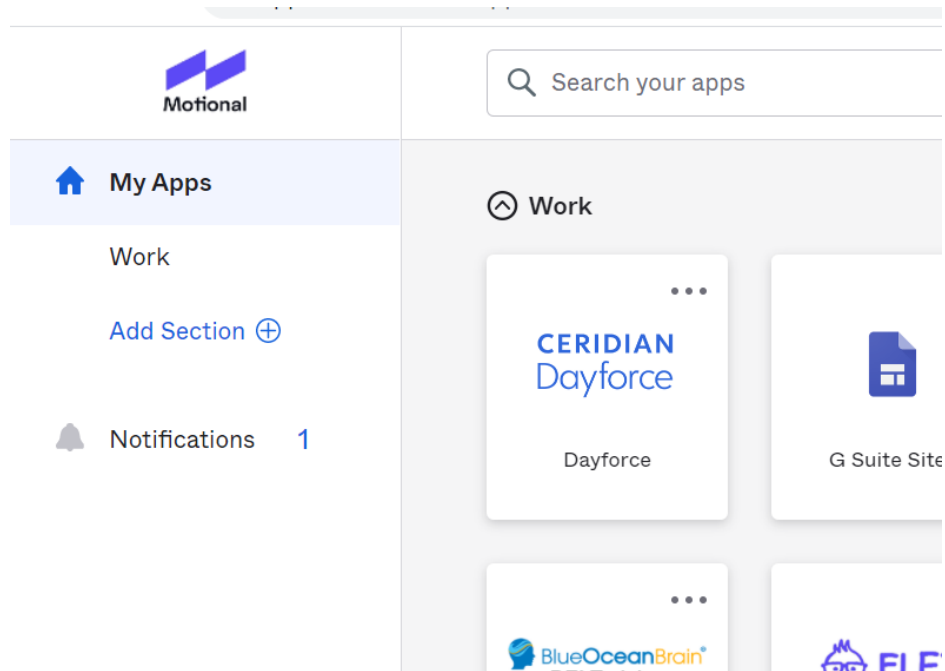
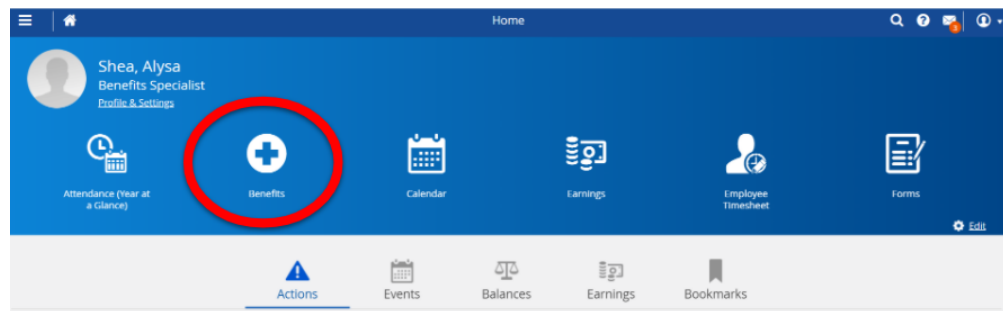


# How to Enroll in Benefits as a New Hire

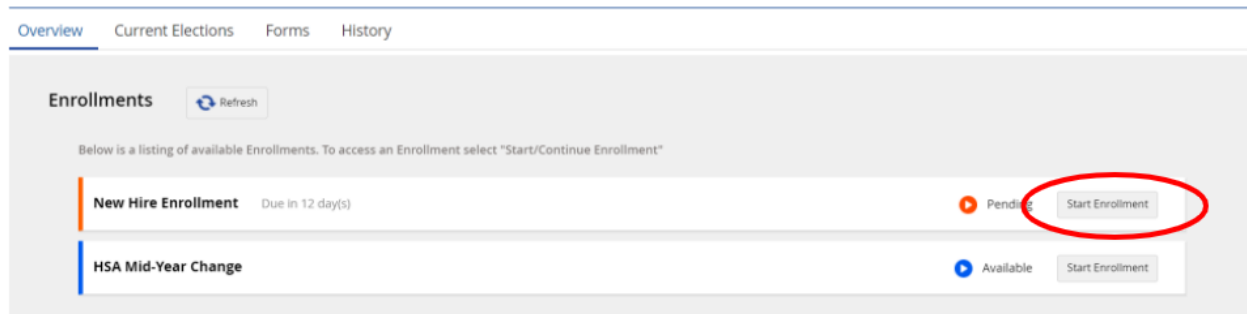
Step 1: Log into Ceridian Dayforce via your Motional SSO App.



