

# Steps for Benefits Enrollment

CRANE®

The health and well-being of you and your family are not only important to you; it is important to Crane. That's why we continue refining and investing in the health and wellness plans available to you as a Crane associate.

We are proud to offer comprehensive employer-paid and voluntary benefit plan options that allow you to customize a benefit package that works best for you and your family.

Our benefit enrollment process is simple and informative. You don't need to fill out any paperwork – just speak to a Benefit Counselor or go online to our new portal, My Crane Benefits Portal, to learn about your options and get enrolled in the plans of your choice. If you meet with a counselor, they will help you evaluate your options and make sure you are getting the best value for your benefits.

Follow the steps below to complete your personalized benefits enrollment process.



## 1. Review your Benefit Guide.

A 2022 benefit guide was mailed to your address and is also available on the My Crane Benefits Portal ([digital.alight.com/craneco](https://digital.alight.com/craneco))



## 2. Prepare for your benefits enrollment in advance.

Review your Benefit Guide and discuss the plans with your family.

- If you have a working spouse whose company offers medical plan coverage, be sure to review that plan design and cost so you can consider the Leap plan option Crane offers.
- Consider medical and prescription drug costs you incurred this year and what will continue in the new plan year (i.e., # urgent care visits, # maintenance drugs you take, expected outpatient or in-patient services you expect in the new year, etc)
- Current dependents will be listed in the My Crane Benefits Portal enrollment site. However, if you have new dependents, you will be adding, be sure to write down any dependent and/or beneficiary information you may need for enrollment (e.g., Social Security numbers, birth dates).
- Write down any specific questions you want to discuss with your Benefit Counselor.



## 3. Enroll in your benefits.

**Use the new technology – My Crane Benefits Portal**

You can enroll in your benefits using the My Crane Benefits Portal ([digital.alight.com/craneco](https://digital.alight.com/craneco)). There you will find helpful reference and decision support tools to help you make the best benefit choices for you and your family.

**Engage a benefit counselor for enrollment support**

If you need that extra support or aren't comfortable with using the My Crane Benefits Portal, you have three additional enrollment options.

1. Use the on-line scheduling tool Go to <http://crane.myannualenrollment.com> and use the online scheduling tool to pick a convenient date and time.
2. Call the Benefit Service Center toll-free at **833.935.3332** and a representative will schedule your appointment.
3. Check with local HR to see if onsite support is available.



## 4. Verify any dependents covered under your benefit plans.

Crane has a Dependent Verification process to proactively confirm **NEW** dependents' eligibility:

- You can start the dependent verification from the notification center found on the top right corner of the home page **OR**
- You will receive a packet in the mail after you enroll in your benefits

outlining the process and required documents. The package will include a fax cover sheet with the fax number that you should use to submit your forms. These documents may include, but are not limited to, a birth certificate, marriage license, adoption certificate, etc.

- Be sure to fax or upload the appropriate documentation in by the Deadline Date listed on the announcement letter in your package.



## 5. Review your benefits confirmation statements for accuracy.

- To view and print your health benefits confirmation page, go to the Website My Crane Benefits Portal ([digital.alight.com/craneco](https://digital.alight.com/craneco)) and log in using the last four digits of your SSN, your date of birth, and zip code. (If you have already logged in and you are just retrieving the confirmation, use the user name and password you created from your first login.)
- To view and print your Voluntary Worksite Benefits confirmation page, go to [www.unum.com](https://www.unum.com).

**Deadline:**

**Please note that eligible associates must enroll as a part of the annual open enrollment process which is October 20, 2021 – November 5, 2021.**

*New hires or associates experience an eligible life event must enroll within 30 days from date of hire/life event change in order for benefits to take effect.*

*If you do not enroll by the timelines noted above, you will have to wait for the next annual enrollment period and may be subject to insurance company approval for some plans.*