



Kronos Enrollment Guide

Welcome to 2021 Open Enrollment! Open enrollment will be held Saturday, November 7th - Friday November 20th and changes will take effect January 1, 2021. Refer to the instructions below to complete your enrollment through our Employee Portal (Kronos).

1. Log on to Kronos (employee portal): www.gmnameplate.com/employeeportal

a. Complete the following fields on the Login page:

User Name & Password

Important: Be sure to have your phone on you to access text/email option to verify your account. If you are not sure of your username or password, or you have too many failed login attempts your account may be locked. Please contact the HR Department if you require assistance.

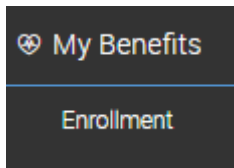
2. Click on **three blue lines** in top left corner of the screen



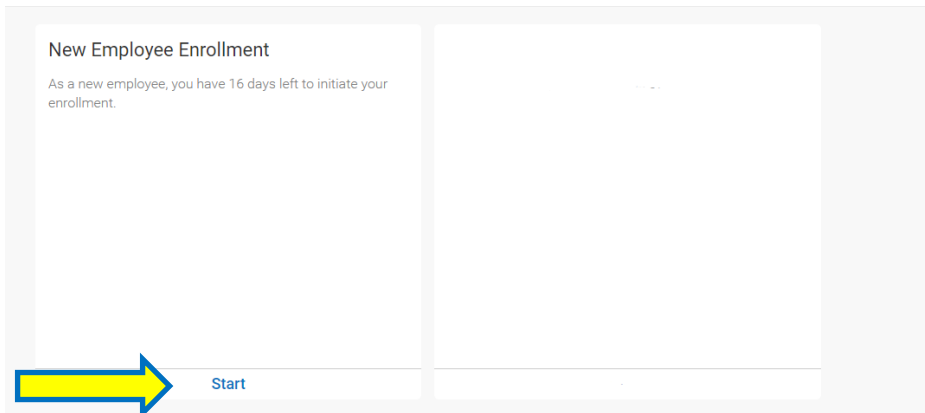
3. Click on the **“single person icon”**



4. Choose **“My Benefits”** then **“Enrollment”**



5. Click on **“Start”**



6. Enrollment instructions:

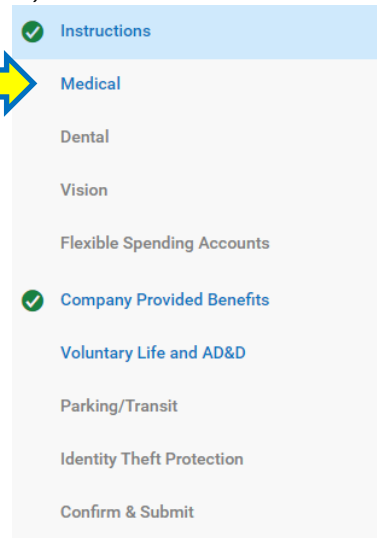
NOTE: You will see that plans are greyed out at first, that is only because you need to complete all benefit selections before you can modify your choices (select or waive).

a. Start your enrollment by clicking on **Medical**

b. You will have the following options:

- Waive all medical
- Cigna Open Access **"Base"** Plan
- Cigna Open Access **"Buy -Up"** Plan

c. Click on the check box next to the plan of your choosing to view coverage options

A screenshot of the enrollment form. It shows two plan options, each with a checkbox and the Cigna logo. The first option is 'Waive all Medical' and the second is 'Cigna Open Access "Base" Plan'. Below each option is a 'Coverage Name' field with a minus sign. The 'Cigna Open Access "Buy-Up" Plan' option is also visible at the bottom of the screenshot.

d. You will see coverage options once you click in the **"coverage"** field

Coverage Level


Coverage *

A screenshot of a dropdown menu for the 'Coverage *' field. The dropdown is currently empty, and a yellow arrow points to it from the right.A screenshot of two buttons: a blue 'CANCEL' button and a grey 'SAVE AND SELECT' button. A yellow arrow points to the 'SAVE AND SELECT' button from the right.

e. Once you have selected your plan click **"Save and Select"**

f. You should now see the **coverage** you chose and your **contribution** per pay period

Cigna Open Access "Base" Plan





Deduction #1: Pre-tax Deduction #2: Post-tax Earning #3: Imputed Income

Coverage Name
Employee Only - Healthy Lifestyles Rate

Coverage
-
-
-

Employee Contribution
\$29.00
\$0.00
\$0.00



*The Rates you see are based on your "CURRENT" premium discount status.

