ELG BENEFITS

YOUR EXEMPLAR LUXURY GROUP BENEFITS ENROLLMENT EXPERIENCE

A Step-by-Step Guide For Benefits Enrollment

Welcome to Your Exemplar Luxury Group Benefits Enrollment Experience

At Exemplar Luxury Group, we believe your benefits should be more than just coverage, they should empower your well-being, reflect your priorities, and evolve with your life. That's why we offer a modern, easy-to-navigate benefits platform designed to give you confidence and control in every decision you make.

This Step-by-Step Guide is your companion for navigating each part of the enrollment process - from logging in and exploring your options, to verifying dependents and finalizing your elections. Each step is designed to help you ensure your selections align with your health, lifestyle, and future goals.

GET READY TO EXPLORE, PERSONALIZE, & TAKE ACTION!

Three Ways to Access Your Benefits Enrollment Experience:

THE BENEFITS ENROLLMENT PORTAL



New User: How to Access

a. Go to: **benefits.exemplarluxurygroup.com** and click **LOGIN NOW** in the middle banner.
b. Click Register and enter your First Name, Last Name, Date of Birth, and Social Security Number.
c. Click Next and create your User ID (your email address, for example) and a new Password (a minimum of 8 characters, with a least one letter, one number, and one symbol).
d. Set a security question and answer in case you forget your password and click Next.
e. Read the terms of use and click 'I Agree' at the bottom of the page.

Returning User:

Go to: **benefits.exemplarluxurygroup.com** and click **LOGIN NOW** in the middle banner. Then log in using the User ID and Password you created when you first registered for the Benefits Enrollment Portal. If you've forgotten your login information, simply select the User ID or Password assistance links on the login page and follow the prompts to regain access to your account.

THE MOBILE APP

Download the Exemplar Luxury Group Benefits mobile app by following the instructions on the next page.

OVER THE PHONE

Call the Exemplar Luxury Group Benefits Service Center at 1-866-725-7005, Monday – Friday, 8 AM – 8 PM ET.

For the most efficient enrollment experience, have the following information handy for your eligible dependents and beneficiaries:

- ***Full Names***
- ***Dates Of Birth***
- ***Social Security Numbers***
- ***Phone Number***

note

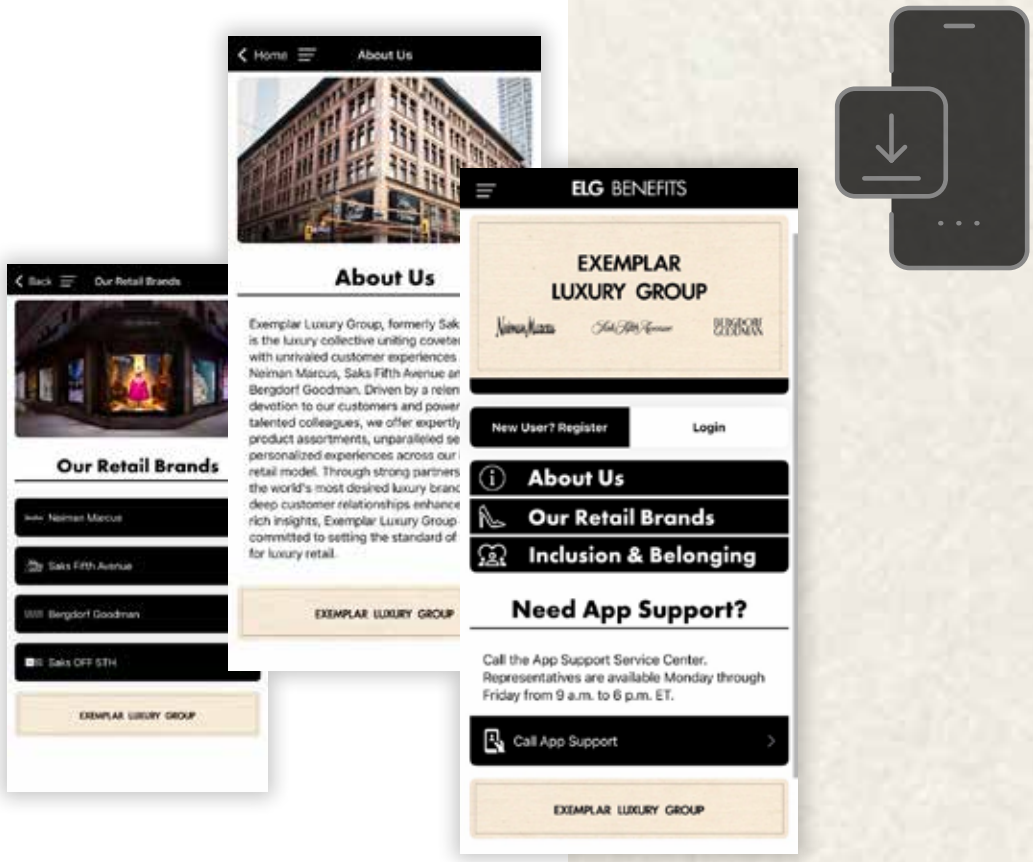
You are required to verify new dependents before they can be added to your benefits coverage.