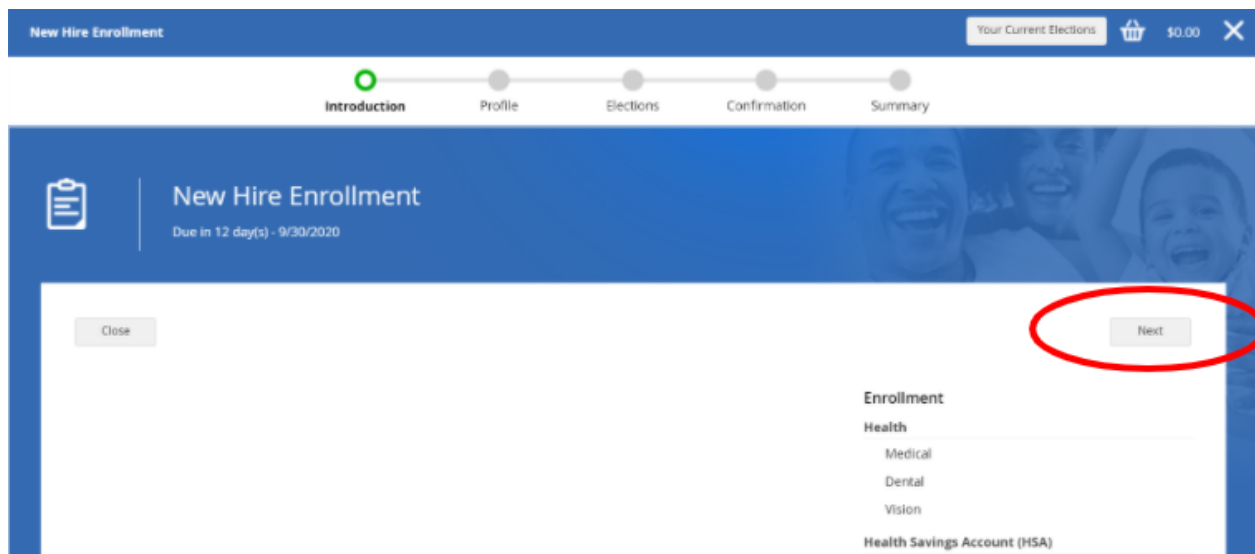
Step 2: Choose “Benefits” from the blue bar on the homepage.



Step 3: Select “New Hire Enrollment” under “Overview”



Step 4: Continue through your New Hire Enrollment. Note: If you have dependents, please add them on the Profile page. If you do not, you will not be able to see plans that feature Dependents.



**Step 5:** Choose the benefit that you'd like to enroll in in each section. If you do not want to enroll, make sure you check "Waive." The system will not process an incomplete enrollment. **Note:** Please enroll your dependents and beneficiaries prior to enrollment, or you will run into errors. You can add dependents and beneficiaries on the "Forms" page, or on the "Profile" page within your enrollment.

**New Hire Enrollment** | Your Current Elections | \$37.50

Introduction | Profile | **Elections** | Confirmation | Summary

Option Name Ascending | Compare Selected

| Option                                                                     | Employee Cost | Employer Cost | Start Date | Selected                 |
|----------------------------------------------------------------------------|---------------|---------------|------------|--------------------------|
| <input checked="" type="checkbox"/> <b>Aetna High CDHP - Employee Only</b> | \$108.30      | \$17.50       | 9/17/2020  | <input type="checkbox"/> |
| <input type="checkbox"/> Aetna POS II - Employee Only                      | \$183.37      | \$0.00        | 9/17/2020  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Aetna POS II - Employee Only           | \$171.39      | \$47.50       | 9/17/2020  | <input type="checkbox"/> |
| <input type="checkbox"/> Waive Medical                                     | \$0.00        |               | 9/17/2020  | <input type="checkbox"/> |

**Step 6:** Submit your enrollment.

**New Hire Enrollment** | Your Current Elections | \$37.50

Introduction | Profile | Elections | **Confirmation** | Summary

**Other Benefits**

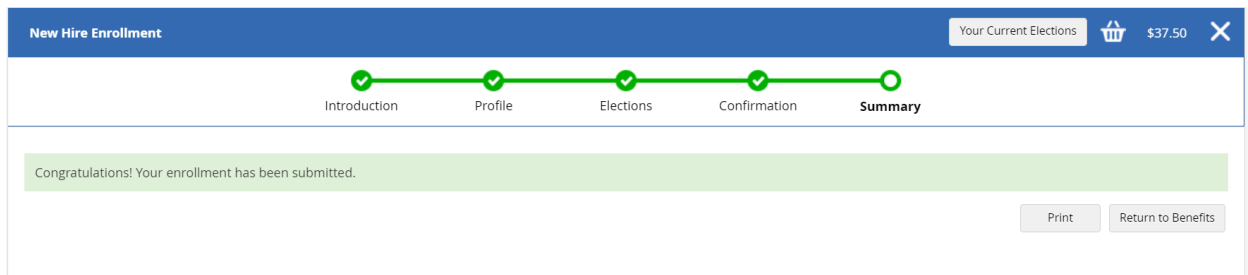
**ID Watchdog**  
Waive ID Watchdog  
Effective From 9/17/2020  
Your Cost: \$0.00