The deadline to complete your Healthy Lifestyles activities and qualify for the medical premium discount is November 30th. If you **do not** qualify for the discount - your rate will change to the **Regular Rate in 2021**.

If you are currently at the Regular Rate and qualify for the discount in 2021 - your rate will change to the Healthy Lifestyles rate in 2021.

g. Click "**Continue**" when ready to proceed.

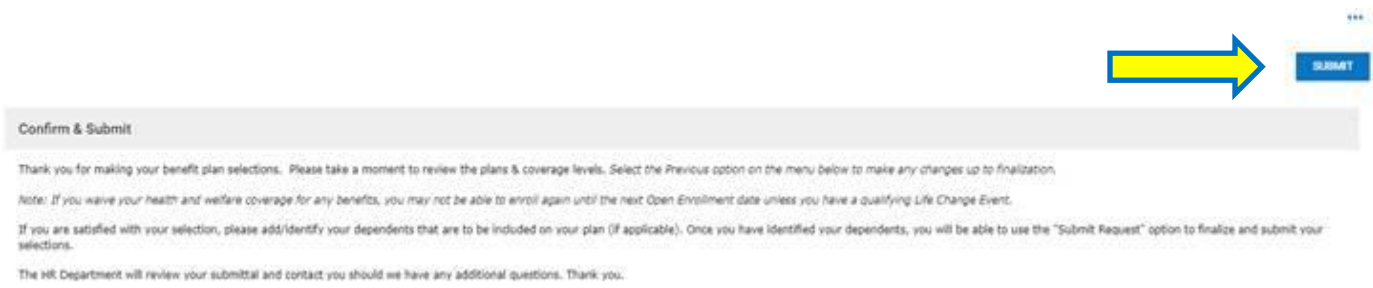
h. Continue to enroll in each benefit category (Medical, Dental, etc.) and select a coverage type or waive/opt out of a plan coverage. You can modify your selections up to final submit on Confirm Selections tab.

HINT: If you are ever logged out or want to finish later you will login to Kronos as usual, but instead of clicking "Start" you will choose "Continue".

i. You are finished you should see all green check marks next each plan.

- Instructions
- Medical
- Dental
- Vision
- Flexible Spending Accounts
- Company Provided Benefits
- Voluntary Life and AD&D
- Parking/Transit
- Identity Theft Protection
- [Confirm & Submit](#)

j. Click **“Submit”**



Confirm & Submit

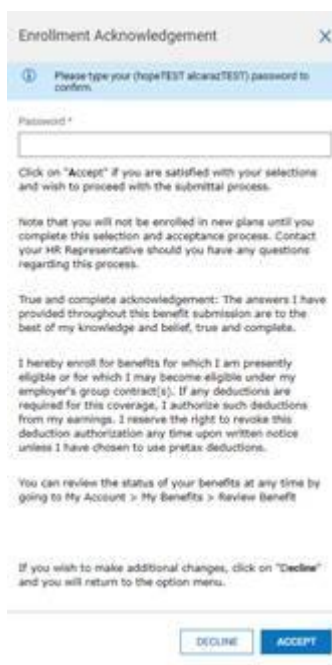
Thank you for making your benefit plan selections. Please take a moment to review the plans & coverage levels. Select the Previous option on the menu below to make any changes up to finalization.

Note: If you waive your health and welfare coverage for any benefits, you may not be able to enroll again until the next Open Enrollment date unless you have a qualifying Life Change Event.

If you are satisfied with your selection, please add/identify your dependents that are to be included on your plan (if applicable). Once you have identified your dependents, you will be able to use the "Submit Request" option to finalize and submit your selections.

The HR Department will review your submittal and contact you should we have any additional questions. Thank you.

k. An **“Enrollment Acknowledgement”** screen will pop up. Enter your Kronos password and click **“Accept”**.



Enrollment Acknowledgement

Please type your (hope)EST (kronos)EST password to confirm.

Password *

Click on "Accept" if you are satisfied with your selections and wish to proceed with the submittal process.

Note that you will not be enrolled in new plans until you complete this selection and acceptance process. Contact your HR Representative should you have any questions regarding this process.

True and complete acknowledgement: The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete.

I hereby enroll for benefits for which I am presently eligible or for which I may become eligible under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings. I reserve the right to revoke this deduction authorization any time upon written notice unless I have chosen to use pre-tax deductions.

You can review the status of your benefits at any time by going to My Account > My Benefits > Review Benefit

If you wish to make additional changes, click on "Decline" and you will return to the option menu.

DECLINE ACCEPT