MANAGE YOUR BENEFITS ON THE GO

Download the Exemplar Luxury Group Benefits App today!

Whether you're enrolling, reviewing your options, or accessing benefits information, the Exemplar Luxury Group Benefits mobile app puts everything you need right at your fingertips.

scan for the app



Please go to 'Get Ready to Enroll in Your Benefits' on the next page.

STAY CONNECTED YEAR-ROUND

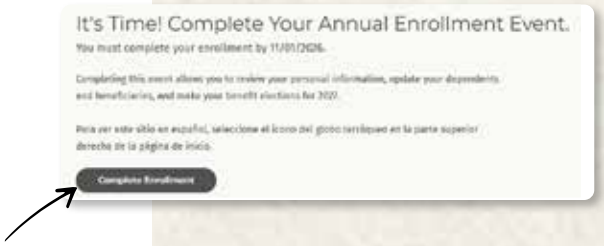
Be sure to allow push notifications from the app for important benefits updates.

GET READY

to Enroll in Your Benefits.

LAUNCH YOUR ENROLLMENT EXPERIENCE

When you first enter your Benefits Enrollment Portal, you'll see a pending event welcome screen for your Annual Enrollment Event - click **COMPLETE ENROLLMENT** to launch your benefits enrollment experience.



NEED A LITTLE HELP CHOOSING? - Not sure which benefits are right for you – there is a tool for you.

Click **GET STARTED** to try our interactive decision support tool - a quick survey that helps match your needs, preferences, and lifestyle to the coverage options that fit you best. *Or you can click the link below to select benefits on your own.*



MY INFORMATION STEP – This is an overview of your personal information.

1. Verify your personal information is correct including mailing address, email and phone number. *If changes are required, please make the update in Workday.*

2. Please ensure all information updates are made in this calendar year, as changes will automatically carry over into the Benefits Enrollment Portal.



TIP

Your progress is saved when you click through each page and continue to the next screen.

Click - *Previous* - to review or make changes to the previous page.

QUESTIONS

Before You Enroll in Your Benefits.

