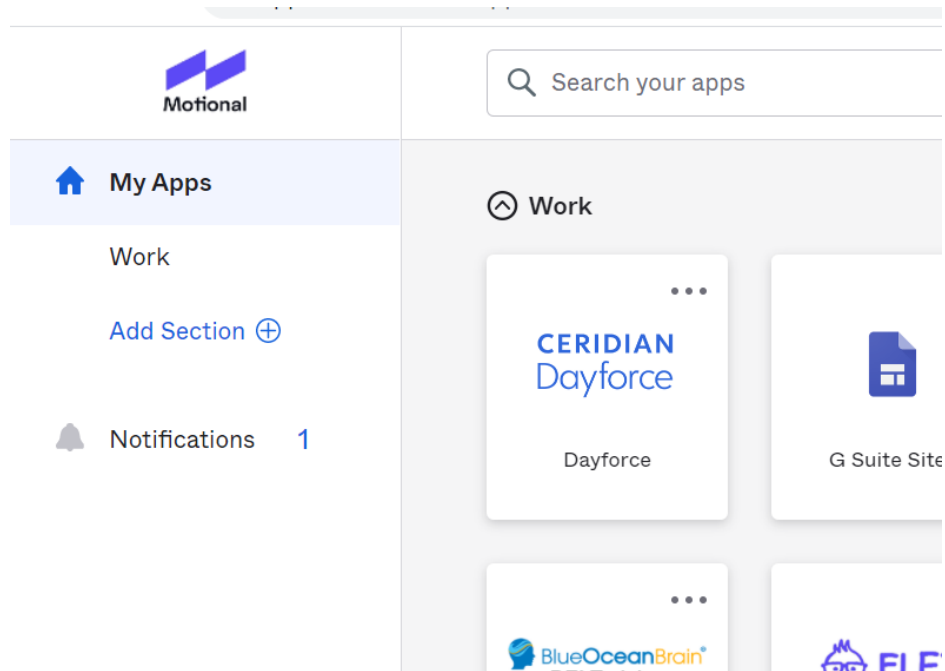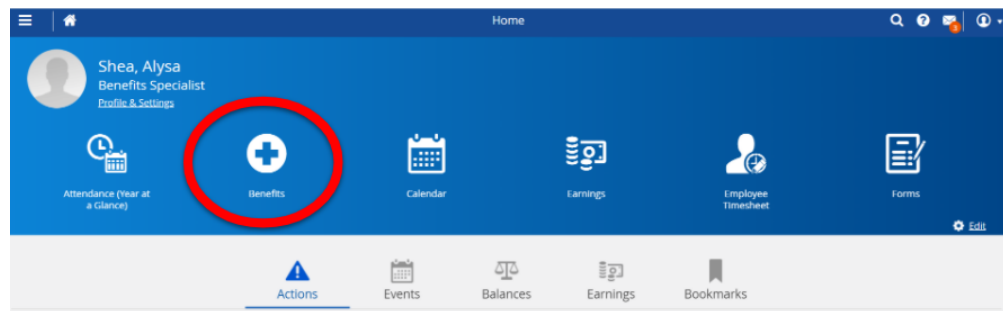# How to Enroll in Benefits as a New Hire
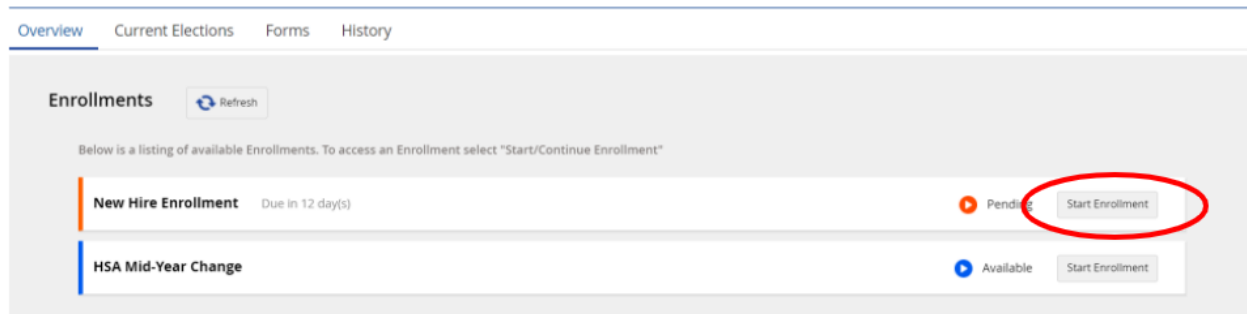
Step 1: Log into Ceridian Dayforce via your Motional SSO App.
