

# Sysco Benefits



## 2019 ENROLLMENT How-to Helper

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## How to Log on to the Total Rewards Café

**STEP 1** Go to [SyscoBenefits.com](https://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** Click on **Research and Enroll**

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**NEXT:** How to Enroll in Benefits >

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## How to Enroll in Benefits

**STEP 1** Go to [SyscoBenefits.com](https://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** or if you are a new user, click on the arrow to the right of **Enroll in Your Benefits**

**STEP 4** Click on **Research and Enroll**

**STEP 5** Click **View/Change** button for Medical

**STEP 6** Select **Coverage Option** or **Waive Coverage**

**STEP 7** Select dependents from Choose Who's Covered, if applicable

**STEP 8** Click **Continue**

**STEP 9** You will return to the main Enrollment Home Screen

**STEP 10** Continue to the next benefit and click **View/Change** until you have elected or waived coverage for each benefit

**STEP 11** Click **Confirm**

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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](https://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** or if you are a new user, click on the arrow to the right of **Enroll in Your Benefits**
- STEP 4** Click on **Research and Enroll**
- STEP 5** Click **View/Change** button for 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, middle 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**
- STEP 10** That dependent will now be listed under the Choose Who's Covered section on the enrollment page
- STEP 11** You must select your dependents for each benefit if you wish to cover them

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**NEXT:** [How to Add or Remove a Tobacco Surcharge](#) ➤

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## How to Add or Remove a Tobacco Surcharge

**STEP 1** Go to [SyscoBenefits.com](https://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** or if you are a new user, click on the arrow to the right of **Enroll in Your Benefits**

**STEP 4** Click on **Research and Enroll**

**STEP 5** Click **View/Change** button for Medical

**STEP 6** Select your coverage and applicable dependents

**STEP 7** Click **Continue**

**STEP 8** You will automatically be taken to the Medical Tobacco-User Surcharge page

**STEP 9** Read the definition of a tobacco user and select **yes** or **no**

**STEP 10** Click **Continue**

**STEP 11** You can now continue your enrollment

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**NEXT:** How to Designate a Beneficiary >

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## How to Designate a Beneficiary

- STEP 1** Go to [SyscoBenefits.com](https://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** or if you are a new user, click on the arrow to the right of **Enroll in Your Benefits**
- STEP 4** Click on **Research and Enroll**
- STEP 5** Click on **Choose a Beneficiary**
- STEP 6** Select an **Existing Beneficiary** or **Add a Beneficiary**
- STEP 7** Click **Continue**
- STEP 8** If you click **Add a Beneficiary** you will enter the following information: Social Security number, first name, middle name, last name, suffix (if applicable), birth date, gender and relationship.
- STEP 9** Verify that he/she has the same address as you. If he/she does not, you will need to add his/her address
- STEP 10** Click **Continue**; you will be returned to the Choose Your Beneficiaries page
- STEP 11** Select **Primary**, **Contingent**, or **Not a Beneficiary** for your beneficiaries
- STEP 12** Click **Continue**

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**NEXT:** [How to Print a Confirmation Statement](#) >



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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 "Your Enrollment is Confirmed"
- STEP 2** On this page, click on the print icon at the top right of the page

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