ATTESTATION STEPS –

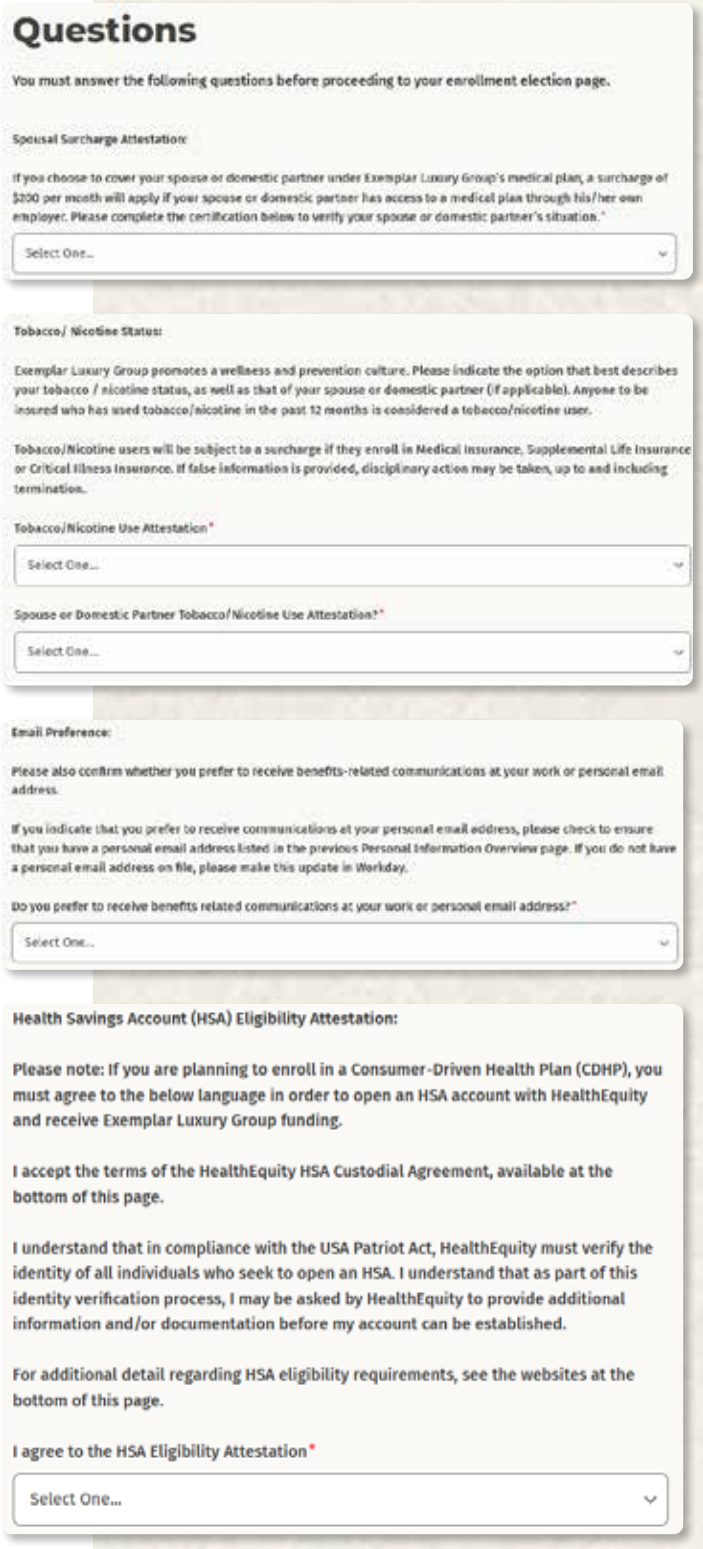
Important attestations that require answers to proceed.

1. Answer the question for **Spousal Surcharge Attestation,** using the dropdown, if applicable.

2. Answer the questions for **Tobacco/Nicotine Use Attestation** using the dropdown for yourself and your **Spouse or Domestic Parter's Use Attestation**, if applicable.

3. Choose your **Email preference** from the drop-down for benefit-related communications. *Note: Verify your personal email in Workday, if choosing that option.*

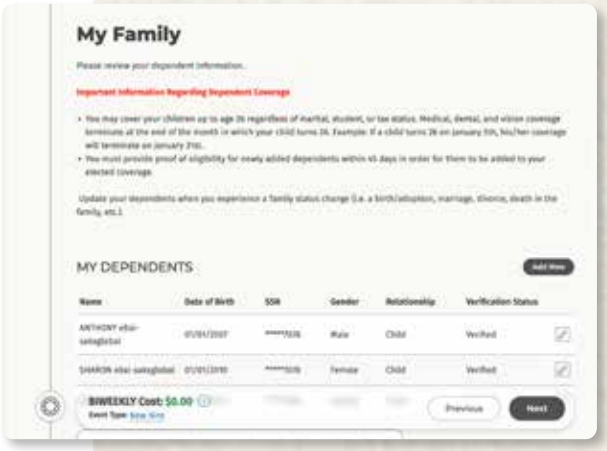
4. Answer the **HSA Eligibility Attestation** if you are planning to enroll in a Consumer-Driven Health Plan (CDHP) and Health Savings Account (HSA). You must answer Yes to enroll in a 2027 Health Savings Account with HealthEquity and receive Exemplar Luxury Group funding.



CONTINUE YOUR ENROLLMENT

MY FAMILY STEP

1. To add Spouse, Domestic Partner, and / or Children, click **ADD NEW**.
2. Click the ***pencil icon*** beside each listed dependent to make changes to their information.
3. Click **NEXT** when finished.