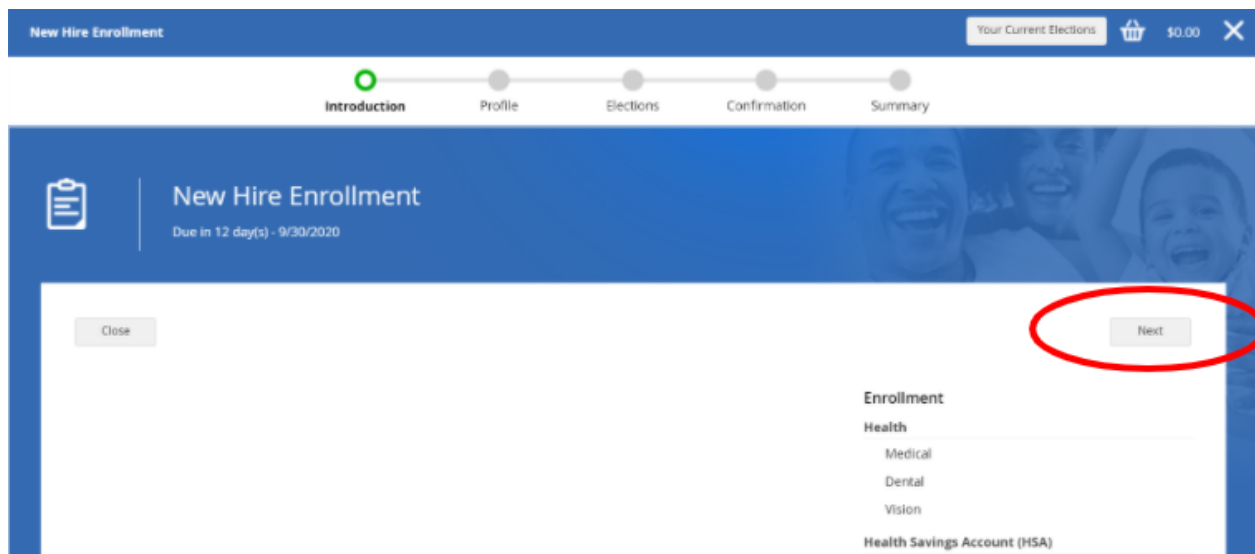

Step 2: Choose "Benefits" from the blue bar on the homepage.

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.

Step 6: Submit your enrollment.
