentation, if applicable.

From the confirmation page, click the *Employee File* link. Alternatively, you can click your name in the top right corner, then *Manage Profile*, then *Manage Documents*.

For each dependent covered on your benefits, click *View and Upload Documents* next to their name.

Complete the required fields and attach the coordinating document. Click *Save*. Repeat this step as needed.

NEXT: How to Add Coverage for a Dependent(s) ❯

How to Add Coverage for a Dependent(s)

① **Step 1: Go to *SyscoBenefits.com* and click the *Total Rewards Café Login* button.**

② **Step 2: Enter your username and password.**

If this is your first time logging in, refer to the ***First Time Login Instructions***.

③ **Step 3: Click *Enrollment Center* at the top of the page.**

Then, click ***Enroll Now*** in the banner.

④ **Step 4: Complete the *Employee Information* page.**

- In the ***Demographics*** section, complete the **** Tobacco User*** field.
- ***Optional:*** Add an alternate email.
- In the ***Custom Demographic Information*** section, complete the ***Electronic Consent*** field.
- NOTE: If any of your ***Demographics*** or ***Address*** information needs to be changed, you will need to access Workday to make those changes.
- Check the ***I agree*** box and click ***Continue***.

⑤ **Step 5: On the *New Hire Enrollment* page, click *Continue*.**

On the ***New Hire Enrollment*** page, click ***Continue***.

⑥ **Step 6: Click the *View Plan Options* button under *Medical*.**

⑦ **Step 7: Click *Add Dependents*.**

⑧ **Step 8: Fill in the *Dependent Demographic* details for your first dependent.**

If you want to add more dependents, click ***Save & Add Another***. When you are finished adding dependents, click ***Save & Continue***.

⑨ **Step 9: Review your Family Information.**

If anything is incorrect, click the ***Edit*** button below a dependent to correct it.

Then click ***Continue***.

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CONTINUED: How to Add Coverage for a Dependent(s) ❯

⑪ **Step 11: To enroll your dependents in a benefit, click *View Plan Options* under that benefit.**

⑫ **Step 12: Check the name(s) of the dependent(s) you wish to enroll.**

Then click *Continue*.

Repeat Steps 11 and 12 for each benefit.

⑬ **Step 13: Complete your enrollment.**

NEXT: How to Add or Remove a Tobacco Surcharge ❯

How to Add or Remove a Tobacco Surcharge

① **Step 1: Go to _SyscoBenefits.com_ and click the _Total Rewards Café Login_ button.**

② **Step 2: Enter your username and password.**

If this is your first time logging in, refer to the **_First Time Login Instructions_**.

③ **Step 3: Click _Enrollment Center_ at the top of the page.**

Then, click **_Enroll Now_** in the banner.

④ **Step 4: Complete the _Employee Information_ page.**

- In the **_Demographics_** section, complete the **_* Tobacco User_** field.
- **_Optional:_** Add an alternate email.
- In the **_Custom Demographic Information_** section, complete the **_Electronic Consent_** field.
- NOTE: If any of your **_Demographics_** or **_Address_** information needs to be changed, you will need to access Workday to make those changes.
- Check the **_I agree_** box and click **_Continue_**.

⑤ **Step 5: On the _New Hire Enrollment_ page, click _Continue_.**

On the **_New Hire Enrollment_** page, click **_Continue_**.

⑥ **Step 6: Click the _View Plan Options_ button under _Medical_.**

⑦ **Step 7: Select a medical plan or click _Keep Selection_ (if you have already chosen a plan).**

⑧ **Step 8: Answer Yes or No when asked if you are a tobacco user.**

Then click **_Save Answers_**.

⑨ **Step 9: Complete your enrollment.**

For more information, go to SyscoBenefits.com or contact the Sysco Benefits Center at 1-800-55-SYSCO from Monday–Friday. 7 a.m.–7 p.m. CST.

How to Designate a Beneficiary

① Step 1: Go to *SyscoBenefits.com* and click the *Total Rewards Café Login* button.

② Step 2: Enter your username and password.

If this is your first time logging in, refer to the ***First Time Login Instructions***.

③ Step 3: Click your name in the top right corner.

Then, click *Manage Profile*.

④ Step 4: Click *View Beneficiaries*.

⑤ Step 5: Add your beneficiaries.

On the *Beneficiaries* page, you'll see a list of your existing dependents and beneficiary/(ies). Scroll down to the *Beneficiary Designation* section.

There, you'll see each of your benefits and the designated beneficiaries for each benefit.

Click *Add Beneficiary* under a benefit.

⑥ Step 6: Select the beneficiary/(ies) you want to designate for each benefit or click *Add Beneficiary.*

If you select an existing beneficiary/(ies), click *Add Selected*. If you add a new beneficiary/(ies), enter their information and click *Save or Save & Add Another*.

Then, add the percentage for each primary and secondary beneficiary.

Repeat Steps 5 and 6 for each benefit.

⑦ Step 7: Click *Save*.

A confirmation message will appear: "Beneficiary Designation information was saved successfully."

How to Save or Print a Confirmation Statement

① **Step 1: Go to *SyscoBenefits.com* and click the *Total Rewards Café Login* button.**

② **Step 2: Enter your username and password.**

If this is your first time logging in, refer to the ***First Time Login Instructions***.

③ **Step 3: Click *My Benefits* at the top of the page.**

Then, click *Benefits Summary*.

④ **Step 4: Click *Confirmation Statement* in the upper right.**