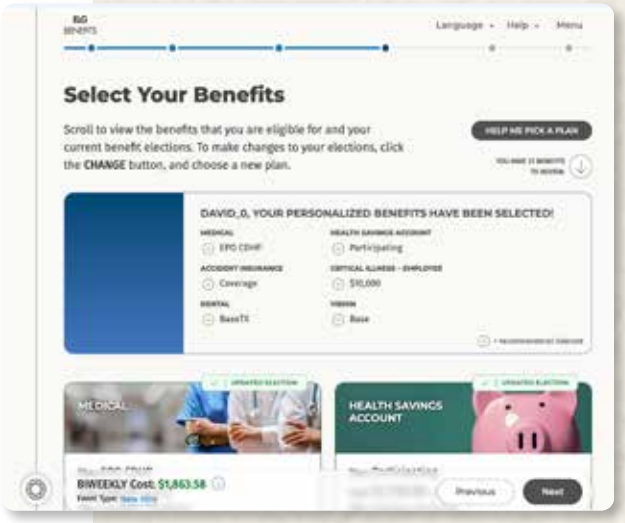


TIP

You must provide proof of eligibility for all dependents in order for them to be added to coverage.

SELECT YOUR BENEFITS STEP

1. Scroll to view the benefits that you are eligible for and review high-level benefit details by clicking on **MORE DETAILS** in each benefit tile. *(Plan Selected, Cost per pay period, etc.)*
2. Once you have explored, reviewed, and made your benefits elections click **NEXT**.



TIP

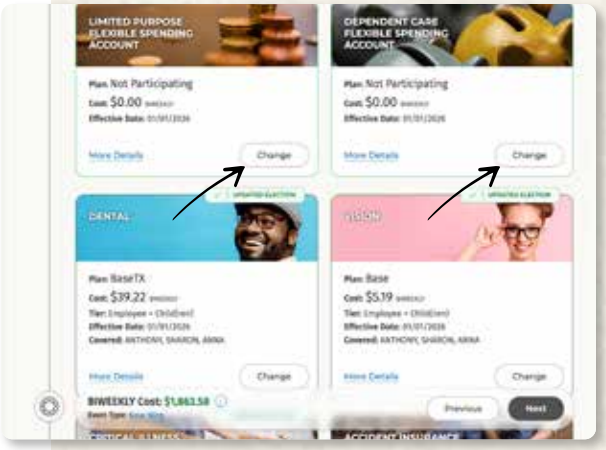
You will see your benefits cost calculated per pay period at the bottom of your enrollment portal.

TO ENROLL OR MAKE A CHANGE TO YOUR ELECTIONS

1. Select **CHANGE** on the benefit tile.
2. You **MUST** check the box beside each dependent that you wish to cover under that specific benefit. Once you have selected your dependents, click **SAVE DEPENDENT SELECTIONS**.

   On the next page, click **SELECT** on the plan you wish to enroll in. At the bottom of the page, click **I'M DONE WITH MY SELECTION** and then **SAVE MY ELECTION** to finish your selection for this benefit.

   These steps should be completed for each benefit you would like to update your enrollment in.





MORE HELPFUL TIPS TO ENROLL WITH CONFIDENCE:

Benefits provided by your employer, at no cost to you, will not have a **CHANGE** button because the enrollment is automatic.

Election screens vary per benefit.

To learn more about a benefit, click **MORE DETAILS** in the lower right corner of the associated benefit tile.

Be sure to click **SAVE** within each benefit tile to ensure your elections are recorded. Once saved, you'll see a green check mark in the top right corner of the tile, confirming that your selection has been successfully saved.



TIP

You will see a green check mark in the top corner of the benefits tile when your changes/elections have been saved in the system.