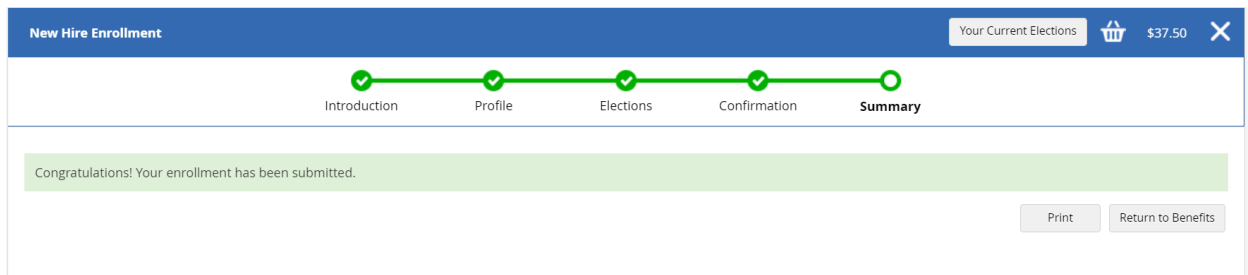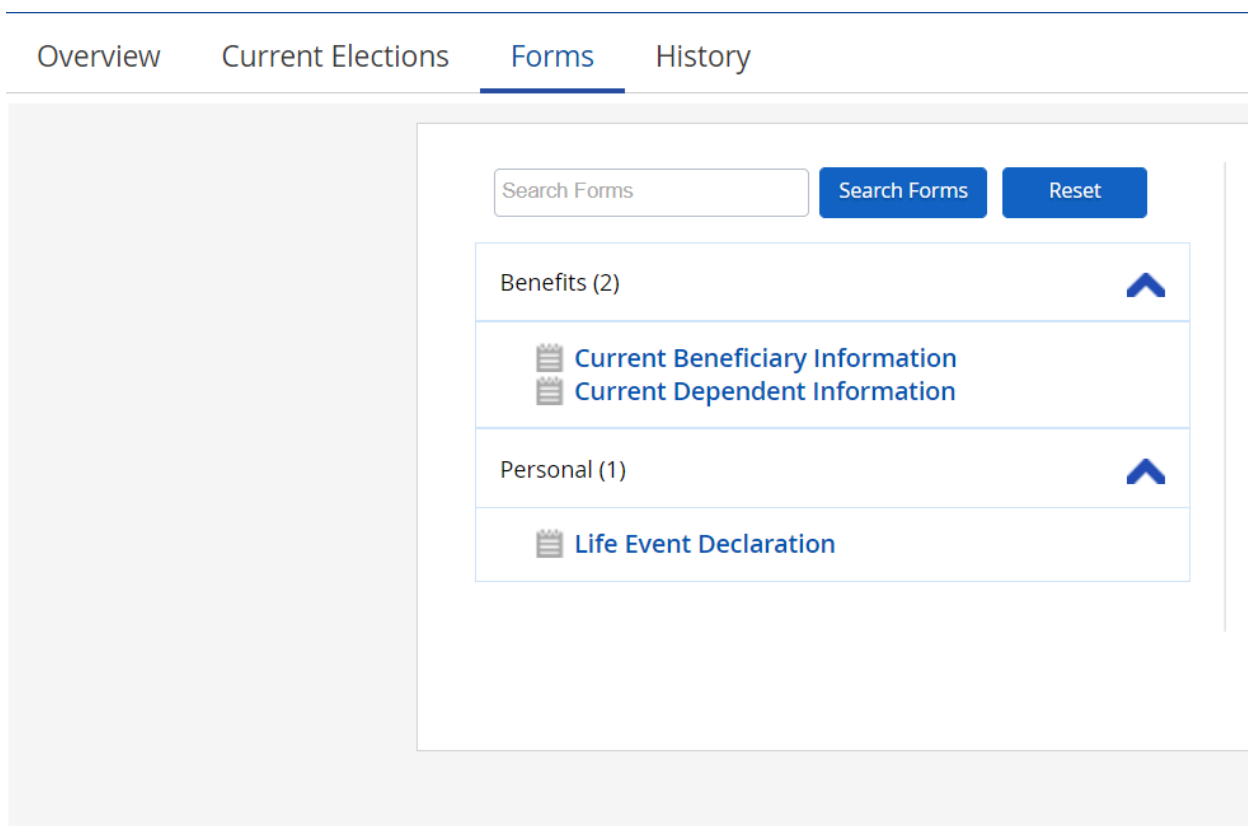
Step 7: Make sure the system confirms your enrollment. If you do not receive this page, please e-mail BenefitsSupport@motional.com.

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