**IncentFit**  
IncentFit Gym Reimbursement  
Effective From 9/17/2020  
Employer Cost: \$0.63

**Your Cost: \$37.50**  
Estimated Total Annual Amount: \$900.00

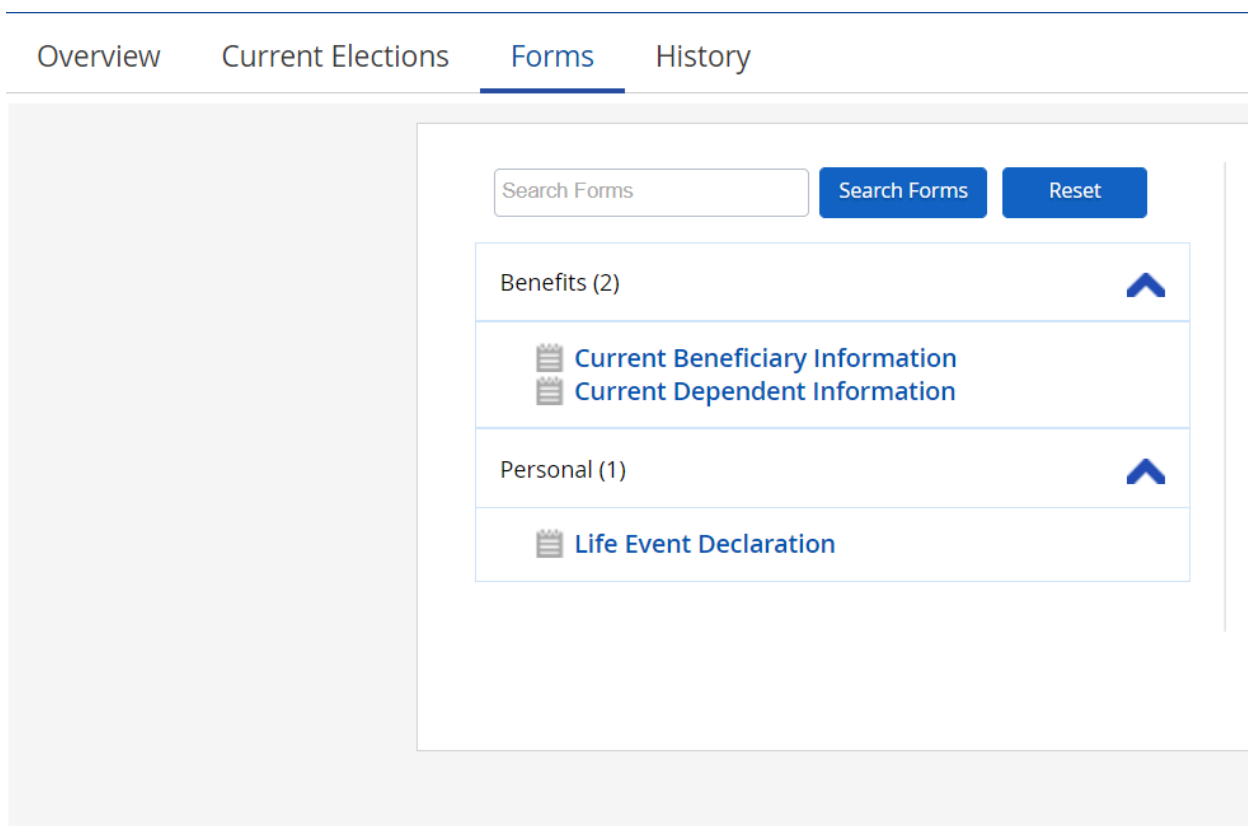
Close | Save Draft | Back | **Print** | **Submit Enrollment**

Step 7: Make sure the system confirms your enrollment. If you do not receive this page, please e-mail [BenefitsSupport@motional.com](mailto:BenefitsSupport@motional.com).



The screenshot shows the 'New Hire Enrollment' summary page. At the top, a blue header contains the title 'New Hire Enrollment' on the left and a shopping cart icon with the text 'Your Current Elections \$37.50' on the right. Below the header is a progress bar with five steps: 'Introduction', 'Profile', 'Elections', 'Confirmation', and 'Summary'. The first four steps are marked with green checkmarks, while 'Summary' is marked with a green circle. Below the progress bar, a green banner contains the text 'Congratulations! Your enrollment has been submitted.' At the bottom right of the banner are two buttons: 'Print' and 'Return to Benefits'.

Note: If you'd like to update or change your dependents and beneficiaries, please navigate to Benefits > Forms > and complete the correlating form.



The screenshot shows the 'Benefits > Forms' page. At the top, there are four tabs: 'Overview', 'Current Elections', 'Forms' (which is selected and highlighted with a blue underline), and 'History'. Below the tabs is a search section with a text input field labeled 'Search Forms', a blue 'Search Forms' button, and a blue 'Reset' button. Below the search section is a list of form categories. The first category is 'Benefits (2)' with a blue upward arrow icon. Below it are two sub-items: 'Current Beneficiary Information' and 'Current Dependent Information', each with a calendar icon. The second category is 'Personal (1)' with a blue upward arrow icon. Below it is one sub-item: 'Life Event Declaration' with a calendar icon.