COMPLETE BENEFICIARY ALLOCATION STEP

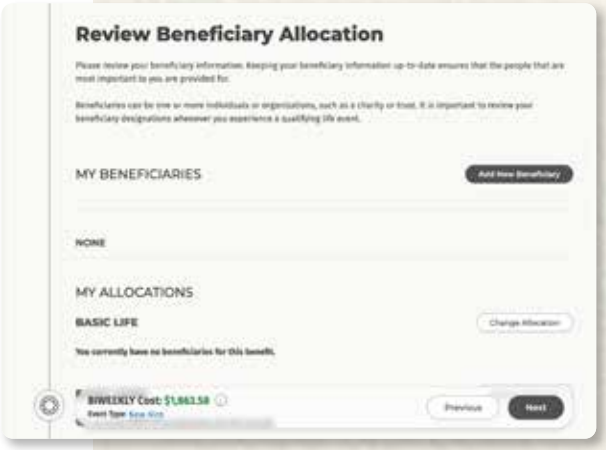
Life changes can impact who you want to receive your life insurance benefits. Make sure your beneficiary information is current to ensure your loved ones are protected.

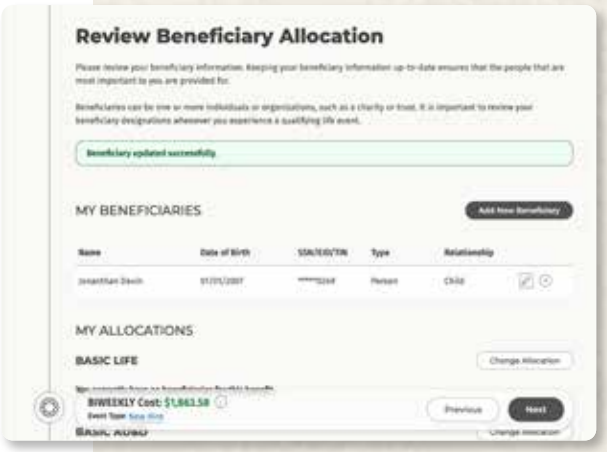
1. Click **ADD NEW BENEFICIARY** to add a beneficiary that is not currently listed in the Benefits Enrollment Portal.

2. Click on the ***pencil icon*** beside current beneficiaries to make changes. To delete a beneficiary, click on the X icon.

3. Click **CHANGE ALLOCATION** to make edits to the primary and/or secondary beneficiary on file and your allocation percentages.

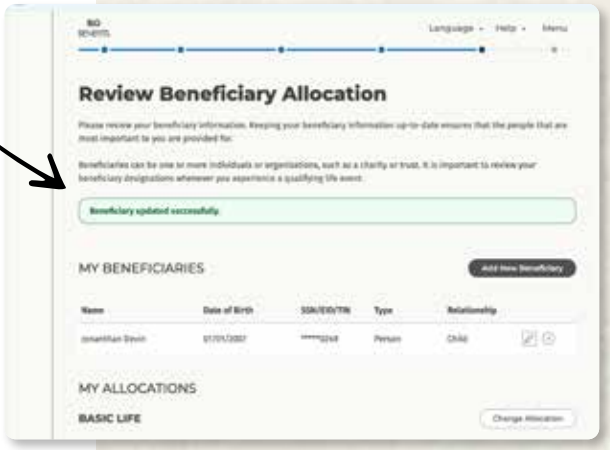
4. After reviewing and confirming all your beneficiary information is correct - click **NEXT** to proceed to the next step.





AN ERROR MESSAGE WILL APPEAR IF

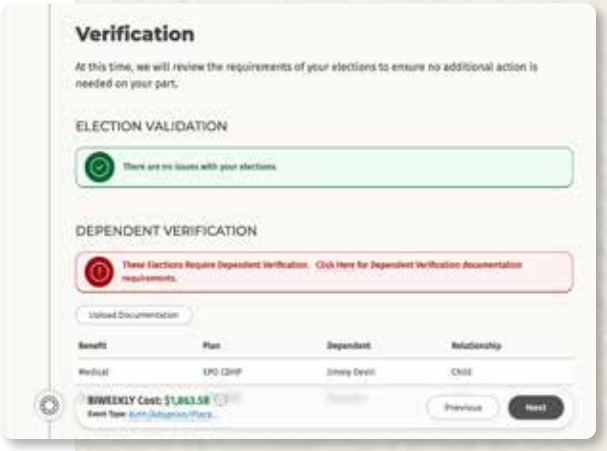
- A (required) beneficiary is not designated
- You didn't allocate a portion to each beneficiary
- Less than 100% is allocated to primary beneficiary/ies
- Follow message prompts.



