

Enrolling in Benefits

The below instructions explain how to enroll in benefits:

Step 1 – Log In:

To begin enrolling in benefits, visit [Rippling.com](https://rippling.com), log in to your account, and navigate to the Open Enrollment event.

Step 2 – Enter Your Profile Details:

Before you begin the benefits selection process, you will need to verify the following information:

- **Personal Information:** Address, Date of Birth (DOB), Social Security Number (SSN), Phone
- **Relationship Status:** Single, Married, or Living with a domestic partner
- **Legal sex:** Your assigned or legal sex at birth

Step 3 – Enter Dependent Information:

Enter details for any dependents you wish to add including their Date of Birth, Legal Gender, Social Security Number, Primary Phone, and Disability Status

Note: *You must enroll yourself to add dependent coverage; dependents cannot be enrolled without employee coverage*

Step 4 – Select Your Plans:

You will be able to review all available benefit plan details and costs before making your plan selections.

- **View Plan Details:** To view a summary of the available benefit plan, click the name of the plan or the **PDF** icon next to it.
- **Enroll in a Plan:** To enroll in one of the offered plans, click **Select** underneath the plan name.
- **Waive Coverage:** If you wish to waive coverage, select the 'Waive coverage' button in order to move forward without selecting a plan.
- **Add or Remove Dependents from Coverage:** If you wish to enroll your dependent(s) in coverage for a benefit, check the checkbox next to their name. If you do not wish to enroll your dependent(s), uncheck the checkbox next to their name.



Step 5 – Add Life Insurance Beneficiaries:

Since Basic Life is employer-paid, you will automatically be enrolled. Additionally, you will be prompted to add beneficiaries and must complete this step before moving forward.

Step 6 – Review and Complete your Enrollee Profile:

If any of your selected plans require additional details, you will be prompted to provide that information here. Click **Continue** to move forward. Next, you will review your enrollee profile. Click **Edit** if you need to make any changes before proceeding.

Step 7 – Review a Summary of your Enrollment

Selections: You will have the opportunity to review your plan selections and the **monthly** cost of those selections. Click **Edit** if you need to make any changes before proceeding. Otherwise, click **Confirm**. Once you have reviewed and confirmed your benefits, your enrollment is complete.

For questions regarding issues completing enrollment, contact the **Rippling Help Center** at help.rippling.com/login.