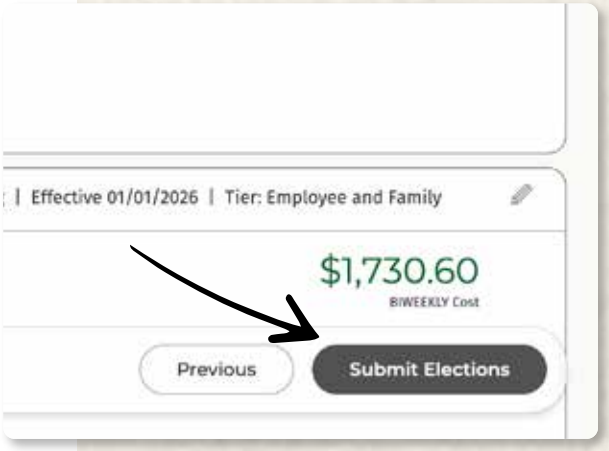
VERIFICATION STEP

Don't forget to complete your verification items.

1. Take a moment to review the requirements of your elections listed on this screen to ensure no additional action is needed on your part.



2. Once you have confirmed that you have completed all required actions with your elections, dependents, and events click **SUBMIT ELECTIONS**.



TIP

A warning sign and message box will indicate pending actions.Follow the message prompts to fulfill the requirements.

If you submit your elections without completing all the eligibility requirements, certain coverages may be terminated if dependent verification requirements are not met.

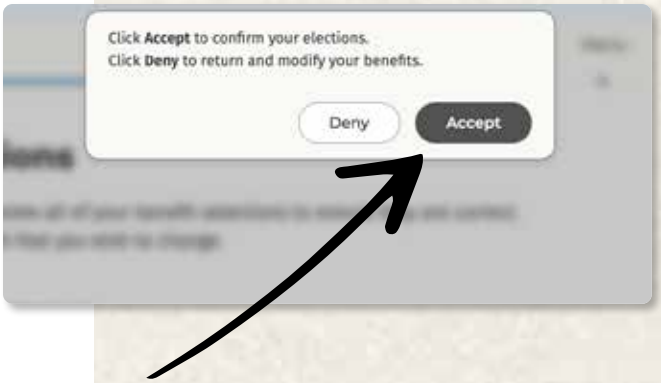
REVIEW ELECTIONS STEP

1. Carefully review your cost summary, benefit elections, and dependent data for accuracy.
2. If you need to make any changes, click the **pencil icon** next to the benefit you wish to edit.
3. After reviewing your benefits elections and information, click **SUBMIT MY ELECTIONS**.



ELECTRONIC SIGNATURE AGREEMENT STEP

1. Carefully review the electronic signature information.
2. To go back to making election changes, click on **DENY**.
   To submit your elections click **ACCEPT**.



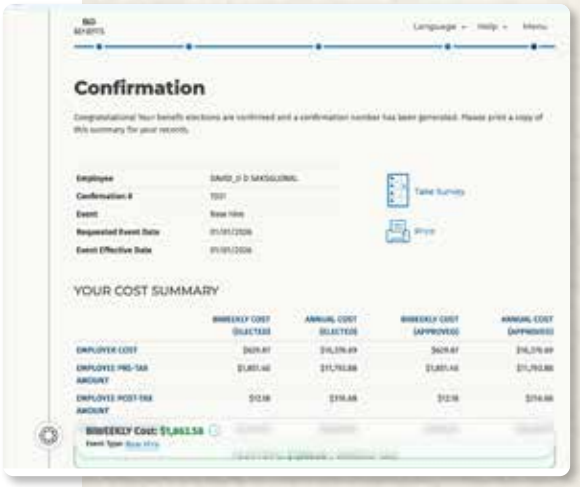
TIP

When you click **ACCEPT** your elections and updates are recorded into the system and ready to go into effect upon the eligibility date reflected.

If you do not click **ACCEPT**, your pending elections and/or updates will not take effect.

CONFIRMATION STEP

1. Review your final confirmation summary and use the confirmation number for future reference.
2. To print for your records, click **PRINT**, or to print later, login and click **BENEFIT HISTORY** from the Benefits Enrollment Portal Homepage.



CONGRATULATIONS!

You've completed your Exemplar Luxury Group 2027 Benefits Enrollment.